

APPENDICES

APPENDIX I

Policy on Student Discipline (5.2.1)

Section 1: Policy Statement

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

Section 2: Proscribed Conduct

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

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

authorized by a medical prescription from a registered physician shall not be a violation of the provision.

10. For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records or laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Section 3: Discipline Procedures

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

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

she has the right to explain his or her position as part of the informal investigation.

3. Following completion of the informal investigation specified above, the dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that discipline including the possibility of suspension or expulsion or removal of college privileges would be appropriate.
4. If discipline less than suspension or expulsion or removal of college privileges is contemplated, the dean may, after an informal hearing, impose such discipline specified in Section Disciplinary Penalties, except suspension or expulsion or removal of college privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the dean and to present argument and evidence in his or her behalf. Within fifteen days of the imposition of discipline under this provision, the student may request review of the action by the president. The president may confirm, reduce, or remove the disciplinary penalty.
5. If discipline including suspension or expulsion or removal of college privileges is contemplated, the dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.
6. In the case of an emergency, the dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.

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

Section 4: Disciplinary Penalties

1. **Disciplinary penalty** shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:
2. **Expulsion.** Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.
3. **Suspension.** Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.
4. **Removal of College Privileges.** This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.
5. **Disciplinary Probation.** Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college

privileges or (b) repetition of misconduct after disciplinary warning has been imposed.

6. **Disciplinary Warning.** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
7. **Community Service.** Community service involves an obligation, agreed to by the student as an alternative to 1 through 5, above, for a given number of hours of service on the campus or in the community at large.

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

APPENDIX II

Policy on Student Rights (5.2.2)

Section 1: Rights of Students

It is the policy of the Board of Trustees of Community-Technical colleges that the educational offerings of the community colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, sexual orientation, mental or learning or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46A-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

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

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

Section 2 : Student Grievance Procedure

1. **Definition:** A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. **How to file a grievance:** A grievance is to be submitted in writing to the dean of student affairs or such other college official as the president may designate (hereinafter, the dean of student affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. **Procedure for grievance resolution:** The dean of student affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college's affirmative action person during the course of the investigation.
 - c. In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.
4. **Advisory Committee:** The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing

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

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.
3. The academic dean or other designated official(s) shall afford review as provided below. The president may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.

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

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999)

APPENDIX III

Refunds of Tuition and Fees (6.5.5)

I. Registration and Fee Deposit - General Tuition Fund Courses

1. Full-time and part-time students registering prior to three weeks before the first day of classes must pay a non-refundable deposit of all college services fees and student activity fees applicable to the courses for which registered, exclusive of tuition.
2. The total tuition and mandatory usage fees applicable to the courses for which registered is payable in one installment and is due three weeks before the first day of classes unless a deferred payment plan, in accordance with the approved Board of Trustees policy, has been approved by the Bursar's Office.
3. Failure to have made all applicable payments no later than three weeks before the first day of classes will result in the withdrawal of the student's registration unless a deferred payment plan has been approved.
4. All registrations which occur during the three-week period before the first day of classes shall be accompanied by full payment of all tuition and fees applicable to the course for which registered unless a deferred payment plan has been approved.
5. Please refer to the appropriate College course schedule for specific date and time deadlines.

II. Withdrawals and Refunds - General Tuition Fund Courses

1. A registered student wishing to withdraw must submit a withdrawal request, in writing with appropriate documentation, to the Registrar. The effective date of withdrawal is the date the withdrawal is received by the Registrar. In counting calendar days, if the latest date for withdrawal falls on a Saturday or Sunday, the preceding Friday shall be the effective day. If the latest date for withdrawal falls on a legal holiday, the prior business day shall be the effective day.
2. For Notice of Withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of tuition, lab and studio fees will be granted for both full-time and part-time students. College services fees and student activity fees are non-refundable.
3. For Notice of Withdrawal received on the first day of classes and through the fourteenth calendar day of that semester, a refund of 50 percent of total tuition, lab and studio fees applicable to the courses for which registered will be granted for both full-time and part-time students.

