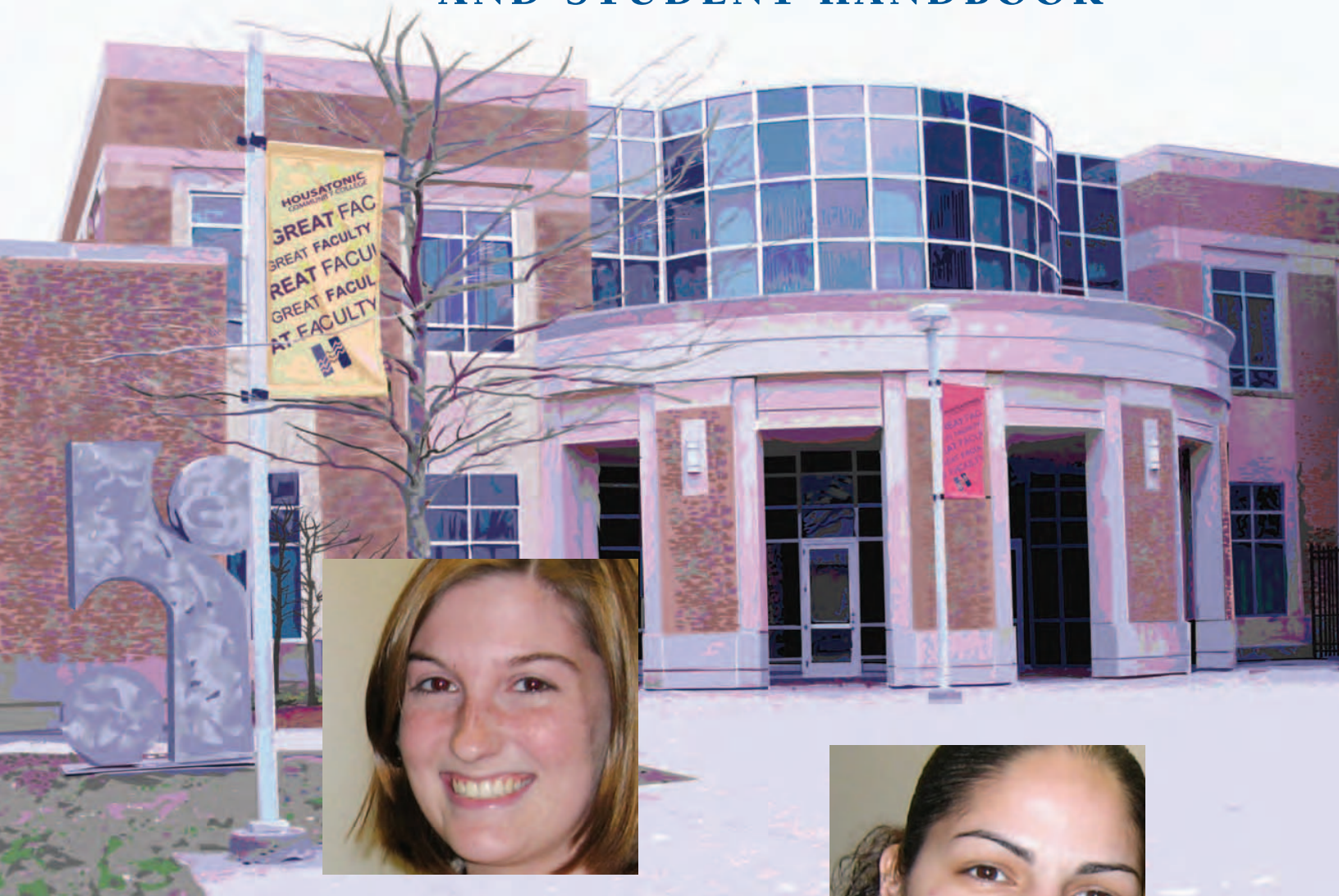


HOUSATONIC COMMUNITY COLLEGE 2007 - 2008 CATALOG

AND STUDENT HANDBOOK



AN
EXCEPTIONAL
PLACE
FOR **You**
TO
SUCCEED



**Visitors are welcome
at the College,
and our website,
www.hcc.commnet.edu**

Administrative offices are open from 8:30 am until 4:30 pm Monday through Friday. Some offices are open evenings. Other evening hours are available by appointment. Hours of the summer session are published in the summer session class schedules. The Evening Division is open until 9:30 pm when classes are in session.

Catalog Information

While every effort has been made to ensure the accuracy of the information provided, Housatonic Community College reserves the right to make any changes at any time without prior notice. The College provides catalog information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred. The catalog cannot be considered as an agreement or contract between individual students and the College or its administration.

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Cover illustration by Violetta Cedono, HCC student

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Director	332-5154
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Director, Learning Support.....	332-5098
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Coordinator, Student Life	332-5094
Women's Center	332-5268

Program Contacts

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Coordinator, Art Program	
Claudine Coba-Loh	332-5167
Chair, Behavioral & Social Sciences	
Joan Gallagher	332-5118
Chair, Business Administration Department	
Phyllis Gutowski	332-5106
Director, Clinical Laboratory Technology	
Samantha Mannion	332-5168
Coordinator, Criminal Justice & Government	
Sheila Anderson	332-5145
Chair, Developmental Studies	
Laurie Noe	332-5255
Coordinator, Early Childhood Education	
Maria Roche	332-5149
Coordinator, English as A Second Language	
Peter Ulisse	332-5140
Chair, Humanities	
Edward Keane	332-5165
Coordinator, Human Services	
Shirley Zajdel	332-5155
Chair, Mathematics/Science	
Jessica Wolf	332-5169
Coordinator, MERGE Mental Health; Advisor, Children and Youth Mental Health	
Barbara Dolyak	332-5105
Coordinator, Nursing	
Michele Reed	332-5214
Director, Occupational Therapy Assistant	
Geoffrey Sheehan	332-5270
Coordinator, Theater Arts	
Robert Nelson	332-8545
Coordinator, Writing Across the Curriculum	

For individual program advisors, please see the *Student Handbook*.

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CALENDAR 2007 • 2008

FALL 2007

Orientation	August 22 August 23
Late Registration	August 21-24
Classes Begin	August 28
Labor Day Weekend	September 3 <i>No Classes Sept. 1 - 3</i>
Last Day For Enrolled Students to Add Open Course Without Permission	September 4
Weekend College Begins	September 7
Last Day to Declare Audit Status	September 20
Last Day To Drop Courses and Receive Automatic 'W'	October 4
Mid-Term Grades entered by Faculty	October 17
Last Day to Complete 'I' Grades from Spring/Summer 05	November 1
Last Day To Drop Courses	November 15
Thanksgiving Holiday	November 21 - 25
Last Day of Classes	December 10
Final Exams	December 11 - 17
Final Grades Due	December 19

Winter 2007- 2008

Registration Begins	October 31
Classes Begin	December 26
Classes End	January 11

SPRING 2008

MLK Day	January 21 <i>College Closed</i>
Late Registration	January 15 - 22
Classes Begin	January 23
Last Day For Enrolled Students to Add Open Course Without Permission	January 29
Lincoln's Birthday	February 12 <i>College Closed</i>
Presidents Day	February 18 <i>College Closed</i>
Last Day to Declare Audit Status	February 20
Last Day To Drop Courses and Receive Automatic 'W'	March 3
Mid-Term Grades entered by Faculty	March 14
Spring Break	March 17 - 23
Easter Break	March 21 - 23 <i>College Closed</i>
Last Day to Complete 'I' Grades from Fall/Winter 07	April 7
Professional Day	April 11 <i>No Day Classes</i>
Last Day To Drop Courses	April 21
Last Day Of Classes	May 13
Final Exams	May 14 - 20
Final Grades Due	May 22
Memorial Day	May 26 <i>College Closed</i>
Commencement	May 29

