



CATALOG 2004 - 2005

HOUSATONIC COMMUNITY COLLEGE

900 Lafayette Boulevard
Bridgeport, Connecticut 06604-4704

www.hcc.commnet.edu



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CALENDAR 2004 • 2005

FALL 2004

Open Registration	Monday - Friday, August 30 - September 3 No Activities August 31
Orientation	September 1
Classes Begin	Tuesday, September 7
Late Registration	Tuesday, September 7 - Monday, September 13 (closed Sat. & Sun.)
Last Day for Enrolled Students to Add Open Courses without Special Permission	Monday, September 13
Professional Staff Day -No Classes	Friday, September 24
Last Day to Declare Audit Status	Monday, October 4
Last Day to Drop Courses and Receive Automatic "W"	Monday, October 18
Mid Term Grades Entered by Faculty	Wednesday, October 27
Veteran's Day Holiday - No Classes	Thursday, November 11
Last Day to Complete "I" Grades from Winter 2003 and Spring 2004	Monday, November 15
Thanksgiving Holiday - No Classes	Wednesday, November 24 - Sunday, November 28
Last Day to Drop Courses	Monday, November 29
Last Day of Classes	Thursday, December 16
Final Exams	Friday, December 17 - Thursday, December 23
Final Grades Due from Faculty	Tuesday, December 28

No Classes - September 24, November 11, and November 24 - 28

WINTER 2004

Classes Begin	Monday, December 27
Last Day of Classes and Exams - Winter 2004	Thursday, January 13

No Classes - December 31, 2004

SPRING 2005

Registration and Orientation	Tuesday - Friday, January 18 - 21
Classes Begin	Monday, January 24
Late Registration	Monday, January 24 - Monday, January 31 (closed Sat. & Sun.)
Last Day for Enrolled Students to Add Open Courses without Special Permission	Monday, January 31
Lincoln's Birthday - No Classes	Friday, February 11
President's Day - No Classes	Monday, February 21
Last Day to Declare Audit Status	Tuesday, February 22
Last Day to Drop Courses and Receive Automatic "W"	Monday, March 7
Mid Term Grades Entered by Faculty	Wednesday, March 16
Spring Break	Monday, March 21 - Sunday, March 27
Classes Resume	Monday, March 28
Last Day to Complete "I" Grades from Fall 2004 and Winter 2004	Monday, April 11
Last Day to Drop Courses	Monday, April 25
Last Day of Classes	Monday, May 9
Final Exams	Tuesday, May 10 - Monday, May 16
Final Grades Due from Faculty	Wednesday, May 18
Commencement	Thursday, May 26

No Classes - February 11, February 21, and March 21 - 27

SUMMER 2005

Session I (8 weeks)	Tuesday, May 31 - Thursday, July 21
Session II (1st 5 weeks)	Tuesday, May 31 - Thursday, June 30
Session III (2nd 5 weeks)	Tuesday, July 5 - Thursday, August 4

No Classes - July 4, 2005

College is closed: November 11, 25- 28; December 25, 31, 2004 and January 1, 2, 8, 9, 15, 16; February 11, 21; March 25 - 27, May 30 and July 4, 2005. See Academic Calendar brochure for a complete listing of when the College building is closed.

HOUSATONIC COMMUNITY COLLEGE

ROLE AND SCOPE

Housatonic Community College serves an eleven-town area in Southwestern Connecticut, centering on the City of Bridgeport, Connecticut's largest city. A member of the Connecticut Community-Technical College system, the College was founded in 1967. In 1997, the College moved to its present site in downtown Bridgeport with a state-of-the-art campus. The Housatonic Museum of Art and Sculpture Garden are part of the teaching mission of the College. With nearly 4000 works in the collection, and over 1700 displayed throughout the building, the museum offers lectures, demonstrations, and changing exhibitions in the Burt Chernow Galleries.

Housatonic is accredited by the New England Association of Schools and Colleges and the Board of Governors for Higher Education of the State of Connecticut.

In response to community and student need and desire for personal enrichment, Housatonic offers Associate degree programs in preparation for transfer to four-year institutions, as well as occupationally oriented Associate degree and Certificate programs. Short-term, non-credit courses, seminars and workshops, as well as targeted student services also help satisfy community and personal enrichment needs. These programs prepare students for employment, and advancement in business, industry, allied health, early childhood education, natural sciences, computer arts and information systems, and human services.

Housatonic strives to provide high quality, accessible instructional and student services within an environment of mutual respect among faculty, staff, and students. These services are provided through an open-door admissions policy, at low cost in a variety of settings, and through a variety of methods and approaches.

Special support services responding to student and community need include disabilities support services, career and transfer counseling, a TRIO grant-funded program for disadvantaged students, academic support and tutoring, library facilities and instruction, English as a Second Language programming, and an array of student activities, including The Women's Center.

The student body continues to grow and reflect the diversity of the service region. Changes in student ages, educational goals, racial, ethnic, social, and economic diversity are responded to with flexibility and responsible adjustment in programs and services.

Outreach to the local community is part of the mission of the College. Non-credit courses, seminars, cultural events, and forums are designed to respond to specific learning needs and to stimulate community dialogue. Non-credit offerings focus on the rapidly changing nature and requirements of the workplace, as well as needs for personal enrichment.

The College assists local businesses and institutions to train and update the skills of their workers.

HOUSATONIC'S MISSION

Our purpose at HCC is to empower all individuals to develop to their full potential. We are committed to lifelong learning for all. As a knowledgeable and dedicated faculty and staff, we work together with students in a learner-centered, supportive, and stimulating environment. We prepare students to participate in, and contribute responsibly to, our global society.

We strive for:

Affordable, accessible, and high-quality higher education;

Sensitivity to students with diverse backgrounds, needs and goals;

An intellectually active and culturally rich environment that features the largest art collection of any two-year college in the country;

A state-of-the-art campus with up-to-date technology and facilities designed to serve students, community groups, and local businesses;

A vital liberal arts foundation to help students to develop creativity, critical thinking, and problem-solving skills;

Certificate, training, and Associate programs for transfer to baccalaureate institutions, for specific job and employment skills, and for personal enrichment;

Comprehensive student support services that work proactively with students for their success;

Active partnerships with the community, businesses, and other educational institutions.

ACADEMIC GOALS

Housatonic Community College is a two-year comprehensive community college authorized to award the Associate in Arts and Associate in Science degrees. Students are prepared to continue their education, and to transfer their credits to four-year institutions throughout the country. The career programs of the College prepare graduates for occupations in business, industry and the health services that ordinarily require no more than two years of collegiate study.

All career curricula include a core of studies in liberal and general education as well as technical and occupational courses.

The College also offers a broad variety of certificate programs and program options to prepare students for employment or advancement in business, industry, allied health, and public service organizations. Special support services designed to help students succeed include Writing Across the Curriculum Center, Bilingual Transitional Program, a program for those with disabilities, a Special Services Program for the Disadvantaged, and free tutoring.

A highly qualified and committed faculty and staff provide these support and instructional services primarily at the main campus and other sites within the service area to meet educational needs.

