

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

# STUDENT HANDBOOK

## 2021-2022



Northwestern Connecticut  
Community College  
Park Place East • Winsted, CT 06098  
[www.nwcc.edu](http://www.nwcc.edu)



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION

# ***Welcome!***

## **Northwestern Connecticut Community College Mission Statement**

*The mission of Northwestern Connecticut Community College is to inspire learning through accessible, high quality education. Northwestern is devoted to enriching lives by meeting individual and community needs in a supportive environment, while facilitating access to lifelong learning opportunities.*

## **Your success is our goal!**

Our goal is to help you succeed at Northwestern. This booklet is designed to assist you in finding the answers to questions frequently asked by new students. More detailed information is available in the College catalog.

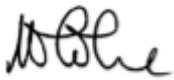
We are a small, friendly College. Faculty and staff are accessible and more than willing to assist you in any way. Do not hesitate to ask questions. Many new students come to Northwestern with a feeling of excitement or uneasiness, or both. To all of you, WELCOME!

Northwestern is proud of the diversity within its student body and the richness of life experiences that its students bring to each other. Northwestern enrolls more than 1,300 students from more than 85 towns and cities across Connecticut, as well as students from Massachusetts, New York, and New Jersey.

This Student Handbook is an attempt to familiarize you with procedures that the faculty, staff and students have found helpful in promoting an environment conducive to learning at the College as well as preserving your health, safety and comfort.

If you do not find the answers to your questions in the following pages, please be sure to consult a faculty or staff member who will be happy to help you.

Sincerely,



Michael Rooke, Ph.D.  
President  
Northwestern CT Community College



Jay Whitaker, Ph.D.  
Interim Dean, Academic and Student Affairs  
Northwestern CT Community College

## About this Handbook

This Student Handbook is provided as a source of information for students and does not constitute a contract. While every effort has been made to ensure the accuracy of the information provided, the college reserves the right to change any of the provisions in this handbook at any time. Information and regulations printed herein are subject to change. The Board of Regents and the College Administration may extend, expand, or delete information described.

### Coronavirus (COVID-19) Pandemic Disclaimer

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for this academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Northwestern Connecticut Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Northwestern Connecticut Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Northwestern Connecticut Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in a remote learning environment.

The NCCC community looks forward to welcoming you back.

# FALL 2021 ACADEMIC CALENDAR

AUGUST		
August 17	New Student Orientation (Evening)	
August 18	New Student Orientation (Day)	
August 26	CLASSES BEGIN (Full semester classes and 1 <sup>st</sup> 7-week term^^)	
SEPTEMBER		
September 1	Last Day to ADD a class & to DROP a class for 100% tuition/fee refund (full semester classes)	
September 6	Labor Day – COLLEGE CLOSED	
September 9	CLASSES BEGIN (13-week late start term^^)	
September 16	Last Day to DROP a class for 100% tuition/fee refund with Late Drop Fee Assessed (full semester classes)	
September 22	Last Day to change to AUDIT Status	
OCTOBER		
October 13	Last Day of Classes for 1 <sup>st</sup> 7-week term	
October 19	Reading Day* – NO CLASSES (College Open)	
October 21	CLASSES BEGIN (2 <sup>nd</sup> 7-week term^^)	
NOVEMBER		
November 3	Last Day to Make-up Incompletes	
November 11	Veteran's Day – Classes in Session	
November 12	Last Day to WITHDRAW from Classes (full semester classes)	
November 15	January Graduation Application Deadline	
November 24	NO CLASSES (College Open)	
November 25-28	Thanksgiving Recess – NO CLASSES & COLLEGE CLOSED	
DECEMBER		
December 8	Last Day of Classes (Full semester courses, 2 <sup>nd</sup> 7-week term, 13-week term)	
December 9-15	Final Exams	
December 20	Final Grades Due by 9:00 am	

For 7-Week and 13-Week classes, be sure to review the add/drop/withdrawal deadlines in the Academic Calendar on our webpage at: <https://www.nwcc.edu>.