College is closed: September 3; November 22; December 25, 31, 2007 and January 1, 6, 7, 14, 15; February 18; April 11; May 26; and July 4, 2007. 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 is a student-centered institution and is a participant in the national initiative, Achieving the Dream. The College 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, 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. In order to meet the demands for this growth, an addition to the campus is now underway with the refitting of the building adjacent to the southern perimeter of the HCC sculpture garden. The new building will add approximately 174,500 gross square feet to the

College and will house additional classrooms, offices, expanded continuing education facilities and enlarged bookstore. Occupancy of the new space is expected in the fall of 2008. 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 Housatonic Community College 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. Academic support services designed to help students succeed include Writing Across the Curriculum Center, Bilingual Transitional Program, a program for those with disabilities, 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.

Business and Industry Services

Business and Industry Services at HCC is part of the Business and Industry Services Network of Connecticut Community Colleges System. Business and Industry Services strives to provide workforce training statewide for businesses, CEO companies, government agencies, unemployment agencies, etc. This special training offers 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 training efforts involve assessment of the company and the individual's needs, customized training and re-training in specific fields, customer-designed courses, seminars, workshops for certificates, certifications, or specialized courses. All training programs 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.

Continuing Education

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

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

Organization

Housatonic Community College is one of 12* regional community 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 oversees 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).

Housatonic's Administrative Officers:

The President

Ms. Anita T. Gliniecki

The Dean of Administration:

Dr. Paul S. McNamara

The Academic Dean:

Ms. Sheila Anderson & Mr. Peter Ulisse (Acting)

The Dean of Outreach Services:

Dr. Robert H. Thornton

The Dean of Students:

Mr. Hernán Yepes (Acting)

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.

The HCC Foundation provides resources for scholarships, equipment, program enhancements, community outreach and support for the Housatonic Museum of Art. The Housatonic Community College Foundation has undertaken a major gift campaign – the first of its kind in the history of the College.

“Pathways to Success. . . Building a Strong Community Through Education” seeks to raise \$1 million to enable the College to continue its 40-year tradition of providing convenient and affordable postsecondary training, baccalaureate preparation and lifelong education to students of all ages in the Greater Bridgeport area.

Through fund-raising efforts, the Foundation has awarded over \$534,000 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.

The Community College System Mission

Connecticut's Community Colleges are state-wide 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;
- 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. (NEASC)**, 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.

To view the 2002 NEASC Self-Study document you may download it as a PDF file from the web site (requires Acrobat Reader).

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 Associate in Science degrees.

For accreditation for the following programs, see their program page:

Clinical Laboratory Sciences

Occupational Therapy Assistant

Physical Therapist Assistant



ADMISSIONS

General Philosophy

The College provides educational opportunities to people regardless of age, religion, racial or ethnic backgrounds or disabilities.

Admission to some programs within Housatonic requires personal interviews and/or special academic background. The specific requirements of these programs are on the individual program page:

Clinical Laboratory Technician	40
Nursing	57
Occupational Therapy Assistant	58
Physical Therapist Assistant	60

The Admissions Office assists anyone needing further program information. You may contact the Admissions Office at 203-332-5100 or e-mail at HO-WAdmissions@hcc.commnet.edu.

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, apply online, or download an application from the web site.
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., Students without high school diploma must successfully pass Ability to Benefit test.
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, or for those students who have not taken and passed a college level English and math course.

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

Admission Dates

Individuals interested in enrolling at Housatonic 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, on the web site at www.hcc.commnet.edu, by calling 332-5100, or by mail to:

Admissions Office
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704

Measles/Rubella Immunization

Connecticut Law Public Act 03-13

Students born on or after January 1, 1957, seeking a degree, may have to show proof of measles and rubella immunization. This applies to all 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.
- A physician's certification that the student had the disease.
- A physician's certification that inoculation is medically contraindicated.
- A signed statement that receiving immunizations is against your religious beliefs.
- The first measles and rubella inoculation must be after the students first birthday and after January 1, 1969. 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!

*Students EXEMPT from showing proof of measles and rubella immunization include:

- All students born before January 1, 1957
- Non-degree students.
- All students taking non-credit, continuing education classes.
- Students who have graduated from Connecticut high schools in 1999 or later.
- *Home-schooled and GED students must provide proof of immunization.

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. Administered on a personal computer, it tests 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. For further information on the Accuplacer placement test and a list of internet sites to help you prepare for the test, visit the HCC home page at www.hcc.commnet.edu and click on "Testing Services".

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. Call 203-332-5019 to schedule an appointment.

Test Waivers

First-time students who have earned an associate degree or higher need not be tested. Official transcripts are required, though hand-carried documents 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 applicable.

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 Academic Advising Center 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.

CLEP/DSST Examinations

The College Level Examination Program (CLEP) and DSST (DANTES) exams are widely accepted credit-by-examination programs, which allow you to earn college credit by demonstrating college-level knowledge gained through prior academic study, independent study, or professional experience. For further information on the Accuplacer placement test and a list of internet sites to help you prepare for the test, visit the HCC home page at www.hcc.commnet.edu and click on "Testing Services."

Exams are 90 minutes in length and cover a wide range of academic subjects. Upon successful completion, you will be granted credits determined by HCC. These credits will appear on your transcript but are not used for calculating your Grade Point Average or your eligibility for Academic Honors designation at graduation.

For more information or to schedule an appointment, contact the Academic Support Center (B116) at (203) 332-5217.

Admissions to Special Programs

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

Clinical Laboratory Technician	40
Nursing	57
Occupational Therapy Assistant	58
Physical Therapist Assistant	60

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 Disability Support Services. 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 Dean of Students Office, the Health Services Office, and instructors of any chronic medical problem. Accommodations and adjustments will be considered when appropriate.

Non-degree, Non-matriculated Students (Not Currently in High School)

Non-degree, non-matriculated students (not currently in high school) are individuals who have not yet selected a program, although they have been formally admitted to the College. Non-degree, non-matriculated 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. These students may have the credits applied toward a degree or certificate upon declaration of degree status. Non-degree, non-matriculated students are not eligible for financial aid. A student who has accumulated 12 or more credits is required to declare a degree or certificate program and become a matriculated student in order to continue enrollment at the College.

Admission of High School Students to Housatonic

High School Partnership Program (HSP) - Housatonic and many area high schools have signed agreements, which permit eligible high school juniors and seniors to enroll in college-level credit courses at Housatonic at no cost under the Housatonic High School Partnership Program. To be eligible for consideration, students must have the written recommendation of their high school principal or counselor, have at least an 80 ("B") academic average, and test into college-level (non-remedial) courses. 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.