Fast Track, Credit-Free Program Continuing Education (CE)

Continuing Education is a Credit Free Program. Our goal is to offer non-credit, fast paced courses, certificates and special certification programs to assist the community with professional goals or personally enrich their own lives. Programs are designed in response to the rapid change in the economy along with our community's needs and interests within our local service region.

This program offers a variety of courses from Professional Development to Personal Enrichment.

For more information about Continuing Education programs, visit the website at www.hcc.commnet.edu or call (203) 332-5057 or (203) 332-5150.

Business and Industry

Business and Industry is part of the Business and Industry Services Network of Connecticut Community Colleges System efforts to provide workforce training statewide for businesses, CEO companies, government agencies, unemployment agencies, etc. These special trainings offer a wide range of educational, professional and manufacturing training

programs to meet the immediate needs of our local businesses and workforce development in this region.

These special trainings involve assessment of the company's and individual needs, customized training and re-training in specific fields, customer designed courses, seminars, workshops for certificates, certifications or separate courses. All trainings are a combination of non-credit offerings. Additional information can be obtained by contacting the Continuing Education Department at (203) 332-5150 or (203) 332-5057.

ORGANIZATION

Housatonic Community College is one of 12* regional community-technical colleges in Connecticut. Each serves specific geographic areas and each offers some specialized degree and certificate programs.

The system was established under Public Act 330 enacted in 1965 and amended in 1989 when the separate community college and technical college systems were merged. One governing board, the Board of Trustees of Community-Technical Colleges, and one central administrative office oversee the 12 institutions.

*Currently the institutions are: Asnuntuck (Enfield), Capital (Hartford), Gateway (New Haven), Housatonic (Bridgeport), Manchester (Manchester), Middlesex (Middletown), Naugatuck Valley (Waterbury), Northwestern (Winsted), Norwalk (Norwalk), Quinebaug Valley (Danielson), Three Rivers (Norwich), and Tunxis (Farmington).

HCC's Administrative Officers:

The President:

Dr. Janis M. Hadley

The Dean of Administration:

Dr. Paul S. McNamara

The Academic Dean:

Ms. Anita Gliniecki

The Dean of Outreach Services:

Dr. Robert H. Thornton

The Dean of Students:

Dr. Lisa M. Montgomery

The Housatonic Community College Foundation, Inc.

The Housatonic Community College Foundation, Inc., was formed in 1990 by a group of Greater Bridgeport area residents to assist the College and its students beyond the fundamentals provided by the state, and to help the College grow as a unique resource.

It provides resources for scholarships, equipment, community outreach, and for the art museum and its collection.

Through fund-raising efforts, the Foundation has awarded over \$350,000 in scholarships and other assistance to Housatonic students, since its founding. It continues to seek ways to assist the College and to identify sources of additional funds. The Foundation is approved by the IRS as a tax-exempt organization. Contributions can be sent to:

HCC Foundation, Inc.
900 Lafayette Boulevard
Bridgeport, CT 06604-4704.

Promote learner success and inclusion through a stimulating, nurturing learning environment, high-quality instruction, support services, and co-curricular activities;

Support economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development and technology transfer;

Build community through the sponsorship of intellectual, cultural, social and recreational events and activities;

Engage students and community members to become active and responsible leaders in their communities.

ACCREDITATION

Housatonic is accredited by the Board of Governors for Higher Education of the State of Connecticut and by the New England Association of Schools and Colleges, Inc., a national, non-governmental organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction. Accreditation by the New England Association indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. Assessment is periodically reviewed through a peer group review process.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of Housatonic Community College or to the New England Association of Schools and Colleges, The Sanborn House, 15 High Street, Winchester, Massachusetts 01890, (617) 729-6762.

Housatonic Community College curricula are licensed and accredited by the Board of Governors for Higher Education of the State of Connecticut. The College is authorized to award the Associate in Arts and the Associate in Science degrees.

For accreditation for the following programs, see: Clinical Laboratory Technology....page 35
Occupational Therapy Assistant...page 49

THE COMMUNITY COLLEGE SYSTEM MISSION

Connecticut's Community Colleges are statewide leaders and partners in the academic, economic, and cultural lives of our communities, providing comprehensive, accessible, innovative, and affordable learning.

To realize this distinctive mission, the Community Colleges:

Provide a broad range of credit and non-credit liberal arts and sciences, career, and technical, associate degree and certificate programs leading to transfer, employment, and lifelong learning;



Photograph by HCC student, Edward Maher

GENERAL PHILOSOPHY

Housatonic has an open-door admission policy limited only by available financial resources and space. The College provides educational opportunities to people regardless of age, religion, racial or ethnic backgrounds or disabilities.

Admission to some programs at Housatonic requires personal interviews and/or special academic background. The specific requirements of these programs are on the pages as follows:

Clinical Laboratory Technology.....	page 39
Nursing.....	page 53
Occupational Therapy Assistant.....	page 54
Physical Therapist Assistant	page 55

The Admissions Office assists anyone needing further program information. A personal interview is optional, and those who wish may make an interview appointment by contacting the Admissions Office.

Admission Requirements

If you plan to enroll at Housatonic Community College, you must be a graduate of an approved secondary school or hold a State Equivalency Certificate (GED). If you are a mature applicant who cannot meet these requirements, you may be given special consideration based on your qualifications and experience.

To apply for admissions, you must:

1. Obtain an application from the Admissions Office or from a high school guidance office.
2. Return the completed application with a \$20 non-refundable application fee, (personal check or money order), to the Admissions Office.
3. Submit an official copy of your high school transcript (sent from your high school) showing graduation, or a copy of your diploma, or a copy of your G.E.D.
4. Submit an official transcript of previous course work to the Admissions Office if you have attended another post-secondary institution (college/training institute).
5. Provide proof of compliance with the Measles/Rubella Immunization policy. See section below on MMR for complete information.
6. Complete the Accuplacer Placement Test. Please contact the Academic Support Center at (203) 332-5019 only AFTER submitting the application for admissions. Placement testing is required for all students entering degree/certificate programs.

Residency Requirements

Per general statutes of CT Sec. 10a-29. (Formerly Sec. 10-329e). Determination of student status. Per general statutes of CT Sec. 10a-30, it shall be presumed that the establishment of a new domicile in the state of Connecticut by an emancipated person has not occurred until he has resided in this state for a period of not less than one year. The following shall determine the status of a student:

1. Every person having his domicile in this state shall be entitled to classification as an in-state student for tuition purposes. Except as otherwise provided in this part, no person having his domicile outside of this state shall be eligible for classification as an in-state student for tuition purposes;
2. The domicile of an unemancipated person is that of his parent;
3. Upon moving to this state, an emancipated person employed full-time who provides evidence of domicile may apply for in-state classification for his spouse and unemancipated children after six consecutive months of residency and, provided such person is not himself in this state primarily as a full-time student, his spouse and unemancipated children may at once be so classified, and may continue to be so classified so long as such person continues his domicile in this state;
4. Any unemancipated person who remains in this state when his parent, having theretofore been domiciled in this state, removes from this state, shall be entitled to classification as an in-state student until attainment of the degree for which he is currently enrolled, so long as his attendance at a school or schools in this state shall be continuous;
5. The spouse of any person who is classified or is eligible for classification, as an in-state student shall likewise be entitled to classification as an in-state student;
6. An unemancipated person whose parent is a member of the armed forces and stationed in this state pursuant to military orders shall be entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which he is currently enrolled, shall not lose his residence when his parent is thereafter transferred on military orders.