College services fees and student activity fees are non-refundable.

4. For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, 50 percent of the difference of the tuition applicable to the original and revised course schedules will be refunded.
5. No refund of tuition will be granted for either full-time or part-time students beyond the fourteenth calendar day after the first day of classes.
6. Please refer to the appropriate College course schedule for specific date and time deadlines.

III. Withdrawals and Refunds - Tuition Fund Courses

1. One-hundred (100) percent refund of tuition and fees will be granted students entering the Armed Services before earning degree credit in any semester, upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.
2. Veterans or other eligible persons (war orphans, children of disabled veterans, etc.):
 - a. Those covered by subsection (b) of section 10-38 (h) of the General Statutes (Vietnam-Era veterans and dependent children of certain veterans) pay no tuition; only their fees will be refunded as that of all other students.
 - b. Veterans or other eligible persons war orphans, children of disabled veterans, etc.) will be granted a refund in the same manner as any other student.

IV. Withdrawals and Refunds - Extension Fund Courses

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

V. General Conditions

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

The complete Board of Trustees policy follows in its entirety.

I. Required Fees

The college services fee and student activity fee paid by all students registering for credit general tuition funded courses, or credit extension funded courses, is non-refundable, except when course sections cancelled by the college would result in a change in fees otherwise due.

The mandatory clinical fee paid each Fall and Spring by enrolled students matriculated and declaring a major in a Level 1 or 2 allied health program as defined in 6.5.2.II B, is non-refundable, except that a student who drops out of the allied health program entirely or who has no enrollment in any credit courses as of the end of the college's official drop-add period, may request a full refund of the clinical fee or elimination of the fee receivable from his or her account.

The mandatory laboratory and studio fees paid by all students for each registration in a general/tuition or extension funded credit course with a laboratory or studio requirement as defined in 6.5.2.II B, is refundable according to the same terms and schedule as the applicable tuition or extension fee refund, and is 100% refundable when the course section is cancelled by the college.

II. General Tuition Funded Courses

A. Refund Schedule - General

For notice of withdrawal received prior to the first day of college classes for that semester, a refund of one hundred percent of total tuition will be granted for both full-time and part-time students.

For notice of withdrawal received on the first day of classes and through the fourteenth calendar day of that semester, a refund of fifty percent of total tuition applicable to the courses for which registered will be granted for both full-time and part-time students.

For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, fifty percent of the difference of the tuition applicable to the original and revised course schedule will be refunded.

No refund of tuition will be granted for either full-time or part-time students beyond the fourteenth calendar day after the first day of classes.

B. Refund Schedule - Armed Services

One hundred percent refund of tuition and fees will be granted students entering the armed services before earning degree credit in any semester, upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.

C. Special Fees - The following special fees are non-refundable:

- application fee
- program enrollment fee
- late registration fee
- graduation fee
- replacement of lost ID card fee
- academic evaluation fee
- portfolio assessment fee

D. Students Covered - For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.

E. Publication of Payment and Refund Policies - All colleges will insert in their college catalogs and brochures the information concerning tuition payment and refunds contained in this policy.

F. Special Waivers - College presidents are authorized to modify the tuition and fee refund policy for specific students on a case by case basis under the following extenuating or extraordinary circumstances: severe illness documented by a doctor's certificate; erroneous advisement by the college; and military transfer. Other extenuating or extraordinary circumstances may also be considered upon written request submitted by a college president to the chancellor. Exceptions which should not normally be considered include change in job, normal illness, and poor decision or change of mind by a student.

G. Change of Registration - General and Extension Courses - Where a student has changed his or her course schedule to a different mix of general and extension credit courses, the college may elect not to apply the refund policy which would otherwise be in effect with respect to the course(s) deleted, and may, instead, collect or refund only the net amount due based on the tuition and fee policies applicable to the total student course load.

III. Extension Funded Credit Courses - Extension fees may be refunded in accordance with the following:

A student who withdraws by the last business day before the first class meeting of the course(s) is entitled to a full refund of all extension [account] fees. A request for withdrawal must be received by the president or his or her designee no later than the end of the last regular business day of the college before the first meeting of the course(s).