All Other High School Students: In order for other high school students (including non-HSP and all others without a high school diploma or GED) to be admitted to Housatonic, they must demonstrate sufficient scholastic ability as demonstrated by meeting the following minimum scores on the Accuplacer placement test: Reading (score of 55 or higher); Sentence Skills (score of 60 or higher); Arithmetic (score of 34 or higher). Students must achieve the minimum scores in all three skills areas in order to meet the standards for ability to benefit. For consistency purposes, these are the same minimum scores used by the Federal government in determining financial aid eligibility for certain students. Students must achieve the minimum scores in each skills area in order to meet the standards for ability to benefit and therefore enrollment at Housatonic. A letter of recommendation from their high school principal or a designated representative also must be submitted with the application 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. These students should have such maturity and other qualities indicating ability to profit from a program offered by the College. Maturity level may be determined through a personal interview. 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 for other high school students on a tuition-paying basis who plan on taking classes at Housatonic Community College.

Middle College Program for High School Students

The Middle College Pilot Program (MCP) at Housatonic Community College is a pre-college, academic preparation program designed "to reduce the number of high school students that require developmental course work upon entering college and to provide an academic enrichment experience" in a college campus environment. Students from three Bridgeport high schools: Bassick, Harding and Central High Schools participate in the Middle College Program. Students are placed in a mathematics or English class for one academic school year. Students, who successfully complete the course with a "C" or higher grade, are eligible to receive three (3) college credits and a HCC scholarship

valued at approximately \$400. In addition, students who participate in MCPP attend college preparation workshops, career presentations and receive personal, financial aid and academic counseling.

College Career Pathways Program (formerly Tech Prep)

Housatonic participates in the College Career Pathways Program (formerly Tech Prep), 2+2 Associate Degree Program. The College Career Pathways program is a high school-based and college-based experience that combines academic and occupational learning.

College Career Pathways (CCP) serves as a link between secondary and post-secondary education and offers at least four years of a sequential program of study that includes mathematics, science, communication and a career course at the secondary and post-secondary levels to prepare students for career fields. Courses typically begin in the 11th grade and result in an award of an associate degree or certificate after two years of post-secondary training.

The College Career Pathways program is designed to build student competency in academic subjects and provide academic preparation in a career area. High school students interested in this program should speak with their guidance counselors or call the Housatonic Coordinator for High School Outreach Programs at 203-332-5176 or email CShain@hcc.commnet.edu.

Admission of Senior Citizens & Veterans

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.

Admission of Veterans

Qualified veterans, who were residents of Connecticut when accepted for admission to Housatonic Community College 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.

In addition, veterans eligible to receive educational benefits must bring a copy of their DD-214 (separation papers) and MBR-4. 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 and were discharged honorably. See the HCC Veteran's Representative in B109 for more details.

The dependent children of certain servicemen who have been declared missing in action, 100% disabled by the V.A., or prisoners of war may be eligible for benefits. Details about benefits are available from the Veterans Affairs Office.

Admission of Foreign Students

Each of the steps listed below are critical for enrolling Foreign Students and must be followed:

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 of 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. (**IMPORTANT:** This letter "must" state the total and exact expense amount.) The government requires this to cover your cost of living expenses, tuition, fees and books.) **NOTE:** Housatonic is a commuter school; there are no housing facilities for students.
5. Financial Proof: Referring to #4, The Sponsor for the applicant 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 and/or equity, scholarship certificates as proof of financial support totaling the exact tuition and fee amount. This must be in US Dollar equivalency.
6. 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).
7. The College awards no financial aid, nor does the College make housing available.
8. International students are required to attend full time and will pay out-of-state tuition and fees.

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 contact Admissions at 203-332-5100.

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.

For more information go to the New England Board of Higher Education web site at www.NEBHE.org/tuitionbreak.

Transfer Students

3.17.1 Transfer - Acceptance of Credit at Community Colleges

At all Community Colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Council for Higher Education Accreditation as either a Regional Accrediting Organization or a Specialized and Professional Accrediting Organization in accordance with the following:

1. Degree and certificate 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 that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate 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. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). 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.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.

4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specialized accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

This policy shall appear in all college catalogs.

(Adopted January 16, 1973; amended November 19, 1979; amended May 16, 2005)

Receiving Transfer Credit

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

1. An applicant who has attended another post-secondary institution (college/training institute) must request official transcript(s) of previous course work be sent to the HCC Admissions Office;
2. Official college transcript(s) from previous college(s) can be mailed directly or hand delivered in a sealed envelop to the Admissions Office. Official transcripts are imprinted with a raised college seal;
3. The applicant must be enrolled in a degree or certificate program and currently attending classes.

Checklist for Receiving Transfer Credits

Student must be in a Degree/Certificate Program in order to transfer credits into Housatonic Community College.

New and Transfer students: notify the Admissions Office immediately about transfer credits from previous college(s).

Re-Admit and Returning students can bring copies of the unofficial transcript (s) to Academic Advising for evaluation. Official transcripts need to be sent to the Admissions Office. Please see #2.

Request "Official" college transcript(s) from previous college(s) be mailed directly to the Admissions Office. Official transcripts are imprinted with a raised college seal and can be mailed or hand delivered directly to the Admissions Office in a sealed envelope.

Check with the Admissions Office 332-5100 and ask if your transcripts have arrived. Once receipt of transcript(s) is confirmed, contact the Academic Advising Center at 332-8556 to schedule an appointment. An academic advisor will evaluate the transcript(s) and award transfer credit. Courses accepted as transfer credit will appear on your HCC transcript which can be found on SOS, Student Online Services. Academic Advising will send a letter notifying you of the credits accepted for transfer. **NOTE:** Not all credits accepted may apply to your major. Please see an academic advisor for details.

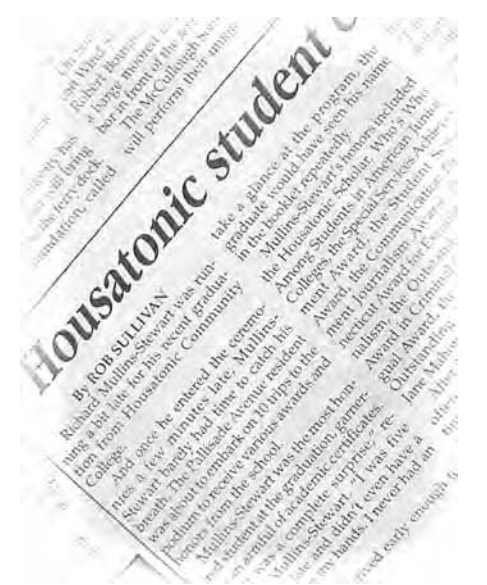
What if my "Official" transcripts are not available at this time? You must submit an "Unofficial" transcript to be evaluated unofficially for advising purposes. "Unofficial" transcripts can be photocopies of transcript or semester final grade reports. (You must follow up with Steps 2 and 3.)

What if I change my major and I have transfer credits from another college? Declaration of Major forms are located in A102 and A108. Complete the top portion of the form and bring it to A102.

"Graduates:" Make sure you visit the Registrar's Office and fill out a Graduation Evaluation Form. Check with Academic Advising (A102) to insure all transfer credit has been awarded.

BHNSN Graduates, please provide a copy of your BHNSN Official Transcript. Credits will not be transferred unless an official graduation evaluation has been completed by the Registrar's Office.

The Academic Advising Center evaluates transcripts as they are received from the Admissions Office, as expeditiously as possible.