See general statutes 10a-27, 10a-28, 10a-29, 10a-30 for full text of above and related statutes.

Admission Dates

Individuals interested in enrolling at HCC should apply for admission as early as possible. Students are admitted on a first-come, first-served basis.

Students entering Allied Health programs are admitted only for the fall semester (see individual program descriptions) but may enroll earlier for their prerequisite academic core courses under the General Studies program.

Application forms and other information about applying for admission can be obtained from the Admissions Office by a personal visit to the office at 900 Lafayette Boulevard, visit our web site: www.hcc.commnet.edu, or by mail to:

Admissions Office
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704,
Or by calling 332-5100.

Measles/Rubella Immunization

Connecticut Law Public Act 03 - 13

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.

Official Documents include:

- Physician's documentation of inoculations.
 - Blood work indicating immunity.
 - Physician's certification that the student had the disease.
 - Physician's certification that inoculation is medically contraindicated.
 - A signed statement stating that receiving inoculations for immunization is against religious beliefs.
 - The first measles and rubella inoculation must be after the student's first birthday and after 1-1-69. A second measles inoculation is required, must be at least thirty days after the first, and must have been given after 1980.
 - Documentation must be submitted before registration
 - Student's exempt from showing proof of measles and rubella immunization include:
 - Students born before January 1, 1957
 - Non-degree students.
 - Students taking non-credit, Continuing Education classes.
 - Students who have graduated from Connecticut high schools in 1999 or later.
- For more information call Health Services at (203) 332-5062.

Placement Testing

Most first-time students admitted to HCC are required to take a placement test. This test, administered on a personal computer, is designed to provide information about basic academic skills in English and mathematics. This information assists students and the College in making decisions about placement in particular courses or about the course section suited to the student's level of preparation. Test scores remain valid for two years without the student needing to be retested.

The following are required to take the test:

- All first-time students enrolled in a degree or certificate program;
- Any student who does not initially seek a degree or certificate but who registers for a course that would result in the accumulation of 12 or more credits;
- Any transfer student who has not successfully completed both an English composition course and a college-level math course (transcripts required);
- Any student electing to take an English writing course or a mathematics course;
- Any student electing to take English as a Second Language courses.

When the Test is Given

Placement tests are given throughout the year. New and readmit applicants will be notified by the Admissions Office with instructions on placement testing.

Test Waivers

Please check with the Admissions Office or with the Academic Dean regarding placement waiver qualifications.

First-time students who have earned an associate degree or higher college degree need not be tested. Official transcripts are required. Hand-carried documents are not accepted, but may be used for advising and placement purposes.

Credit (by examination) for Experiential Learning

Educational experiences gained outside of the traditional college setting through employment, military, volunteer work or independent study activities may be valid towards completing degree requirements. Students who have enrolled in a degree or certificate program at HCC may be granted credit and advanced standing for such experiences.

If you wish to earn credit for experiential learning, you must complete an application form from the Admissions Office and submit it to the appropriate academic department for approval. Upon approval, arrangements will be made for completing either a standardized or departmental test or other assessment procedure for determining if credit will be granted.

The Admissions Office will notify you of credit awards. No more than fifty percent of an approved program may be awarded for prior experiential learning. All work must be completed within one year from the initial date of the request.

Admissions to Special Programs

Please refer to the following programs and pages for special admission requirements:

Clinical Laboratory Technologypage 39
Honors.....	page 47
Nursing.....	page 53
Occupational Therapy Assistantpage 54
Physical Therapist Assistantpage 55

Students with Disabilities

Students with disabilities are advised to register with the Disability Support Services program immediately after acceptance by the College. Students are encouraged to inquire about services at the time of admissions, through the Coordinator of Disabilities. We welcome students with disabilities and the opportunity to make their college experience a successful one.

Students with Medical Problems

It is the student's responsibility to notify the Director of Learning Support, the Health Services Office, and instructors of any chronic medical problem. In this manner, better service can be provided for those with medical problems.

Special Students

Special students are non-degree, non-matriculated students who have not, as yet, selected a program, although they have been formally admitted to the College. Special students are not required to submit an official high school or college transcript until they enroll into a degree or certificate program. They may register only as part-time students (11 or less credits per semester) and enroll on a course-by-course basis. Special students taking credit courses may have these credits applied toward a degree or certificate upon declaration of degree status. Special students are not eligible for financial aid.

Admission of High School Students

Housatonic and many area high schools have signed agreements, which permit eligible high school juniors and seniors to enroll in college credit courses at Housatonic at no cost under the Housatonic High School Partnership Program. Students must have the written recommendation of their high school principal or counselor and have at least an 80 academic average. Students admitted under the High School Partnership Program are responsible for the cost of their books and transportation.

Each high school is limited to one student each semester.

Other high school students who demonstrate sufficient scholastic ability and who are approved by their high school principal or designated representative may be admitted on a tuition-paying basis. A letter of recommendation must be submitted with the application form to the Admissions Office. These students are required to pay tuition and fees for any courses taken.

All high school students may be admitted to courses of study for which they satisfy the prerequisites. The credits earned shall be held until graduation from high school, at which time credits may be used to satisfy appropriate degree requirements or may be transferred to other colleges.

A placement test is required of all students who are interested in participating in the High School Partnership Program and other high school students on a tuition-paying basis who plan on taking classes at Housatonic Community College.

Admissions Policy for Home-Schooled Applicants

I. Applicants to Housatonic Community College who have completed home-schooling or who are being home-schooled must meet the same requirements as any other applicant; these include, but are not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, and rubella, taking placement test etc. In addition, the applicant must submit the following:

A. A federal or state equivalency diploma
Or

B. Alternative documents

1. A summary of the secondary program of study the pursued, and a certificate of successful completion thereof, signed by the parent or other provider of home schooling.
2. Applicants who have ever attended a secondary school must also submit a copy of that transcript, whether or not they may have graduated from there.
3. Applicants who are in the process of home schooling, but who have not as yet completed the equivalent of a high school education, may request to be permitted to take a college course through the following application process:

A. Submit "Student Request Form" which can be obtained at the Academic Affairs Office or Admissions Office and documentation from a knowledgeable source other than the parent (such as a school guidance counselor or teacher who has reviewed the students' work) that the student is at least the equivalent of junior in high school, with the skill level equivalent to a "B"

average. The Dean of Academic Affairs will review this information and you will be notified of her/his decision.

If the documentation is approved then an interview will be set up with the Dean of Academic Affairs, Dean of Students, or their designee, to assess the student's level of readiness for successful, independent participation in college coursework and on the College campus.

Tech Prep

Housatonic also participates in the School-to-Career Program, an integrated school-based and work-based experience that combines academic and occupational learning. School-to-Career also provides activities that serve as a link between secondary and post-secondary education.