# SPRING 2022 ACADEMIC CALENDAR

<b>JANUARY</b>	
January 12	New Student Orientation (Snow date: January 13 <sup>th</sup> )
January 17	Martin Luther King Day – <b>COLLEGE CLOSED</b>
January 21	<b>CLASSES BEGIN</b> (Full semester classes)
January 24	<b>CLASSES BEGIN</b> (1 <sup>st</sup> 7-week term^^)
January 27	Last Day to ADD a class & to DROP a class for 100% tuition/fee refund (Full semester classes)
<b>FEBRUARY</b>	
February 7	<b>CLASSES BEGIN</b> (13-week late start term^^)
February 11	Last Day to DROP a class for 100% tuition/fee refund with Late Drop Fee Assessed (full semester classes)
February 17	Last Day to Change to AUDIT Status
February 18-21	President's Recess – <b>NO CLASSES</b>
February 21	President's Holiday – <b>COLLEGE CLOSED</b>
<b>MARCH</b>	
March 13	Last Day of Classes for 1 <sup>st</sup> 7-week term
March 14-20	Spring Break – <b>NO CLASSES</b>
March 21	<b>CLASSES BEGIN</b> (2 <sup>nd</sup> 7-week term^^)
March 31	May Graduation Application Deadline and Last Day to Make-up Incompletes
<b>APRIL</b>	
April 14	Last Day to WITHDRAW from Classes (full semester classes)
April 15	Day of Reflection – <b>NO CLASSES</b>
April 15-17	Good Friday/Easter – <b>COLLEGE CLOSED</b>
<b>MAY</b>	
May 9	Last Day of Classes (Full semester courses, 2 <sup>nd</sup> 7-week term, 13-week term)
May 10-16	<b>Final Exams</b>
May 19	Final Grades Due by 9:00 am
May 26	<b>COMMENCEMENT</b>
May 30	Memorial Day – <b>COLLEGE CLOSED</b>

^^ For 7-Week and 13-Week classes, be sure to review the add/drop/withdrawal deadlines in the Academic Calendar on our webpage at: <https://www.nwcc.edu>.



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## **Highlights**

### **Advisement**

All full time students must see a faculty advisor prior to registration for each semester. Part-time students are encouraged to do the same (see page 17).

### **Bookstore**

The Bookstore is located on the second floor of Green Woods Hall.

#### **Regular hours**

Monday – Thursday: 9:00 a.m. – 4:00 p.m.  
Friday: 9:00 a.m. – 12:00 p.m. The Bookstore will offer extended hours before and after the semester begins.

### **Financial Aid**

Applications are accepted throughout the school year. To apply, complete the FREE APPLICATION for FEDERAL STUDENT AID (FAFSA). Apply on line at <http://www.fafsa.ed.gov> (see page 20).

### **Emergency Alert System**

myCommNet Alert is a notification system that delivers critical information to students, faculty and staff through text messaging over cell phones. This information may include campus-related health or safety situations or weather-related class cancellations. Enroll by logging in to [my.comnet.edu](http://my.comnet.edu) and click on the **ALERT** button.

### **Snowline: 860-738-6464**

Students may call the College directly to hear a recorded message concerning any inclement weather closing (see page 49).

**PLEASE USE THE SNOWLINE NUMBER.  
DO NOT CALL THE SWITCHBOARD FOR  
INCLEMENT WEATHER CANCELLATION  
INFORMATION.**

### **Tutoring**

The Academic Success Center (FH 301 & 307) offers free tutoring provided by faculty, staff, peer, and community volunteers (See page 17).

### **Parking**

To avoid towing charges, be sure to park in student designated areas: the Art & Science Center Parking Lot, Green Woods Hall (Lots C and J), and the Joyner Health Science Center Parking Lot (see page 36 & map on page 39).

# ***WHERE DO I GO?***

## College Departments and Services Contact Information

### **Building Key:**

**FH** Founders Hall  
**FX** Founders Hall Annex  
**GW** Green Woods Hall  
**JHSC** Joyner Health Science  
Center  
**LRC** Learning Resource Center

### **Academic Success Center, FH 302**

**860-738-6351**

Tutoring  
Placement Testing  
Career Counseling  
Team Success Scholars

### **Admissions, GW 219**

**860-738-6330**

### **Bookstore, GW 209**

**860-379-6226**

### **Cashier, GW 224**

**860-738-6415 or 860-738-6313**

Tuition and fee payments

### **Advising – Guided Pathways,**

**GW 208**

**860-738-6420**

Academic Advisement  
Adding/Dropping a Course  
Career Counseling  
Job Search Counseling  
Transfer Planning  
Veterans/National Guard Benefits  
Withdrawal from Class or College