FEES & FINANCIAL AID

Tuition & Fees

Regional Community College Schedule of Tuition & Fees

Academic Year 2007-2008

Tuition Fees¹

(Effective Fall 2007)

Full-time student (12 semester hours or more)

- a. Connecticut resident \$ 1,248.00
- b. Non-resident 3,744.00
- c. NEBHE 1,872.00

Part-time student (per semester hour)

- a. Connecticut resident \$ 104.00
- b. Non-resident 312.00
- c. NEBHE 156.00

Excess Credits Tuition Charge -

An additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester.

Extension Fees

Credit courses-
per semester hour: \$120.00

Non-credit courses: Rate set on a per course basis depending upon course offered.

General Fees

College Services Fee -
Connecticut resident

Full-time student \$156.00
-per semester

Part-time student \$53.50 – 144.50
(Cost determined by credit load) per semester
(1 through 11 credits)

Student Activity Fee

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

Special Fees

- Application Fee \$20.00
- Program Enrollment Fee ² 20.00
- Late Registration Fee 5.00
- Graduation Fee 42.00
- Replacement of Lost ID Card 1.00
- CLEP Examination Fee³ each exam 60.00
- CLEP Service Fee 15.00
- Academic Evaluation Fee 15.00
- Portfolio Assessment Fee 50.00
- Transcript Fee 3.00
- Returned Check 25.00
- Late Payment Fee 15.00
- Installment Plan Fee \$25.00

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

Special Fees are NON-REFUNDABLE

Additional Mandatory Usage Fees

Effective Fall 2007

Laboratory Course Fee \$62.00
Per registration in a designated laboratory course

Studio Course Fee \$68.00
Per registration in a designated studio course

Clinical Program Fee - Level 1 . . . \$215.00
Per semester (Fall and Spring only) Level 1 - allied health programs

Clinical Program Fee - Level 2 . . . \$154.00
Per semester (Fall and Spring only) Level 2 - allied health programs.

See the Full Grid of Tuition and Fees on the web at www.hcc.comnet.edu

Explanation of Notes

1. Waivers - per general statutes of CT, Sec. 10A - 77; Sec. 27 - 103A and Board of Trustees policies.

a. 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.

b. Tuition is waived for eligible 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: Persian Gulf War 8/2/1990 until ending via Presidential proclamation, the invasion of Panama (12/20/1989 - 1/31/1990),

Operation Earnest Will (2/1/1987 - 7/23/1987), the invasion of Grenada (10/25/1983 - 12/15/1983), the peace-keeping mission in Lebanon (9/29/1982 - 3/30/1984), the Vietnam era (2/28/1961 - 7/1/1975), and earlier conflicts specified in C.G.S. Sec. 27-103(a).

c. 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.

d. 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.

e. 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) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (2) 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.

2. Not applicable if student paid the \$20.00 application fee.

3. 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 Fees 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.

Housatonic offers a Installment plan option (requires a \$25.00 fee) for qualified students. Inquire at the Business Office.

Continuing Education Courses

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

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 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 the tuition due date must pay a non-refundable deposit of applicable College services and student activity fees to hold their registration.

The total tuition and any mandatory usage fees are payable in one installment and are due no later than the announced deadline. 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 2 to 3 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 of the total tuition, lab and studio fees 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, lab and studio fees 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. The College Services Fee and Student Activity Fee are not 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, lab and studio 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 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 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 (see Appendix XI for Satisfactory Academic Progress Policy For Student Financial Aid Recipients);
- In compliance with draft (Selective Service) registration requirements;
- Not in default in the repayment of any educational loans or owe 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.

NOTE:

Financial Aid is not available for the winter session.

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; or for the spring semester by April 15.

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. Students should be aware that the Satisfactory Academic Progress Policy for financial aid recipients differs from the institutional Satisfactory Academic Progress Policy.

The current Financial Aid Satisfactory Academic Progress Policy is available online, in Appendix XI of the *Student Handbook*, or in the Financial Aid Office.

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 which 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 programs. Financial aid eligibility must be determined before loan applications can be 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.

Awards of all Federal and State Financial Aid resources are determined by the Financial Aid Office.

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 in the Registrar's Office 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 fulfill residency requirements. Please refer to the Admissions section for more information.

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

NOTE: 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 \$3,300 towards your HCC education. Eligible students can receive up to a \$1,650 tax credit for each of the first two years of college.

The Lifetime Learning Program helps students pay tuition for upgrading job skills or career training. The Lifetime tax credit is 20% of qualified tuition and fee expenses up to \$2,000 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.

Scholarships

Housatonic Community College Foundation, Inc. Scholarships

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

Information about scholarship applications and deadlines is publicized regularly throughout the HCC community. 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 when the deadlines are for submitting them.

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

Awards & Scholarships for Incoming Students

The Koskoff-Bieder Scholarship Fund - established in 2007 to assist incoming students who are working part-time, demonstrate financial need and in good academic standing and are not receiving financial aid. Preference given to applicants who participate in FSW's Business Youth Center Program.

The William Pitt, III Foundation Scholarship - awarded to full-time Housatonic students who are in good academic standing with a GPA of 2.3 or better and who are not receiving financial aid.

Awards & Scholarships for Current Students

Elizabeth Raymond Ambler Trust Scholarship - provides tuition assistance to current HCC students. The scholarship qualifications are based on scholastic achievement and financial need.

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.

Salvatore Curiale Scholarship - established in memory of the Director of Admissions at Housatonic and presented to a graduate continuing his or her education in nursing.

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.

Mrs. 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.

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.

Domenico Simone Scholarship - requirements for this scholarship are need-based and merit-based. Also, the student must be in the Business or Math/Science department.

The Southern Connecticut Gas Company Community Scholarship - Awarded to a current full-time 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.

Burt Chernow Scholarship is awarded to a graduating senior who demonstrates academic achievement and financial need and plans to major in art or art education at a four-year institution.

Connecticut Women's Forum Endowed Scholarship fund is awarded to female students with financial need who are enrolled in any two-year program at HCC.

Dale Ward Endowed Scholarship Fund is awarded to graduating students who are the recipients of the HCC Senate Scholarship and who plan to continue their education.

Daphne Seybolt Culpeper Memorial Foundation Scholarship is awarded to a HCC student pursuing a course of study in the area of allied health.

David Susskind Memorial Scholarship is awarded to a graduating student from HCC in the behavioral sciences who plans to pursue a Bachelor's degree in political science, history or public administration.

The Flint Prize is awarded to the graduating student who achieved the highest academic average while attending Housatonic Community College and qualified for the Academic Dean's Award.

The George Endowed Scholarship Fund awards a graduating student in the computer science degree program who demonstrates academic achievement.

The Joyce Gerber Early Childhood Education Endowed Scholarship provides a financial award to a graduating student in early childhood education with the highest GPA who plans to continue his or her education at a four-year institution.

The Luiz Claudio dos Santos Memorial Scholarship is a tuition scholarship awarded on an annual basis to a foreign student who maintains a GPA of 2.5 or above and demonstrates financial need.

Robert Gerard Naples Scholarship Award is awarded to a graduating student in the math/science program who has demonstrated excellence in academics and plans to go on to complete the requirements for a Bachelor's Degree.

The Nursing Scholarship Fund will provide tuition assistance to a student in the pre-nursing program. A student must be in good academic standing. Preference is given to students with a GPA of 3.0 or higher who have completed 9 or more credits. Students receiving full financial aid are ineligible.