Tech Prep, a part of this program, offers at least four years of sequential course work at the secondary and post-secondary levels to prepare students for technical careers. Programs typically begin in the 11th grade and result in an award of an associate degree or certificate after two years of post-secondary training. Tech Prep is designed to build student competency in academic subjects and provide broad technical preparation in a career area. High school students interested in this program should speak with their advisors or call the Housatonic coordinator of the School-to-Career/Tech Prep Program.

Admission of Senior Citizens

Senior Citizens follow the admission procedure outlined on page 11. The application fee is waived for persons 62 years of age or older; proof of age must be provided at time of application.

Admission of Veterans

Veterans follow the admission procedure outlined on page 11. In addition, veterans eligible to receive educational benefits must bring a copy of their DD-214 (separation papers). Veterans eligible to receive military educational benefits under the GI Bill must bring a legible copy of their DD-214 discharge if there was prior active duty on their current Notice of Basic Eligibility (NOBE) if the student is a member of the CT Guard or Reserves.

Tuition waivers are granted to all current CT Guard personnel in good standing as well as veterans who served during Desert Storm or other military operations. See the HCC Veteran's Representative in B109 for more details.

Admissions of Foreign Students

1. Foreign students must have the equivalent of an American high school diploma and must present official copies of all academic records with the application. College transcripts in a language other than English must be accompanied by certified translations from an accredited agency such as WES (World Education Services, Inc). All foreign students, except those from countries where English is the only official language, must demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL). Information and registration forms for this test are available at American Embassies, Consulates, and offices of the United States Information Service, or by writing to Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540. Since the College has no housing facilities for students, prospective foreign students must give written evidence, along with their application, of their residence plans and means of supporting themselves and paying for college tuition and fees while in the United States. All the above-mentioned credentials should be submitted to the Admissions Office at least three months before the requested date of admission.

This school is authorized under Federal law to enroll non-immigrant alien students.

2. You are also required to include a copy of your High School Diploma or Official High School Transcripts. High School Diplomas (only) can be submitted in another language. Official transcripts must be in English showing your academic course work completed at your high school and each college where applicable. (Official transcripts - all course work must be translated into ENGLISH in order to be evaluated.) These credentials are evaluated in accordance with the College's general admissions requirements.
3. A (NOTARIZED) letter of residence must be submitted stating your local residential address you intend to reside in Connecticut while attending Housatonic.
4. You, the prospective international student, friend, relative or sponsor must provide a (NOTARIZED) FINANCIAL AFFIDAVIT LETTER. A letter stating "who" will be responsible for your total college expenses of \$26,656.00. (IMPORTANT: This letter "must" state the total amount of \$26,656.00!) The government requires this to cover your cost of living expenses, tuition, fees and books.) NOTE: This is a commuter school; there are no housing facilities for students.

5. Complete I-134 FORM for the INS. (NOTARIZED)
6. FINANCIAL PROOF: Referring to #3, whom ever is responsible for the applicant's college expenses must provide "financial proof" they are able to do this. Financial proof: recent bank statements, notarized letter from the bank stating you presently have sufficient funds of \$26,656.00 and/or equity, scholarship certificates as proof of financial support totaling the \$26,656.00. This must be in US Dollar equivalency. Copy of Current PASSPORT/I-94 CARD (only for students who have a passport must bring original and we will make copies of the front and back).

Admission for a Second Degree

A student who already holds an academic degree may earn a second degree in a different curriculum at Housatonic Community College. Such a student will be treated in the same manner as a transfer student with respect to the minimum number of credits to be taken for the second degree. This will require at least 25 percent of the minimum credit requirements in the second curriculum to be additional coursework and granted by HCC where the second degree will be conferred. In no case can a second degree be awarded unless a student has 75 or more credits. For further information see page 20.

New England Regional Student Program

The New England Regional Student Program (RSP), one of the basic programs administered by the New England Board of Higher Education (NEBHE), was established in 1957. The RSP enables residents of New England to attend an out-of-state public college or university within New England for certain degree programs that are not available in their home-state public institutions and pay either in-state tuition or 50 percent above that amount.

The following two-year institutions charge RSP students in-state tuition:

- Massachusetts Community Colleges (except Northern Essex)
 - Community College of Rhode Island
- The following institutions charge RSP students in-state tuition plus 25 percent:
- Connecticut Community Colleges
 - Maine Vocational-Technical Colleges
 - Northern Essex Community College (MA)
 - New Hampshire Technical Institute
 - New Hampshire Vocational Technical Colleges
 - Community College of Vermont
 - Vermont Technical College

Interested students should contact the Director of Admissions at the institution concerned.

Transfer Students

Students wishing to transfer from other institutions of higher education must comply with the requirements of application for admission into a degree program as outlined. In addition, transfer students wishing to transfer course work completed at another college or university, or by CLEP or Dantes, must request that an official transcript of previous college work be sent to the Admissions Office at Housatonic (hand-carried documents not accepted).

For transfer credit, a course must either correspond to one offered at Housatonic or be pertinent to a specific program.

The policy on transfer approved by the Board of Trustees is as follows:

At all Regional Community Colleges, degree credit shall be granted for credit courses completed at all institutions within the Connecticut State System of Higher Education and at all other accredited collegiate institutions, in accordance with the following:

1. Degree credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work, which is not applicable or equivalent to curriculum requirements, shall be accepted for credit at the discretion of the College. Degree credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Trustees.
2. Credit courses completed with a grade of Pass (P) shall be accepted only for degree credit; the Pass grade assigned by other institutions shall not be included in computation of student grade point averages.
3. Degree credit shall be granted for credit courses completed with a passing letter grade of "C" or better. Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
4. At the option of a transfer student, degree credit shall be granted for credit courses completed at other institutions with a grade of "D," subject to the following conditions:
 - a. If the student's grade point average at the time of transfer is at least 2.0 the student shall be considered in good academic standing, and letter grades assigned by other institutions to courses for which credit is granted by the community college shall not be recorded nor included in computations of the student's grade point average at the community college.

- b. If the student's grade point average at the time of transfer is less than 2.0, then the letter grades of "C-," "D+," "D," or "D-" assigned by another institution to each course for which credit is granted by the community college shall be recorded on the student's transcript and included in computations of the student's grade point average, and his/her academic standing at the community college shall be determined accordingly.
5. Notwithstanding the number of degree credits that shall be granted in accordance with the foregoing, the student must complete at least 25 percent of the minimum credit requirements for the degree through course work at the college awarding the degree.

Receiving Transfer Credit

An applicant who has attended another post secondary institution (college/training institute) and wishes to have any credits earned at this other school applied towards his or her degree at Housatonic Community College must fulfill the following requirements:

1. The applicant must be enrolled in a degree or certificate program and must be currently attending classes;
 2. An applicant who has attended another post-secondary institution (college/training institute) must request an official transcript of previous course work be sent to the HCC Admissions Office;
 3. The applicant must fill out a Transcript Evaluation Request form available in the Admissions Office. Upon receipt of the official transcript, a determination will be made as to the acceptability and appropriateness of the credits to the student's curriculum.
 4. Request an "Official" college transcript from previous college(s) to be mailed directly to the Admissions Office. Student must provide course descriptions/catalog from the year courses were taken. Official transcripts are imprinted with a raised college seal and mailed or hand delivered directly to the Admissions Office in a "sealed" envelope.
- Admissions will start evaluation of credits after mid-term exams are completed and grades are posted.