A student reducing his or her extension course load will be entitled to a full refund of extension [account] fees appropriate to the course(s) dropped, provided the request for refund is received by the president or his or her designee no later than the end of the last regular business day of the college before the first class meeting of the course(s).

No refund will be made after the first class meeting of the course except in cases of serious illness or other extraordinary circumstances, at the discretion of the college president or his or her designee.

If a class is cancelled, a full refund of extension course fees will be made.

IV. Refund Policy for Students Participating in Federal Title IV Student Aid Programs

Refund or return of Federal Title IV funds shall be made in accordance with applicable Federal rules and regulations, as amended from time to time, which shall take precedence over these tuition and fee refund policies.

The chancellor or designee shall implement procedures to ensure compliance with Federal requirements.

Section 6.5.5, IV A and IV B – Repealed December, 2002.

(Adopted March 21, 1994; amended July 22, 1996; June 19, 2000, December 16, 2002)

APPENDIX IV

Information Technology Resources (2.8.1)

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

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

IT resources shall be used solely for legitimate and authorized academic and administrative purposes, and in furtherance of CCC mission and goals. They shall not be used for personal purposes, including monetary gain. Use of IT resources may be monitored by the appropriate CCC authority to ensure proper and efficient usage, as well as to identify problems or to check for security violations.

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

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

(Adopted October 21, 2002)

[This policy replaces that adopted on July 22, 1985.]

Acceptable Use Policy

I. INTRODUCTION

This Policy governs the acceptable use of Connecticut Community Colleges (CCC) Information Technology (IT) resources. These resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

Users of CCC IT resources are responsible for using those resources in accordance with

CCC policies and the law. Use of CCC IT resources is a privilege that depends upon appropriate use of those resources. Individuals who violate CCC policy or the law regarding the use of IT resources are subject to loss of access to those resources as well as to CCC disciplinary and/or legal action.

II. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

- Ensure that CCC IT resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC IT resources;
- Ensure that the CCC community is aware that use of CCC IT resources is subject to state and federal laws and the CCC policies; and
- Ensure that IT resources are used in compliance with those laws and the CCC policies.

B. SCOPE

This Policy applies to:

- All IT resources owned or managed by the CCC;
- All IT resources provided by the CCC through contracts and other agreements with the CCC; and
- All users and uses of CCC IT resources.

C. DEFINITIONS

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

Appropriate CCC Authority:

Chancellor, College President or designee.

Compelling Circumstances:

Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on IT resources, loss of evidence of one or more violations of law or of the CCC policies or liability to the CCC or to members of the CCC community.

IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

D. RESPONSIBILITIES

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And

where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

E. VIOLATIONS OF LAW AND POLICY

The CCC considers any violation of acceptable use to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of IT resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

F. NO EXPECTATION OF PRIVACY

There is no expectation of privacy in the use of CCC IT resources. CCC reserves the right to inspect, monitor, and disclose all IT resources including files, data, programs and electronic communications records without the consent of the holder of such records.

III. ACCEPTABLE USE

In making acceptable use of CCC IT resources you must:

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

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

- use CCC IT resources to violate any CCC policy or state or federal law.

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

APPENDIX V

Policy on AIDS and Other Communicable Diseases (2.10)

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

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.
2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.
3. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program.

A committee representative of the college community should be involved in formulating educational and information activities.

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

All community college employees are further subject to the June 3, 1988 "AIDS Policy for State Personnel" and the January 1987 "AIDS Guidelines for State Personnel."

APPENDIX VI

Racism and Acts of Intolerance - Policy Statement (2.1.5)

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

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

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

Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

(Adopted February 26, 1990)

People with Disabilities: Policy Statement (2.1.6)

People with Disabilities in the Community Colleges

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

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

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

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The board of trustees will work with the board of governors to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges.

This statement is intended to reaffirm the board's commitment to affirmative action and equal opportunity for all people and in no way to replace the equal opportunity policy statement.