The Frank J. Scallon Foundation Scholarship is awarded to graduating students pursuing an education in psychology or medicine at a four-year institution in Connecticut.

For additional information regarding the HCC Foundation and scholarships please go to the HCC website and click on the **HCC Foundation under Quick Links**.

Additional Scholarship Information:

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.



ACADEMIC PROCEDURES

Registration

New and currently enrolled students have several registration options if they choose to register early for the upcoming semester. Early registration will permit 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 new, readmit or transfer students register for classes, they must be advised by an academic advisor or counselor. In addition, students must be in full compliance with all other College policies and requirements.

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

Auditing Courses

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

Students must obtain the written approval of the instructor in order to audit a class. An Audit form signed by the class instructor must be completed within four weeks of the start of classes for a standard semester and earlier for summer or winter sessions. Forms are available at the Registrar's office. 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 Major/Add a Secondary Program

Students who wish to change their enrollment from one major 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 or the Academic Advising Center. The completed Change of Major form needed to be submitted to the Academic Advising Center, A102.

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 may request a grade of "I." from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. 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.

Contact a counselor in the Learning Support (Counseling) Office, The Academic Advising Center, or a faculty advisor and follow his or her instructions.

Obtain an add/drop notice form from the Registrar's Office.

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.

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.

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.

Online and Hybrid Courses

Online Courses

Online courses operate differently than our on-ground courses by incorporating various technological components. Courses are designed to be communication intensive. All online courses contain the essential resources such as course outline, syllabus, reading and written assignments, quizzes and/or tests including any additional resources deemed necessary to assist learners with the subject matter. Online courses are accompanied by a textbooks or e-book, and interactive learning activities. A learner will interact with faculty and other students either through discussion boards, e-mail, group collaborative assignments and/or synchronized learning (live chat). The online courses are accessible through the use of a home computer, work computer, or any other supported technological hardware that provides Internet access.

If you think you might be interested in taking an online course but aren't sure, take the self-assessment at www.hcc.comnet.edu to help you decide whether it's right for you. (Additionally, The Connecticut Distance Learning Consortium at www.ctdlc.org/Student/assessment.html has also prepared a self-assessment to help you decide.)

Online Environment Demonstration

For a demonstration of the WebCT Vista online course environment used at Housatonic, you may go to the Connecticut Distance Learning Consortium's website at www.ctdlc.org/Sample/ and go through their WebCT Sample Course.

Accessing an Online Course

HCC online classes use the WebCT Vista online course environment. You must be registered in a class before you will be able to log in.

Please go to the WebCT Vista online course management system at <http://vista.ctdlc.org> for online class sites. You can log in using the 8 digits of your Banner ID (beginning with the @) as your username and the 6 characters of your Banner PIN as your password.

Hybrid Courses

Hybrid Courses combine online work with regular on-campus class meetings, but do not have as many on-campus class meetings as the typical on-campus course. Hybrid classes typically require that 50% of the coursework take place in a classroom with a set schedule; the other 50% of the coursework is online using WebCT Vista.

Hybrid Course Schedule

The published Class Schedule indicates where and when hybrid classes have meetings on campus. The instructors will explain procedures for online course work during the first class meeting. All hybrid courses meet in the classroom on the FIRST scheduled class day.

In both online courses and hybrid courses, students should expect an amount of work equivalent to what would be required in any college level course even though the online format allows students to go online at any time to complete class work. Taking an online or hybrid course gives students greater flexibility in scheduling their time, but online requirements will be as time-consuming and demanding as other courses offered fully on campus.

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 which is awarded upon the successful completion of a course.

II. Semester Hours

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

III. Grades

Grades are an indication of the standard of academic work performed and/or the status of the student in relation to a course and/or the College. The academic grading system consists of five basic grades of student performance:

"A," "B," "C," "D," "F," and four grades of student status: "I," "M," "W," "N." In addition, participants enrolled in non-credit courses through Continuing Education courses may be awarded Continuing Education Units (CEUs) on a Pass/Fail (P/F) basis.

A letter grade of "A" through "F" indicates a student's performance in terms of what was done, how much was done, and how well the class work was done from the start to the completion of a class. Other academic grades indicate a student's status in terms of his/her entry or exit point from a class over time and condition (W, N) or at the close of the official grading period (I, M).

Administrative marks include: "AU," and "N."

Academic Standard Grades

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
I	0
M	0
<i>(developmental courses only)</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

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.

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. 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 warning, probation and suspension policy.

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.

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.

Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.

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 2.0, will be given a written notice that they are placed on academic probation.

Students placed on academic probation will be required to take a reduced course load for one semester.

Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.

After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.

An appeals process will be established by each college, which provides for due process.

College procedures will be included in appropriate publications and communications.

(Adopted October 17, 1993, amended January 28, 2002, amended February 23, 2004, amended September 20, 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 10th week of the following regular semester so that grades can be submitted no later than the 10th week of the following regular semester, fall or spring.

M

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

P

Passing. "P" is used for students enrolled in non-credit courses. The CEU is a measurement (one unit equals ten class contact hours) nationally recognized by business, industry and professional organizations for evaluating an individual's effort toward professional growth. When "P" is used, it may reflect performance at any of the passing

levels (A, B, C, D). Permanent records of CEUs are kept by the Office of Continuing Education programs.

W

Withdrawal. "W" is used for students who formally withdraw from a course. Students who withdraw through the Registrar's Office within the first two weeks of the semester receive no grade for the course. Students who formally withdraw after the 2nd week, but prior to the end of the 6th week of classes, automatically receive a grade of "W." After six weeks and up to the 12th week of classes, a "W" may be awarded by the instructor only if formal withdrawal is initiated by the student, and at the discretion of the instructor.

N

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

Administrative Marks

AU

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

N

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

Transcripts

Students wishing to have official copies of their transcripts sent to employers or other schools may request these in writing or in person. Requests must include the student's name used while in attendance at Housatonic, student identification number and approximate dates of attendance, as well as the complete name and address of the institution to receive the transcript. There is a \$3 charge for each official transcript. No telephone requests can be accepted. Transcripts, official or unofficial, will not be faxed. 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 which is based upon the courses a student has taken during the current semester. The second is a Cumulative GPA which consists of all of the courses a student has taken at the College and the grades received for these courses.

Example:

Course	Credit Hours	Grade	Grade Points
ENG* E101	3	B+	9.9
PSY* E111	3	D	3.0
MAT* E137	3	A	12.0
BIO* E105	4	B-	10.8
	13		35.7

The GPA for this student would be 2.74 for the semester (35.7 divided by 13 = 2.74).

Cumulative Credit Hours	Overall GPA	Academic Standing	Maximum Credits Allowed
0.5 - 11.99 credits	0.0 - 1.49 GPA	Written Warning	13 credits
12 - 30.99 credits	0.0 - 1.69 GPA	GPA Probation	7 credits
31 - 999.99 credits	0.0 - 1.99 GPA	GPA Probation	7 credits
Satisfactory completion in less than 50 of credits		Progress Probation	13 credits
After one semester of GPA probation		GPA Suspension	0 credits

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 only grades eligible for Fresh Start are those earned prior to readmission.

The Fresh Start Option may be used only once. A student must apply for this option prior to, or during, the first semester after 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 Counseling Center 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 advanced standing (college credits earned before graduation from high school - AP, College Career Pathways, HS Partnership, etc.).