FEES & FINANCIAL AID

TUITION & FEES

Regional Community College Schedule of Tuition & Fees
Academic Year 2004-2005

Tuition Fees¹ (Effective Fall 2004)

Full-time student (12 semester hours or more)
a. Connecticut resident\$ 1,056.00
b. Non-resident3,168.00
c. NEBHE1,584.00

Part-time student (per semester hour)
a. Connecticut resident88.00
b. Non-resident264.00
c. NEBHE132.00

Extension Fees

- Credit courses - per semester hour ..\$95.00
- Non-credit courses:
Rate set on a per course basis depending upon course offered.

General Fees

College Services Fee - Connecticut resident
1. Full-time student - per semester\$137.00
2. Part-time student - per semester
1 through 11 credits48.25 - 126.75
Cost determined by credit load

Student Activity Fee

- Full-time student - per semester\$10.00
- Part-time student - per semester5.00

Special Fees

Application Fee20.00
Program Enrollment Fee²20.00
Late Registration Fee5.00
Graduation Fee33.00
Replacement of Lost ID Card1.00
CLEP Examination Fee³ Each Exam50.00
CLEP Service Fee15.00
Academic Evaluation Fee15.00
Portfolio Assessment Fee50.00
Transcript Fee3.00
Returned Check25.00
Late Payment Fee15.00
Installment Plan Fee\$25.00

Tuition and fees listed above are subject to change by the Board of Trustees for Community-Technical Colleges.

Additional Mandatory Usage Fees

Effective Fall 2004
Laboratory Course Fee\$ 52.00
Per registration in a designated laboratory course
Studio Course Fee\$ 58.25
Per registration in a designated studio course
Clinical Program Fee - Level 1\$ 182.25
Per semester (Fall and Spring only)
Level 1 - allied health programs
Clinical Program Fee - Level 2\$ 130.25
Per semester (Fall and Spring only)
Level 2 - allied health programs

Explanation of Notes

- Waivers - per general statutes of CT, Sec. 10A - 77; Sec. 27 - 103A and Board of Trustees policies.
 - Complete waiver of tuition for dependent child of a Connecticut resident who was later declared missing in action or a prisoner of war after 1/1/60.
 - Tuition is waived for veterans who are Connecticut residents at the time of admission if they served on active duty as defined in C.G.S. Sec. 27-103(a) in the Armed Forces of the U.S. or any government associated with the U.S. during the following conflicts and were released from service under honorable conditions: Operation Desert Shield and Operation Desert Storm (8/1/90 - 6/30/94), the invasion of Panama (12/20/89 - 1/31/90), Operation Earnest Will (2/1/87 - 7/23/87), the invasion of Grenada (10/25/83 - 12/15/83), the peace-keeping mission in Lebanon (9/29/82 - 3/30/84), the Vietnam era (1/1/64 - 7/1/75), and earlier conflicts specified in C.G.S. Sec. 27-103(a).
 - Tuition, general fees and the application fee are completely waived for those Connecticut residents 62 years of age or over provided, at the end of regular registration, there is space available in the course. Special fees other than the application fee must still be paid.
 - Tuition may be waived or remitted by the President or a designated appointee for any in-State student who demonstrates substantial financial need and who is enrolled on a full- or part-time basis in a degree or certificate program or a pre-college remedial program.
 - Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a law enforcement program of the Academy that is offered in coordination with a Regional Community College that accredits courses taken in the program.

This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the College.

f. The tuition of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a regional community college on a full-time or part-time basis in a degree-granting program.

The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.

g. The tuition shall be waived for any dependent child of a police officer or fire fighter killed in the line of duty.

h. The community college presidents are authorized to waive the student activity fee only for students enrolled in General Fund/Tuition-financed courses offered at off-campus locations.

- Not applicable if student paid the \$20.00 application fee.
- CLEP exam fees are payable to College Level Examination Board and are not deposited or held in state accounts. This fee is subject to change by the College Level Examination Board.

Fees are subject to change

College presidents, with the approval of the Chancellor, are authorized to waive General and Special Fees of students enrolled in special programs when the circumstances justify such action.

New England Regional Student Program

Each New England state has agreed to admit out-of-state New England residents for study at its public, degree-granting colleges, universities and institutions. At HCC, these students pay the same student activity fees as students from Connecticut, and the same tuition and college services fee, plus a 50 percent tuition and college services fee surcharge.

Tuition and Fee Payment Schedule

Tuition and fees are payable in advance in accordance with deadline dates announced each semester. Tuition and fees are subject to change without prior notice.

Continuing Education Courses

For information about the fees applicable to Continuing Education courses, see the Continuing Education publications that are available in advance of each semester or special session.

Cancellations of courses: if the College cancels a course, full refunds will automatically be allowed. If a student cancels a course, full refund will only be allowed if the student contacts the Continuing Education Dept. 24 hours before the class begins. Student cancellation of classes that begin on Saturdays and Mondays need to contact the Continuing Education Dept. by Friday 11:00 a.m. for full refund. After these times, no exceptions will be made for refunds.

Waiver of Tuition for the Elderly, Qualified Veterans and the Children of Certain Servicemen

Connecticut residents aged 62 or older who have been accepted for admission to Housatonic Community College shall be exempt from payment of tuition, general fees, and the application fee provided if, at the end of the regular registration period, there is space available in the course(s) in which the person intends to enroll. Proof of age must be submitted to the Business Office to complete the eligibility requirements for this waiver.

Qualified veterans, who were residents of Connecticut when accepted for admission to Housatonic Community College, and were residents of the State at the time of entry into the armed forces or at the time of release from active service, may be exempt from payment of tuition. Persons who believe they may qualify for this waiver of tuition should speak with the Veterans Affairs Office for further information about eligibility requirements.

The dependent children of certain servicemen who have been declared missing in action or prisoners of war are eligible for a full or partial waiver of the tuition. Details about this waiver are available from the Veterans Affairs Office.

Registration and Fee Deposit

Students registering for credit general fund/ tuition account courses prior to three weeks before the first day of classes must pay a non-refundable deposit of applicable College services and student activity fees.

The total tuition is payable in one installment and is due no later than three weeks before the first day of classes. Failure to have made all payments by the announced deadline will result in the cancellation of the student's registration unless an installment payment plan option has been approved.

All registrations between the announced deadline and the first day of classes shall be

accompanied by full payment of all tuition and fees applicable to the course unless an installment payment plan option has been approved.

Failure to make payments in accordance with an installment payment plan option will also result in the cancellation of the student's registration.

Students presenting bad checks must replace them within seven days of the College's receipt of such notification, or the student's registration will be immediately canceled.

Refunds of Tuition Only

Requests for the refund of tuition must be made in writing. Requests made by telephone will not be accepted. Fees will not be refunded. All refunds take 6 to 8 weeks for processing. Please refer to the appropriate schedule of classes for the semester that lists specific dates for registration, tuition payment deadline and refund dates.