### **Collegiate Ed. For Deaf and Hard of Hearing Students, FX 214**

**860-738-6382 (V) or 860-496-3138 (VP)**

Courses  
Support Services

### **Computer Center, FX 111**

**860-738-6367 (IT Service Desk)**

### **Faculty Offices - FH Annex, Green Woods Hall, Arts & Science Center, Joyner Health Science Center**

Academic Advisement  
Adding/Dropping Course

### **Financial Aid, GW 224**

**860-738-6326**

Financial Aid  
Scholarship information  
Student Employment

### **Information Center, FH 104 (1<sup>st</sup> floor)**

**860-738-6300**

Lost and Found

### **Library – LRC**

**860-738-6480**

### **Registrar, GW 215**

**860-738-6314**

Address change / Email Change  
Graduation information  
Registration  
Transcripts

### **Snow Line**

**860-738-6464**

Inclement weather announcements  
Late opening/closing information

### **Student Accessibility/Disability Center, GW 303**

**860-738-6318**

Learning Disabilities  
Accommodations

### **Student Activities, GW 110**

**860-738-6344**

Student Clubs  
Lost and Found  
Student Senate  
Student Events and Activities



## Building Directory

### **Regina M. Duffy Administration Building, 22 Park Place East**

President  
Planning, Research, Institutional Effectiveness  
Marketing, Public Relations

### **Art & Science Center, 209 Holabird Ave.**

Art Studios  
Ceramic Studios  
Computer Lab  
Faculty Offices  
General Classrooms  
Lecture Hall  
Nursing Facilities  
Science Labs  
Student Lounge

### **Green Woods Hall, 119 N. Main Street**

Admissions  
Advisors  
Bookstore  
Cashier  
Classrooms  
Faculty Offices  
Financial Aid  
MAC Lab  
Multi-Purpose Room  
Physics Lab  
Registrar and Records Office  
Student Activities  
Student Lounge

### **Learning Resource Center, 2 Park Place East**

Draper Conference Center (Lower Level)  
Library Lab  
Library

### **Joyner Health Science Center, 100 S. Main Street**

Classrooms  
Faculty Offices  
Medical Assisting  
Vet Tech Center  
Non-Credit Allied Health

### **English Building - 46 Park Place East**

Business Office  
Human Resources  
Payroll Office

### **Goulet House - 56 Park Place East**

Center for Workforce Development  
State Office for Rural Health  
The Office of Student & Community Life  
Women's Resource Center

### **Founders Hall, Park Place East**

Academic Success Center  
Art Gallery  
Auditorium  
Classrooms  
Conference Room  
Associate Dean of Campus Operations  
Dean of Academic and Student Affairs  
Faculty Mailboxes  
Information Center  
Mail Room  
Maintenance  
Printing/Graphics  
Student Lounge

### **Founders Hall Annex**

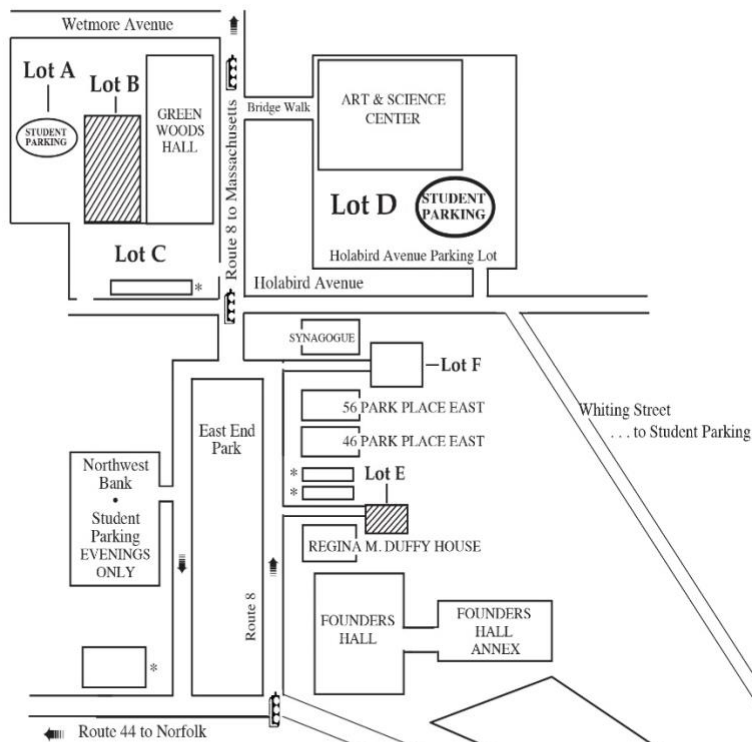
Collegiate Education for the Deaf and  
Hard of Hearing/ Deaf Studies / IPP  
Computer Center  
Computer Classrooms  
Faculty Offices (2<sup>nd</sup> & 3<sup>rd</sup> floors)