Appeal of Grades

A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days from the time the Registrar posts grades. 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 written appeal must include the grade attained, the grade the student believes was earned in the course and the exact reason(s) the grade is incor-

rect. Reasons that a grade is incorrect are mathematical error or grade assigned on basis other than the criteria cited in the course syllabus.

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 Standards Criteria

Satisfactory Progress

Students are required to main satisfactory academic progress during their enrollment at the College. See Appendix XI of *College Catalog/Student Handbook* for Board Policy 3.8 Satisfactory Academic Progress (includes Satisfactory Academic Progress Policy for Student Financial Aid Recipients).

Student Academic Standing

To remain eligible for continued enrollment, a student must maintain a cumulative grade point average (GPA) equal to or above the minimum stated in the Academic Standards Criteria listed below. A student's combined academic standing is determined based on cumulative credit hours, overall GPA, and progress evaluation:

The levels of academic standing are described in further detail above.

Written Warning:

Description: Student's cumulative grade point average is low, and the student is at risk of continued poor performance at the College.

Result: A student is limited to four (4) courses totaling no more than 13 credit hours including any required remedial courses. Students in this standing should seek additional advising, tutoring or other help that is available at the College. Please contact the Advising Center (A102), the Academic Support Center (B116), the Counseling Center (A108) or the Advising Center (A102) for further assistance.

Advising

Academic Advising includes students meeting with an advisor one-on-one, going over placement test results, transfer credits, selection or declaration of major, degree requirements, how to use the college catalog and schedule booklet, completion of the registration form, assignment of a faculty advisor, and preparing students for the registration process in subsequent semesters.

The Academic Advising Center is located in A102. Two full time academic advisors are available to all students on a walk-in basis. Primarily new, transfer, readmit and non-degree seeking student are the focus. However, the all students are welcome to the Center for advising questions, changes to major or faculty advisor, and completion of necessary paperwork such as the Declaration of Major form.

In addition, student advising is conducted in the Counseling Center (A108) and the Academic Support Center (B120) when faculty advisors are not available. Continuing students are encouraged to see their faculty advisor prior to the end of each fall and spring semester. Students seeking advising in the summer months will have to go to A102, A108, or B120 for advising since most full time faculty are not available.

Students seeking information on transferability of coursework and articulation agreements with the four state universities and private colleges in the state of Connecticut can utilize the services of either the Academic Advising Center or the Counseling Center.

Successful students are those who plan. Planning requires that students are clear on the requirement of their specific degree, what their short and long term goals are, and the knowledge of the student resources available to them on campus. Students are encouraged to seek advising prior to registration. The Academic Advising Center, the Counseling Center, and the Academic Support Center are excellent resources for all students to utilize to enhance their success.

Academic Support Center

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

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;
- Online Tutoring: Students can receive a free account to log-on and work with a tutor online in real time or via email at their web site www.etutoring.org;
- 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. Computer Tutors also aid students using their CD-ROMS from texts to study and review materials;
- 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;
- Make-up Exam Services with test proctoring by video camera (availability may be limited).

Visit The Academic Support Center on the HCC Web Site.

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.

Disabilities Support Services

The program for students with disabilities may provide accommodations, academic tutoring, and technology to assist students with all varieties of disabilities. The program is designed to assist students in developing their talents to the fullest by providing assistive services which may 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 DSS's professional staff assists students in developing ways to cope with their disabilities and achieve academic success without altering the nature of the college courses.

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* E010, Combined Skills 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 ENG* 043 or ENG* 101.

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 to relax and read the newspaper or browse the Best Seller collection. 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 48,000 titles and a periodical collection of approximately 180 current titles. Books, with the exception of those in the Reference and Reserve sections, may be checked out. Periodicals are for use in the library only. The Media Services Department of the library maintains a substantial multi-media collection of videos and compact discs, most of which may be checked out. Media that may not be checked out may 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 relate to all areas of the curriculum.

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

The HCC Library web page (www.hcc.commnet.edu/library) offers remote access to the catalog and to most of the online databases as well as to other library-related information. InfoAnyTime, an after-hours supplemental reference service, is also available from the library web page.

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 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 9:00 a.m. to 12:00 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 winter/spring course schedule, by calling the Registrar's Office, 332-5088 or at the HCC website.

Graduation

Housatonic Community College awards the Associate in Arts (AA) and 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

It is recommended that students request a degree evaluation from their advisor when they complete 30 credits, or print one out at any time from SOS. Students seeking a certificate should request the evaluation at the end of the first semester.

Catalog Selection

Students are evaluated under the catalog when they first enrolled except:

If you are out for 2 or more years you are a re-admit student and are evaluated under the re-admission catalog semester.

If you change your degree program you are evaluated on the semester that your program was changed.

Graduation Process:

Graduation Application Forms are online or available at the Registrar's Office. They must be completed and handed in to the Registrar's Office to be placed on the potential graduate list. This should be completed at least by mid-term before the student plans to graduate. Students will be notified by the Registrars Office with the results of their evaluation.

A Graduation Fee for all candidates must be submitted with the application along with a degree evaluation by the mid-term of the semester they intend to graduate.

Candidates for graduation in May, August, or December are encouraged to attend the commencement ceremony in May.

Transfer Credits:

Students who wish to have credits from another institution transferred to Housatonic should visit the Academic Advising Center in room A102 and arrange for an evaluation of transfer credits.

Graduation Requirements:

Official enrollment in a certificate or degree program.

Completion of a minimum number of semester hours for the certificate or degree program with an Academic Average of 2.00 GPA or above.

Most degree programs require a minimum of fifteen 200-level credits. Consult individual program requirements.

At least 25% of the graduation credit requirements must be granted by Housatonic Community College.

Satisfactory completion of all courses required in the student's program.

Prompt and timely payment of the graduation fee.

Fulfillment of all financial obligations to the college.

Graduation Honors:

Associate Degrees are conferred with Honors to students whose Cumulative GPA is 3.40 to 3.69; High Honors to those whose average is 3.70-3.89; Highest Honors to those whose average is 3.90-4.00. Graduation honors Do Not apply to certificate programs.

To qualify for academic honors, students must have earned a minimum of 36 credits at Housatonic Community College. These credits do NOT include those earned through examination or departmental evaluation for life experience.

All graduation honors are recorded on the students' academic records.

Earning Multiple Degrees:

Students may earn a second degree in a different curriculum at Housatonic Community College. This will require that a student complete all program requirements of the second degree with 25% of the credits earned in the new curriculum as new credit hours 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 as stated above.

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.

Requests for additional degrees beyond the second require prior approval from the Academic Dean.

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."

Housatonic Community College Articulation Agreements

Transfer from Housatonic to Other Colleges

Transfer agreements have been completed with a variety of 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 Academic Dean's office, Student Services, and the Academic Advising Center.