Fall and Spring Semester Courses

Students who wish to withdraw from the College shall direct their requests for withdrawal to the Registrar's Office. Refunds are made according to the conditions and in the amounts set forth below.

If written notice of complete withdrawal from the College, indicated by completion of an official withdrawal form, is received by the last business day prior to the first day of classes for that semester, 100 percent only of the total tuition for all courses in which one has registered will be refunded. If a notice of withdrawal is received through the first 14 calendar days of the semester, a 50 percent refund of tuition only will be granted both full-time and part-time students. No refunds will be granted either full-time or part-time students beyond the 14th calendar day of the semester. No fees are refundable.

Summer School Courses Supported by the Educational Extension Account

In the event the College cancels a summer school course, students will receive a complete refund. A student who withdraws from a summer school course prior to the first day of the session will receive a full refund of credit tuition fees, provided that a written request for refund shall have been received by the Registrar's Office not later than 4 p.m. on the last business day preceding the first day of the session (requests must be received by 4 p.m. Friday for sessions that begin on the following Monday). No refunds of tuition fees are granted if withdrawal is made on or after the first day of the session. Program fees are non-refundable.

FINANCIAL ASSISTANCE TO STUDENTS

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to attend college.



General Guidelines

Housatonic offers financial aid to students who have been determined to have financial need, according to Federal need analysis. The amount of financial aid awarded depends on the financial need, the availability of funds at Housatonic, and any other aid the student is receiving. The financial aid package may include grants, loans, or work-study jobs in various combinations. All financial aid programs are subject to change.

Applying for Financial Aid

All applications for financial aid should be completed by May 1 for students enrolling in September, and November 1 for students enrolling in January. Applications are accepted throughout the academic year, but awards made after the recommended deadlines depend on fund availability. A new application must be completed for each academic year.

Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). Apply online at www.fafsa.ed.gov. Remember to apply for your PIN (personal identification number) first.

The information provided in this application is a consistent way of measuring the ability of families and/or students to pay educational costs. The student is determined to have need if the cost of education exceeds the student's available resources, based upon a standardized formula that was established by Congress. All allowable educational expenses are considered when financial aid applications are reviewed.

Student Aid Reports need not be submitted to the Financial Aid office. The Financial Aid office will download reports electronically.

Requirements for Student Financial Aid

In order to receive financial aid, students must have completed the entire admissions process and be accepted into a degree or eligible certificate program. You may be eligible for financial assistance if you are:

- A citizen or permanent resident of the U.S. or Trust Territories;
- In good academic standing and making satisfactory academic progress according to the standards and practices of HCC;
- In compliance with draft (Selective Service) registration requirements;
- Not in default in the repayment of any educational loans or owes a refund on any Title IV grant program at any institution.

How Financial Aid Works

Financial aid awards are based on your enrollment status as of the 14th calendar day of the semester. Any course added after that time will not be covered by financial aid and will be billed directly to you.

Students should remember that:

- Financial aid cannot be used for non-credit courses offered through the Continuing Education Program;
 - Financial aid cannot be used for audited courses;
 - Withdrawal during the first two weeks of any semester will result in the cancellation of all financial aid. Students will be billed by the Business Office for 50 percent of their tuition, all fees and any bookstore charges;
- Please see Policy for Refunds of Cash Disbursement of Title IV financial aid for withdrawal policy after the first 14 days of the semester;
- Financial aid does not cover the cost of any course and/or related books for which a student registers and never attends. The charges for any such course become the responsibility of the student who will be billed directly by the Business Office.

Student Responsibilities

All financial aid recipients are expected to make satisfactory progress toward completion of degree or certificate requirements. Every recipient should obtain from the Financial Aid Office a copy of Housatonic's policy on Satisfactory Academic Progress. In order to remain eligible, students who are the recipient of financial aid are required to meet the Satisfactory Academic Progress Policy established by the US Department of Education. Copies of this policy are available in the Financial Aid Office or the Student On Line System (SOS).

All financial aid applicants are assumed to be familiar with the contents of the HCC catalog. Students are responsible for reading and understanding all forms they are asked to sign and should keep copies of all documents submitted to the Financial Aid Office.

Financial aid recipients must inform the Financial Aid Office in writing of any change in name, address, marital status, family size, curriculum, or financial circumstances.

Students with questions concerning the accuracy or completeness of their applications should contact the Financial Aid Office.

If your application is in any stage of processing or review and you have not received an official notification of financial aid at the time you wish to enroll, you will be responsible for your tuition bill at the time of registration, and must make payment arrangements with the Business Office. If payment arrangements have not been made and you do not have an official notification of financial aid, your classes will, in all probability, be cancelled.

The only formal announcement of financial aid is an official award letter or e-mail sent by the Financial Aid Office. Information on the SOS (Student Online System) is not official unless you have received an official e-mail award notification or have been sent an award letter.

PLEASE NOTE

Applicants are responsible for completing all Federal eligibility and file completion requirements as soon as possible.

Under NO circumstances will financial aid be available for the fall semester unless ALL requirements are satisfied by November 15, 2004; or for the spring semester by April 15, 2005.

Policy for Refunds & Repayments of Cash Disbursements of Title IV Financial Aid (Withdrawal Information)

Students who officially withdraw between the 15th day and the 60% point (generally the 9th week) in any semester will be subject to a Title IV calculation to determine how much federal financial aid was actually earned.

Students who stop attending classes at any time during a semester or register and never attend are considered unofficial withdrawals. The College will perform the Title IV calculation and will assume that 50 percent of your federal financial aid was earned.

In both the above situations, a letter will be sent to you explaining your financial obligation to the College and the US Department of Education. You will have 45 days from the date of the letter to pay the College.

How Financial Aid Credit Balances Are Processed

Students must remain in attendance to be eligible for refunds of financial aid monies after all debt to HCC is satisfied. If a student does not remain in attendance, the excess aid will be returned to the Federal government. In the case of students who withdraw, payment will be prorated based on length of attendance according to the Federal Title IV Refund calculation.

Refunds of any amount after eligible educational expenses are deducted are normally made by the State Controller's Office.

WHAT PROGRAMS ARE AVAILABLE

Federal Programs

A Federal Pell Grant is based on need and restricted to students pursuing a first undergraduate degree.

Federal Supplemental Educational Opportunity Grant - a Federal grant usually awarded to Federal Pell recipients with greatest financial need.

Federal Work Study - a Federal program for students with financial aid eligibility that provides a source of income. It is expected that any earnings will be used for costs relating to attendance at the College.

Federal Family Educational Loans - loans for which students may apply include the Federal Stafford and Federal Unsubsidized Stafford Loan programs. Financial aid eligibility must be determined before loan applications are processed.

Contact the Financial Aid Office regarding additional requirements of these programs.

State Programs

Connecticut Aid for Public College Students - a state grant awarded by the College in various amounts to full- or part-time students demonstrating financial need. Students must be Connecticut residents to qualify.

Connecticut Community College Grant Program - a state program awarded by the College as a grant to waive tuition and fees for full- or part-time students. Students must demonstrate financial need and be Connecticut residents to qualify.

State Work Study - Work Study employment is provided through funds from the State of Connecticut and is available to students who are residents of Connecticut and who also demonstrate financial need.