### **Directions to NCCC**

From Waterbury – Take Route 8 North to Route 44 and follow the signs to NCCC.

From Hartford – At the junction of 84 and 91, take downtown Hartford exit (52) and follow Route 44 (West) to Winsted (approximately 25 miles from the junction).

The College is at the intersection of Routes 44 and 8 across from the town green.



- **REGINAM DUFFY HOUSE**  
President  
Institutional Research  
Marketing, Public Relations
- **46 PARK PLACE EAST (English Building)**  
Business Office  
Human Resources  
Payroll Office
- **56 PARK PLACE EAST (Goulet Building)**  
Center for Workforce Development  
Entrepreneurial Center of  
Northwest Connecticut  
State Office of Rural Health  
Student Development  
Women's Resource Center
- **FOUNDERS HALL (FH)**  
Academic Success Center  
Auditorium  
Conference Room  
Dean of Academic & Student Affairs  
Dean of Administration  
General Classrooms  
Graphics Department  
Information Center  
Student Lounge
- **FOUNDERS HALL ANNEX (FX)**  
Collegiate Education for Deaf  
and Hard of Hearing  
Computer Center  
Computer Classrooms  
Faculty Offices (2nd and 3rd floors)
- **LEARNING RESOURCE CENTER (LRC)**  
Library  
Shirley Draper Conference Center  
Library Lab
- **JOYNER HEALTH & SCIENCE CENTER (JHSC)**  
Faculty Offices  
General Classrooms  
Medical Assisting  
Veterinary Technology
- **GREEN WOODS HALL (GW)**  
Admissions  
Bookstore  
Cashiers  
Counselors  
Faculty Offices  
Financial Aid  
General Classrooms  
Mac Computer Lab  
Registration and Records  
Student Activities  
Student Lounge  
Student Senate  
Veterans Services  
WIA Services
- **ART & SCIENCE CENTER (ASB)**  
Art Studio  
Ceramic Studio  
Computer Lab  
Faculty Offices  
General Classrooms  
Nursing Facilities  
Lecture Hall  
Science Labs  
Student Lounge