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

College/University - Area(s)

Albertus Magnus College
General (Sept '86)
Human Services

Bridgeport Hospital School of Nursing
Nursing (Cooperative Agreement)

CT State University System
Central CT State University
Eastern CT State University
Southern CT State University
Western CT State University

Guaranteed admissions agreement

Fairfield University
Engineering (June '06)

Fairfield University College
Liberal Arts and Sciences (Dec '06)

Fairfield University
College of Arts & Sciences (Dec '00)
School of Business (Dec '00)
School of Nursing (Dec '00)
School of Continuing Education

Marymount College
HCC graduates in all Associate Degree Programs (Nov '91)

New York University
Education, Nursing, Health, & Arts (Mar '90)

Quinnipiac University
Accounting, Business Administration, ECE, Human Services, Clinical Lab Tech, LAS, Humanities/Social Science, Data Processing (Apr '88)

Sacred Heart University
General (Dec '96)
Business
Criminal Justice (Aug '06)

Teikyo Post University
Criminal Justice* (Apr '96)

University of Bridgeport
General, Dental Hygiene, Human Services, Business, Computer Science/Engineering, Math, Accounting, Biology, Computer Applications & Information Systems, Marketing, Management, Journalism, Banking, Fine Arts, and Graphic Design (Mar '05 and Oct '06)

UConn
General **, Business Administration, Accounting, Business Law

UConn (Stamford/Waterbury)
Bachelor of General Studies

University of New Haven
Criminal Justice, Accounting

* Guaranteed admissions agreement

** System-wide Guaranteed Bachelor's in General Studies

Transfer Course Agreements

Charter Oak State College (Mar '05)

Fairfield University (Jan '01)

St Joseph College (Mar '05)

UConn ('98/'99)

UConn - Stamford/ Waterbury/ Hartford
(with core courses also available in Torrington/School of Business) Business & 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) 332-5097.

Scholarships

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

If you are interested in learning more about available scholarship opportunities, you should contact the Counseling Center (A108) or the Foundation Office (A202).

Awards

For each Housatonic graduating class, awards or prizes are given to students for outstanding academic achievement in specific subject areas and for community and/or college involvement. The following awards are usually presented but are subject to change:

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 who plans to continue their studies in math or science at a four year institution.

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.

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

Confidentiality of Student Records

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a

person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;

The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.

Directory information as defined in the policy of the Board of Trustees. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S
Washington, DC 20202-4605

Directory Information

The Board of Trustees has designated the following as directory information: student names and addresses, 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.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

Additional Information

A FERPA brochure for Faculty, Staff, and Students is available in the Student Services Office.

Academic Honesty, Dishonesty and Plagiarism

Academic Honesty

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

Definition of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

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

7. knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Penalties for Academic Dishonesty

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

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

Classroom Behavior

You are entitled to an atmosphere which permits and encourages learning. See Appendix VII, page 158, for policy on Zero Tolerance for Violence in the Workplace. You are expected to behave in the classroom in such a manner as will not interfere with the rights of other students to this atmosphere.

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

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

Housatonic Community College Copyright Policy for Students

Copyright refers to exclusive legal rights authors or owners have over their works for a specific period. These rights include copying whole or parts of works, creating derivative works, and distributing or performing the works.

Students may not make additional copies of any copyright-protected 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. The copy may only be used 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.

Students may print one copy of information found in an Internet site for their personal use.

Students may make one copy of portions of copyright-protected materials as indicated below, for use in their papers, presentations, etc.

Media Allowable Portion under Fair Use

- Fiction or Non-fiction book
One chapter or 10%, whichever is less
- Short story
Up to 1000 words or 10%, whichever is less
- Poem
Up to 250 words or 10%, up to 3 from one poet
- Article
One article from an issue of a periodical
- Chart
One from a book or issue of a periodical
- Music, lyrics, or music video
Up to 10% but not more than 30 seconds
- Cartoon, diagram, graph, illustration, or photograph
Up to 15 works or 10% from a publication, and up to 5 images from one artist
- Numerical data set
Up to 10% or 2500 fields

All copyright-protected material used must include the complete source citation and the rights holder. This information should appear on the same page as the material itself.

If you have a copyright question not answered by this information, please contact the Library Director for assistance.

See Appendix XVII of the *Student Handbook* for the complete Policy.

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.

Computer Policies

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

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. See Appendix XII of the *Student Handbook*.*

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.

* Additional information and policies can be found on the HCC web site at www.hcc.commnet.edu/handbook/appendix. These include CT Statutes, CT Policy for a drug-free workplace, Drugs with Addictive Potential, Description of Health Risks, and Federal Trafficking Penalties.

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.

Student Rights

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

People with Disabilities

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

Racism and Acts of Intolerance

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

Sexual Harassment

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

Violence in the Workplace Prevention

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

AIDS and Other Communicable Diseases

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

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:

Academic

Academic Support Center

Includes the Testing Center, The Writing Center, The Disabilities Support Services Center, and Tutoring Services Center.

Academic Advising Center

Guidance offered for registration, transfer, program requirements, graduation preparation.

Counseling Center

Located in room A108

Other

Bookstore

Located on Campus near the cafeteria, hours of operation vary.

Cafeteria

Located in C wing, open when classes are in session (hours vary).

Campus Safety

Located in A105 off the main lobby.

Early Childhood Laboratory School

Located in B137, near the Broad Street entrance.

Health Services

The Health Services office is located on the first floor of the College (A113). Generally, the office is open Monday through Friday. Hours subject to change and may vary according to departmental needs, so please call ahead for specific hours. A registered nurse is available to provide first aid, emergency care, health education, health counseling, referrals to health care providers, and assistance with medical insurance information. The nurse can be reached at 332-5062. In case of emergencies before or after office hours, students may call the Security Office at 332-5025.

Housatonic Museum of Art

The Housatonic Museum of Art is located throughout the College. The Burt Chernow Galleries off the main lobby offers changing exhibitions.

Student Life

Office is located in C110.

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 fieldwork 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.

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.

Learning Support 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 A108. 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 B101 (phone 332-5268) and is an informal drop-in center open to all women, and the Center also 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.

SOS - Student Online Services

Housatonic's web connection, **SOS**, is an Internet service which will allow you to view and print important information that is essential in planning your registration and degree plan evaluations. 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.

You can access SOS virtually any time, from anywhere in the world at www.hcc.commnet.edu/SOS. Help pages are also available to learn how to use the service.

Health Services

The Health Services office is located on the first floor of the College (A113). Generally, the office is open Monday through Friday. Hours subject to change and may vary according to departmental needs, so please call ahead for specific hours. 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. The nurse can be reached at 332-5062. In case of emergencies before or after office hours, students may call the Security Office at 332-5025.

Student Life

Many activities and events enhance student life at Housatonic, making it a very special place. Student activities, events and programs enrich the total student educational experience by providing a broad range of social, cultural, and recreational events. Students who are involved in the planning and implementation of such activities 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. Shanté Hanks, the Director of Student Life & Activities, can be reached in the Student Life office (C110) near the cafeteria.

Student Senate

The Student Senate is the leadership and 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/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 student 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. The College's literary magazine is published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration.

Student Clubs

A.L.A.S - Association of Latin American Students

The Association of Latin and American Students unites people of different Latin cultures with others in hopes to make students aware of the diversity within the College community. Parranda Night and trips to Repertorio Español in New York make learning a new culture fun and interactive.

African Student Alliance (ASA)

Art Club

The Art Club provides our students with the opportunity to visit exhibitions of painting, sculpture and crafts in a wide variety of museums and galleries in New York City, Boston, Washington, DC and other locations. The club has hosted guest speakers and media demonstrations; shown films and arranged for student art exhibitions.