(Adopted November 20, 1989)

Note: The Section 504 Coordinator for Housatonic Community College is the Dean of Students.

Policy Against Sexual Harassment

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

Sexual harassment may be described as:

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

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

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

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

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

Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships.

Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

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

What to do if you are the victim of sexual harassment

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

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

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

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

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

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Student Grievance Procedure (see page 167). A written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

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

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

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

Notice re: Campus Sex Crimes Prevention Act

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

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

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

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

APPENDIX VII

Policy on Violence Prevention and Response (2.13)

On August 4, 1999, Governor John G. Rowland signed Executive Order No. 16 instituting a "zero tolerance" Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors and vendors. In accordance with this directive and in an effort to provide a safe environment for employees, students, visitors and guests while on the premises of the Community Colleges, the Board of Trustees of Community-Technical Colleges has adopted and expanded the application of the Governor's policy. Executive Order No. 16 is attached to this Board policy and is fully incorporated herein.

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted.

Conduct that may violate this policy includes, but is not limited to, the following:

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

Reporting Threats or Violent Act:

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources office. Supervisors and managers who receive such reports shall seek advice from the Human Resources office regarding investigating the incident and initiating appropriate action. Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety/Security Department.

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources office a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Enforcement of this Policy:

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises.

Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college. Violations may also result in criminal penalties.

APPENDIX VIII

Event Planning and Campus Speaker Policy for Students

Purpose Statement:

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

Policy:

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

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

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

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

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

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

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

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

Procedure:

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

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

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

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

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

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

APPENDIX IX

Procedure for Dealing with Disruptive Students

Disruptive students interfere with the learning process and education mission of the College. Students are obligated to abide by the Student Code of Conduct and all local, state, and federal laws. The Student Conduct Code, instituted by the Board of Trustees of the Connecticut Community College System, can be found under “Policy on Student Discipline” and “Policy on Student Rights” in the Housatonic Community College Student Handbook. Students also are obligated to abide by the standards and expectations of proper classroom decorum as established by faculty in their class syllabi.

Disruptive students will be subject to immediate disciplinary intervention by the Office of the Dean of Students. In the event of an incident, faculty members are advised to follow the established College procedure for dealing with disruptive students:

1. The instructor should inform the disruptive student, either verbally or in writing, that such behavior is unacceptable in the classroom, and that the student may be removed from the class for either that day (by the instructor) or the rest of the semester (by the Dean of Students Office only) if the behavior continues. The verbal warning may take place privately or in the presence of others as witnesses. Faculty members are encouraged to consult with the Dean of Students Office for guidance in providing such feedback to the student.
2. The instructor simultaneously should inform the Dean of Students Affairs and the Department Chair person via memo or e-mail regarding the feedback to the student in question. The professor may request that the Dean of Student Affairs or a designee meet with the student to discuss the student's behavior and potential disciplinary consequences of further disruptive behavior and to reiterate that the professor has full authority in the classroom. A behavior contract may be required with the student at that time by the Dean of Students or a designee. Where and when appropriate, the College does attempt to mediate/counsel a student prior to taking formal disciplinary action.
3. If the student's behavior continues to be disruptive, the professor has the option of requesting the formal discipline process be implemented to remove the student from the class and, if warranted, from the College. This request should be made to the Dean of Students and the Department Chair person via e-mail; or memo. However, if the disruptive behavior is of such a nature that the professor cannot gain control of the class, or the safety and

welfare of the instructor or students are in jeopardy, the instructor should immediately contact Campus Security by using the classroom/office phone and dialing x5296 or by pressing the blue light emergency call buttons located in the hallways throughout the facility.

The College will address any behavior deemed to be inappropriate and disruptive in accordance with the policies set forth by the Board of Trustees of the Connecticut Community College System, including the policies on Sexual Harassment, Racism and Acts of Intolerance, and Violence Prevention and Response. Any questions or concerns about disruptive students and the disciplinary procedure should be directed to the Dean of Students Office at 332-5184.