# NCCC CAMPUS

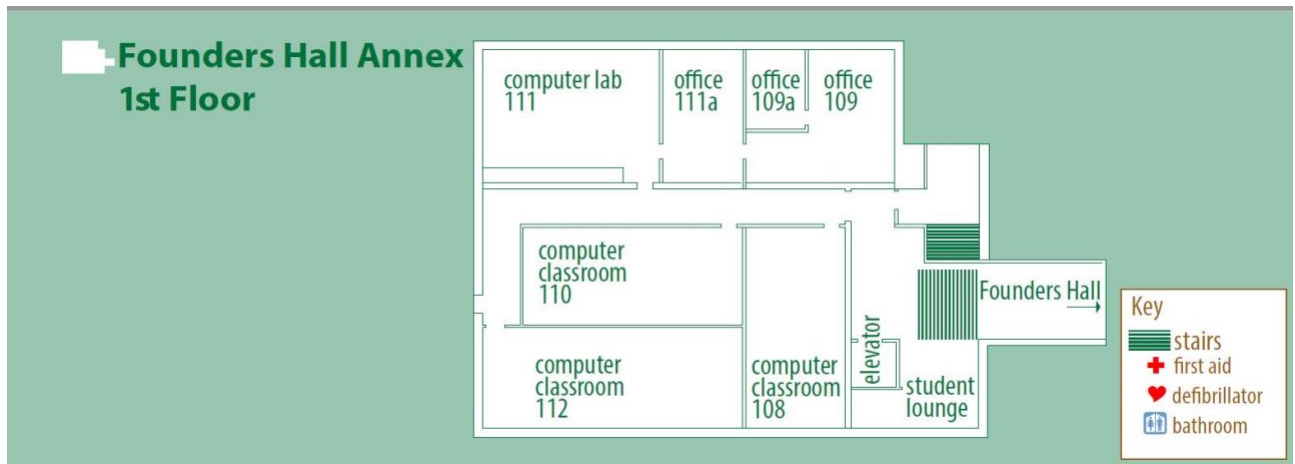
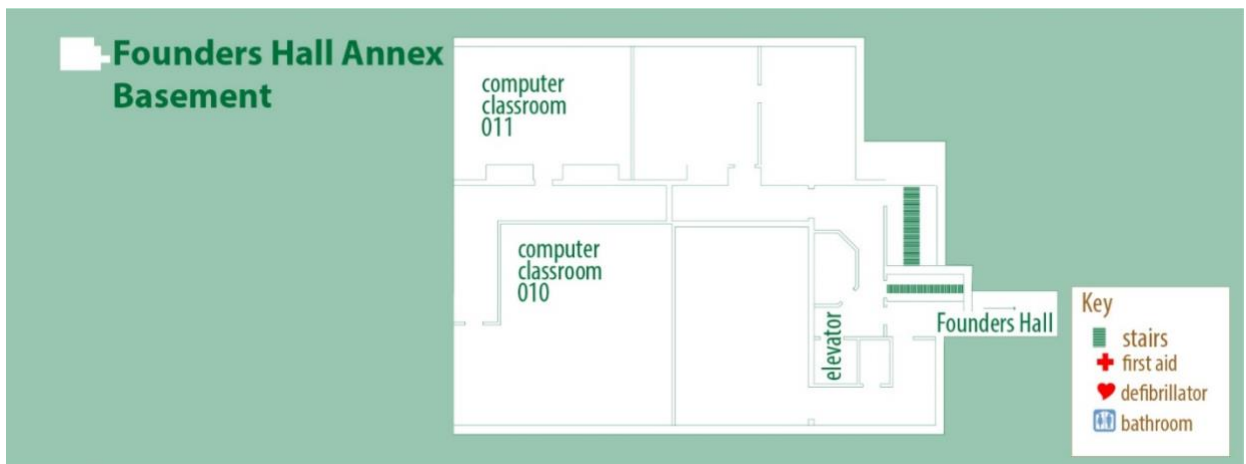
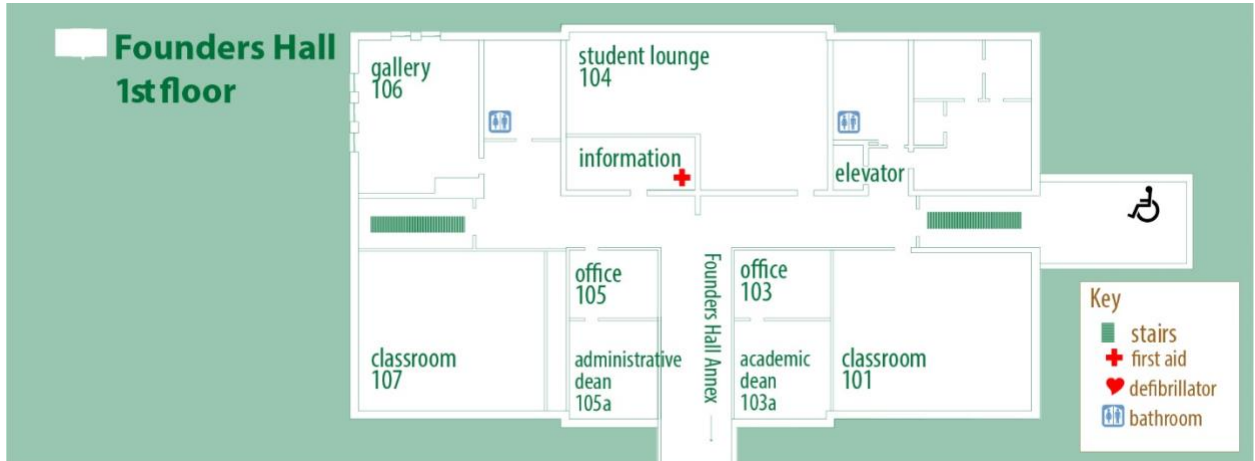