The Financial Aid Office determines awards of all Federal and state financial aid resources.

SCHOLARSHIPS

Housatonic Community College Foundation, Inc. Scholarships

The Housatonic Community College Foundation is committed to the education of all its students. To this end, financial assistance is available for tuition and fees for academic achievement or financial aid as determined by the Scholarship Committee of the Foundation Board of Directors.

The Scholarships are awarded on the basis of financial need, academic achievement, and community/college service. Preference is given to students in good academic standing with a GPA of 3.0 or higher and who have completed at least 9 credits at Housatonic. Students are notified when applications are available and the deadline for submitting them.

In addition to HCC Foundation scholarship funds, the following are available to incoming and current students:

Awards & Scholarships for Incoming Students

DeMattia Family Scholarship - established to assist incoming students from area high schools who demonstrate academic achievement and financial need.

Weller Collegiate Scholarship - awarded to an incoming freshman student from Monroe, Newtown, Easton, Shelton, or Trumbull who demonstrates financial need.

Awards & Scholarships for Current Students

Barden Foundation Scholarship - awarded to two students who are continuing their education in science, including computer science.

Kim Thibodeau Chiaraluce Endowed Scholarship Fund - established to provide funds for a young woman attending the College for the academic year either on a full- or part-time basis who demonstrates academic achievement and financial need.

Connecticut Women's Forum Endowed Scholarship Fund - established to provide funds for women students with financial need who are enrolled in a Housatonic two-year degree program.

The Frederick A. DeLuca Foundation Scholarship - given to a current HCC student who is currently employed, preferably at a Subway Restaurant. Student must demonstrate success in all areas of academic achievement, participation in extra-curricular activities and financial need.

Doane Scholarship - established in memory of a Housatonic lab assistant and awarded to a student continuing his or her education in computer science, mathematics, or engineering.

Marguerite Sullivan Dunigan Endowed Scholarship Fund - established to honor Marguerite Sullivan Dunigan's achievements as a single mother, grandmother, friend, sister, Housatonic student, and graduate. Awarded to a single mother currently attending HCC.

President Edward J. Liston Endowed Scholarship Fund - established to provide funds for students enrolled in one of the College's two-year degree programs and who demonstrate academic achievement or financial need and involvement in extracurricular activities.

The William Pitt, III Foundation Scholarship - awarded to current full-time Housatonic students who are in good academic standing with a GPA of 2.8 or better, have completed at least 9 credits at Housatonic and who are not receiving financial aid.

Elizabeth Pfriem Endowed Scholarship Fund - awarded to Housatonic Foundation Scholars. Scholars are current HCC students in good academic standing who demonstrate financial need and have completed 9 or more credits at the College with a GPA of 3.0 or higher.

The Southern Connecticut Gas Company Community Scholarship - awarded to a current full or part time HCC student who has completed one year at the College. Preference will be given to a student with a GPA of 3.0 or higher who demonstrates financial need.

NOTE: see page 21 for additional scholarships.

Other Aid Opportunities

At various times, local businesses, corporations and foundations make funds available for scholarships, grants or work-study opportunities. The Student Development Center coordinates these awards.

VETERANS' EDUCATIONAL BENEFITS

Housatonic is approved by the State Department of Higher Education for student benefits under appropriate chapters of Title 38, U.S. Code. Under specific circumstances, spouses, widows, widowers, and children may also be eligible for these benefits. Veterans or their dependents should contact the Veteran's Representative for assistance in effecting certification of eligibility.

Housatonic, through the State of Connecticut, is also able to offer veterans tuition waivers for General Fund courses.

To be eligible, a veteran must have served honorably on active duty during qualified war eras, and show proof of Connecticut residency. Please refer to pages 6 and 8.

Each veteran must present a valid Form DD-214 when applying for student benefits under the G.I. Bill or Tuition Waiver.

NOTE: The AA Theatre Arts Program cannot be approved for veteran education benefits at this time. Please inquire to the Veteran's Representative for updated information.

The Advanced English Proficiency (ESL) certificate is not a vocational program approvable for veteran benefits. However, veterans and eligible dependents may be paid for remedial, deficiency or refresher courses (such as ESL) when it is determined that they need the courses in order to pursue a program for which they would be otherwise eligible. Certification of need (as determined by testing) can be made to the VA.

TAX CREDIT PROGRAMS

The Hope Scholarship 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 percent 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.

Supplemental and Early Childhood Laboratory School Funds

The Housatonic Community College Foundation has established a Supplemental Assistance Fund for students who experience unexpected financial problems directly related to their ability to continue their studies at Housatonic. Applications 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.

A second program assists students with tuition for their children at the Housatonic Early Childhood Laboratory School.

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, a faculty member or counselor must advise them. 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/Add a Secondary 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) or add a secondary program should obtain the proper form from the Counseling Center. The change of program/add a secondary program form must then be presented to the appropriate department chair or program coordinator as indicated on the form. Whether changing or adding a program, the department chair or coordinator will indicate his/her approval, recommend an advisor and forward to the office of the Academic Dean.

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.

The instructor will extend make-up of work missed because of absence or other reasons only when there is sufficient justification.

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

Repeating a Course/Higher Grade Prevails

Students may only repeat the same course twice in which they receive a grade of "C-" or lower (C-, D+, D-, F). Credit will be granted only once for a course unless otherwise specified in the course description. The student transcript will reflect all grades, but for the purpose of the computation of the GPA, the higher or highest grade prevails. Repeated courses that are counted in the computation of the GPA are noted with "I" on the transcript following the grade points to indicate "included" in calculation. Courses that are not counted in the computation of the GPA are noted with "E" on the transcripts following the grade points to indicate "excluded" in calculation.

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.
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 after two weeks, but prior to the end of 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.



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 completing a course

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

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.

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 that 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."

IV. Mid-Term Grades

Mid-term grades are advisory grades indicating a student's progress through the first half of a standard semester. If a student is making satisfactory progress, he/she will be awarded a grade of "S" to indicate satisfactory progress. If a student is not making satisfactory progress, he/she will be awarded a grade of "U" to indicate unsatisfactory progress. A student in developmental courses may also be awarded an "M" grade to indicate that he/she is maintaining progress, but not sufficient to attain the mid-term grade of "S." When compared to traditional grades, the "S" grade equates to a grade of "C" or higher, while a grade of "U" equates to a "C-" or lower.

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	0
<i>(developmental courses & ENG* E101, ENG* E043, ENG* E101 and ENG* E100R)</i>	
P	0
<i>(for CEU courses only)</i>	
W	0
N	0
S	0
<i>(satisfactory progress, mid-term grade only)</i>	
U	0
<i>(unsatisfactory progress, mid-term grade only)</i>	
Administrative Marks	
AU	0
N	0

Students are assigned 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. The only mid-term grades assigned are "S," "U," and "M." 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.

V. Satisfactory Progress

1. The grading system employed by each college accurately reflects the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit 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.



4. Satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 1.9, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the College.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

(Adopted October 17, 1993)

(Amended January 28, 2002)

(Amended January 23, 2004)

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 in specified PTA courses for credit and 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). The Office of Continuing Education Programs keep permanent records of CEUs.