APPENDIX X

Housatonic Community College Copyright Policy for Students

Students may not make additional copies of any copyrighted materials given to them in the classroom. Students may make one copy of materials placed on Course Reserve for them in a library or tutoring center. This includes:

A chapter of a book, not the entire book

A journal article

A short story or poem

A short excerpt (up to 10%) of audio or visual material

The copy is for personal use and additional copies may not be made for distribution to others.

Students may print one copy of articles found in an online database for their personal use.

APPENDIX XI

Satisfactory Progress (3.8)

Statement on Satisfactory Progress

The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its probation and suspension policy. A QPA of 1.5 and satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standards for good standing.

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

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

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

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

(Adopted October 17, 1993, amended January 28, 2002.)

Satisfactory Academic Progress Policy for Student Financial Aid Recipients

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the college.

A student must complete successfully two-thirds (66.66%) of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and non-credit remedial courses (with appropriate credit equivalency evaluation) will be included

in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

A student must also maintain a cumulative minimum grade point average as noted below to be making satisfactory academic progress and be eligible to receive financial aid.

Earned Credits	Minimum GPA
15.99	1.50
16.00	2.00

A student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

Probation Period

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Probation once. The probationary period will be the student's next semester of enrollment at the college. The college will communicate the Probation status to the student and inform the student that s/he must meet the academic progress standard by the end of the Probation Period in order to maintain eligibility to participate in the financial aid program at the college.

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the financial aid program at the college. The college will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.

Maximum Credit Hours

A student may receive student financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the college must be included in the calculation. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

Appeal Process

Each college must develop an appropriate Appeal Process providing specific procedures under which a student may appeal a determination that the student is not making satisfactory progress. A student may request reinstatement to the financial aid program through the Appeal Process.

Approved by Council of Presidents March 7, 2005 effective for the 2005-06 Award Year.

APPENDIX XII

Policy on Drugs and Alcohol in the Community Colleges (4.15)

Drugs and Alcohol in the Community Colleges

The Board of Trustees of Community-Technical Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

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

The board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and board of trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the

college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

- a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;

- b. when a college permit has been obtained;

*Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse

- c. when students bring their own beverages;

- d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it.

Colleges are encouraged to establish campuswide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

(Adopted November 20, 1989)

APPENDIX XIII

Weapons on College Campuses (4.23)

Weapons on Campus

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes)* is prohibited on college campuses or at college activities except as authorized by Board or college policies. Colleges are hereby authorized to develop policies which allow for specific exemptions to the extent permitted by law.

(Adopted May 18, 1992)

APPENDIX XIV

Home Schooled Students (5.1.5)

1. A home-schooled student is defined, for purposes of this policy, as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, or who is in the process of doing so.
2. Home schooled students who wish to attend a community college and pursue a degree or certificate must meet the same admission requirements as any other applicant, except for providing evidence of graduation from a secondary school or obtaining a state equivalency diploma. This includes, but is not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, and rubella, taking placement tests, etc.
 - a. Home schooled applicants may also submit a copy of a transcript from any secondary school attended, whether or not they may have graduated there from, or a copy of a federal or state equivalency diploma, or a summary of the secondary program of study they pursued, and a certificate of successful completion thereof, signed by the parent or other provider of the home schooling.
 - b. Home schooled applicants may be required to submit transcripts, or records of study, if such are required for other applicants.
3. Home schooled applicants who wish to enroll at a community college, but not pursue a degree or certificate, shall be treated as any other non-matriculated student at the college.
4. Home schooled applicants may, at the discretion of the college to which they are applying, be required to have an in-person interview with the college's director of admissions, or such other officer as the college may direct, to assess the applicant's ability to benefit from the program of study.
5. Each college shall develop such procedures, forms, and other materials as may be necessary to manage this policy.
6. Each college shall also establish an appeals process, with appeals going to a designated dean, who may, in special circumstances, waive the requirements of the policy.
7. If and when the State of Connecticut enacts laws or issues policies regarding home schooled students or their admission to public colleges, this policy will be revised and reissued, as may be necessary, to ensure compliance therewith.

(Adopted April 18, 2005)