Business Club

The Business club comes to life as members put together job fairs, workshops and training sessions to teach students what they are getting into when they enter the business world. Annual trips to the NASDAQ and business expos are common in this group.

Christian Studies Club

This club brings Christianity to HCC. They meet to discuss the Bible and are able to relate Christian aspects to all different religions in hopes to unite the student body. The members also coordinate great gospel concerts and buy books and music that can be found in the library.

Early Childhood Club

Do you want to learn about what it is like to be a teacher? Well, then you have to go to this club and learn from the experts. These advisors work with the students to show them teaching techniques. They work with the community to collect hats, gloves and school supplies to disperse within the community and send to other countries.

Game Club

The HCC Games Club offers students a chance to compete and socialize in a friendly, challenging atmosphere. Game choices are wide open, but past suggestions have included chess, Magic, Guitar Hero, D&D and Risk. New members are always welcome!

Gay/Straight Alliance (GSA)

The Gay-Straight Alliance focuses on promoting unity and diversity by sponsoring activities and events that encourage awareness, understanding and acceptance between and amongst individuals of various backgrounds, cultures and lifestyles.

Graphic Design Club

This Club was organized to broaden the student body with the opportunity to get involved with an organization that will broaden their perspective on the graphic design industry and its computer software.

Human Services Club

While working together as a team, students learn what it is like to help, counsel and volunteer in the community. By having food and clothing drives throughout the year, this club is able to really give back to their community. Different trips include going to the Institute of Living and others to see what it is like to work in a helping profession.

Multi-Cultural Club

This is the club to visit if you want to see a melting pot of culture. Members bring their culture to life as they share customs, stories, dance, music, history and food in special events. Their main event which draws the entire student body together is the international festival.

Music Club

Many students at HCC have an interest in music. Many are talented singers and musicians. This club was established so they could have an outlet to share and express these talents.

Occupational Therapy

The Occupational Therapy Association helps students learn what it is like to work with people that are in physical and occupational rehabilitation. Members work with people of all ages and ethnicity to get their bodies back to health.

Performing Arts Club

Watch as these students come together to perform for you! Different plays and musicals are presented throughout the year. Members create talent shows and offer different skits at events to bring the stage to HCC.

Photography Club

The Photography Club meets the interests of students interested in chemical based photography techniques. As digital processes have now overtaken traditional film photography, the club has morphed into an organization concerned with the new technology and methods of pixel based imagery. They arrange for visits to the International Center of Photography and other locations to see photography exhibitions; they have conducted photography safaris to the Brooklyn and Bronx Botanical gardens, the Bronx Zoo, Mystic Seaport, Sturbridge Village, Ellis Island and the Statue of Liberty and other locations.

Cafeteria

The spacious HCC cafeteria overlooks the courtyard containing 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 the Follett Bookstore on the HCC campus. 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.

*Students should check the Bookstore bulletin board or call 203-335-2949 for hours of operation.

Parking and 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 issues hang tags upon verification of registration.

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

Handicapped parking is available on all floors 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 (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 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 security related matters, including providing an escort for any person that requests one. Stop by the office or call Public Safety for more information about escorts or any of the security functions.

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

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

In accordance with state and federal regulations, the Public Safety Department publishes an annual campus crime report and security procedures which are available on the web at www.hcc.commnet.edu/infocenter/safety. The report is available each September for the preceding calendar year.

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.

The 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 New England.

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 primarily composed of outstanding examples of 20th century 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.

Visit the Museum web site at www.HousatonicMuseum.org.

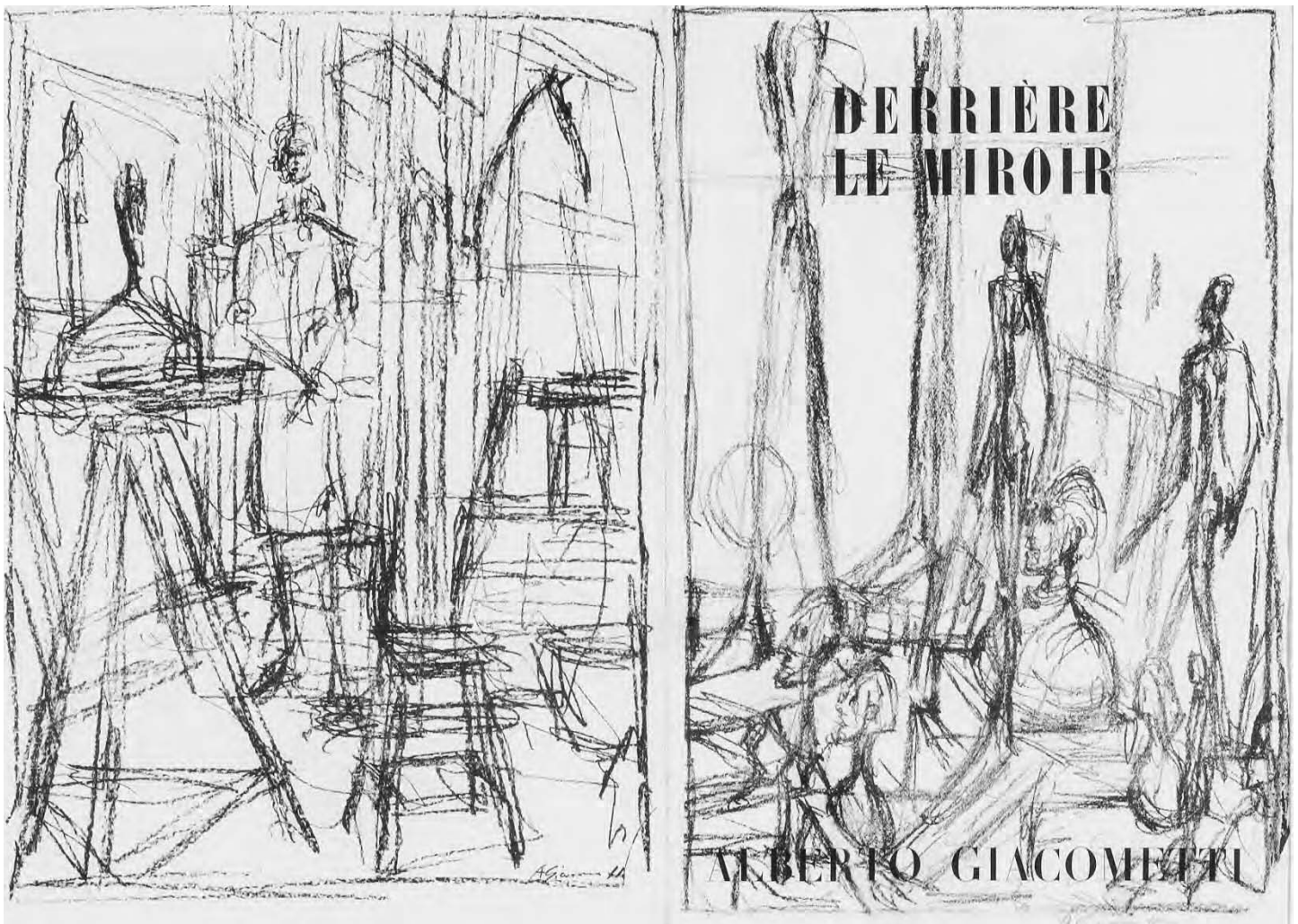
The Museum's Mission:

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.



Derrière Le Miroir, lithograph, Alberto Giacometti