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 prior to the end of 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.

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. Transcript requests are normally processed within 10 working days.

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

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 that is based upon the courses a student has taken during the current semester. The second is a Cumulative GPA that 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
ENG* E101	B+	3	9.9
PSY* E101	D	3	3.0
MAT* E115	A	4	12.0
BIO* E107	B-	3	10.8
		13	35.7

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

Fresh Start for Readmit Students

Fresh Start Option allows students who have not registered for college credit courses for two or more years and have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. A poor academic record is defined as multiple courses completed with course grades of less than 2.0.

The Fresh Start Option may be used only once. A student must apply for this option prior to, or within one year of returning to HCC. Students are INELIGIBLE if they have completed a Certificate or Degree and the option will not apply to completed certificates or Degrees.

If the request for the Fresh Start Option is approved, all grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is involved will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. In accordance with the system policy on transfer grades, if the Fresh start option is approved, the student will receive credit for courses with a grade of "C" (not including C-) or above, including "P" (Pass).

A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate, and for graduation honors. For more information, please contact the Office of Learning Support at 332-5097.

Definition of Readmit Student

A "Readmit" student is a student returning to the College after an absence of at least 2 years (including summer and winter inter-sessions).

Definition of a New Student

A "New" student is a first-time first-year student attending any institution for the first time at the undergraduate level. This definition includes students enrolled for the fall term who attended the same college for the first time in the prior summer term. This definition also includes students who entered with advance standing (college credits earned before graduation from high school - AP, Tech Prep, HS Partnership, etc.).

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 that does not exceed 13 credit hours. Students who are on Probation 2 may register for a schedule that does not exceed 7 credit hours.

Academic Standards Criteria

<i>If total credit hours attempted by student is between</i>	<i>Then GPA for Good standing (Full Program)</i>	<i>Needed for Probation 4 (13 cr. max)</i>	<i>for Probation 2 (7 cr. max)</i>	<i>Academic Suspension (1 sem. or permanent)</i>
11 or less credit hrs	1.75 plus	1.50 - 1.74	0.00 - 1.49	
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

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 that 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.

Academic Honors

Dean's List

There shall be a Dean's List of full-time students 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.

ACADEMIC SERVICES

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. The degree or certificate program in which you are enrolled will determine your advisor.

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)

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, and 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

The Housatonic Library provides resources and services in support of the academic programs of the College. To the extent possible, it also serves personal and non-curricular intellectual needs of the faculty, staff and students. Students come to the library to find information, do research, study in a pleasant atmosphere, and, sometimes, just relax and read the newspaper. The staff is helpful, friendly and knowledgeable. Librarians are available to assist patrons during all hours of library operation.

The library maintains an open stack book collection of over 35,000 titles and a periodical collection of approximately 200 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 videos and compact discs, 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 films and educational titles in both VHS and DVD formats. Educational titles cover a range of subjects and relate to all areas of the curriculum.

The library's extensive collection of books and other media can be searched in the HCC Online Catalog by using title, author, or subject matter. Students, faculty, and staff can use the interlibrary loan service to borrow books and articles from libraries worldwide.

Electronic information services offered by the library include many on-line databases providing full-text access to journal and newspaper articles and other reference sources. The databases cover the major curricular areas including, literature, health, business, the

social sciences, current news, and general information. The ReQuest database permits the patron to search the holdings of more than 300 Connecticut libraries.

The HCC Library web page (www.hcc.commnet.edu/library) offers remote access to the catalog and most of the online databases as well as other library-related information.

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.

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.

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 and will indicate the requirements that 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 an initial evaluation after completion of 50 percent of required courses.
2. Catalog Selection for Graduation Evaluations. A candidate for graduation will be evaluated under the catalog most appropriate, as outlined below:

For Degree and Certificate 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 (a break in enrollment of more than two years), or had a break in enrollment of less than two years (stopout), the catalog used shall be that in effect when the candidate was readmitted or reenrolled.
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 enrollment 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.
4. 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, or any time after 30 credits have been earned or 50 percent of a certificate program. 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 institu-



tion transferred to Housatonic should visit the Admissions Office and arrange for an evaluation of transfer credits.

5. 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.
6. 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 and apply for graduation 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.

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.

The George Scholarship** - presented to a graduating student in the Computer Science Associate Degree Program who demonstrates academic achievement.

The Joyce Gerber Early Childhood Education Endowed Scholarship** - presented to a student graduating with a degree in Early Childhood Education and with the highest grade point average among graduates of the Early Childhood Education Program, who plans to transfer to a four-year college.

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 that 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 1999 and shows graduates from this class by June 2003. It is based on full-time students entering associate degree programs only.

Students entering Sept. 2000	313
Graduates by June 2003.....	41
Percent of graduates	13.1%

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

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

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

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

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.

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.

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, and ENG* 101 and ENG* 102, EN 101 and EN 102.

Computer Policies

See Appendix IV of the *Student Handbook* for the complete policy, page 156.

Drug-Free Workplace

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

No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the College campus or off the College campus at a College-sponsored activity,

function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

Standards and Procedures for Student Discipline

The Board of Trustees of Community-Technical Colleges has adopted the policy on student discipline for the system of community colleges. See Appendix I of the *Student Handbook* for the complete policy, page 152.

Student Rights

See Appendix I of the *Student Handbook* for the complete policy, page 154.

People with Disabilities

See Appendix VI of the *Student Handbook* for the complete policy, page 160.

Racism and Acts of Intolerance

See Appendix VI of the *Student Handbook* for the complete policy, page 160.

Sexual Harassment

See Appendix VI of the *Student Handbook* for the complete policy, page 161.

Violence in the Workplace Prevention

See Appendix VII of the *Student Handbook* for the complete policy, page 162.

AIDS and Other Communicable Diseases

See Appendix V of the *Student Handbook* for the complete policy, page 159.

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.

Federal regulations permit disclosure of education records without prior consent to officials of other institutions of post secondary education that have requested the records and in which the student seeks or intends to enroll. Upon request, Housatonic Community College will provide the student a copy of the disclosed record(s) and an opportunity for a hearing, if requested, to challenge content of the record.

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**. The institution may disclose such information 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.



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 18), Cooperative Education, 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 that 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 18 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 and resource for the HCC's Early Childhood Education Program and other disciplines in the College.

To enroll, children must be three years of age by 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. 50 weeks a year.

As a laboratory setting, the Early Childhood Education faculty assigns students to a variety of activities and observations that 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 that 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, 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. Once you have located the site, navigate your way to SOS from Housatonic's home page. Be sure you follow all instructions.

HEALTH SERVICES

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, and 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.

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 Director 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. *Bean Feast*, 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
Coffeehouse Club
Criminal Justice Club
Cultural Affairs Task Force
French Club
Gay/Straight Alliance
HCC Coffee House
Human Services Club
Job 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 Director 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 is available for students in the parking garage. You enter the garage from Lafayette Boulevard.

You must obtain a parking hangtag in order to park in the garage. The Garage Security Office upon verification of registration issues tags.

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.

HCC 2004-2005 Catalog

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.

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 that 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.

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.



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