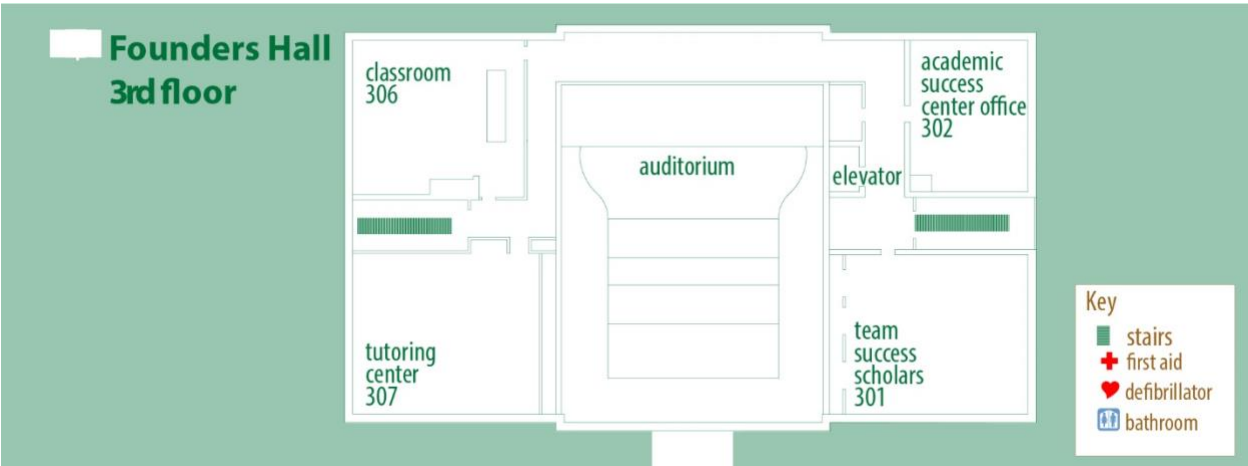
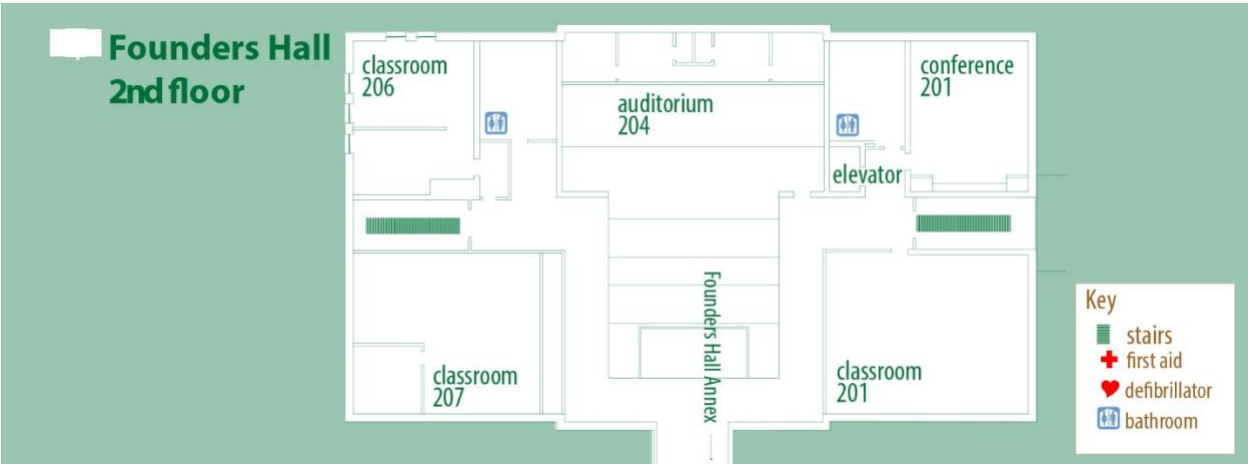
Northwestern Connecticut  
Community College  
Park Place East • Winsted, CT 06098  
[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu)  
Equal Opportunity • Affirmative Action • M/F Institution

Faculty and Staff Parking ONLY  
7am-5pm

\* Private Property

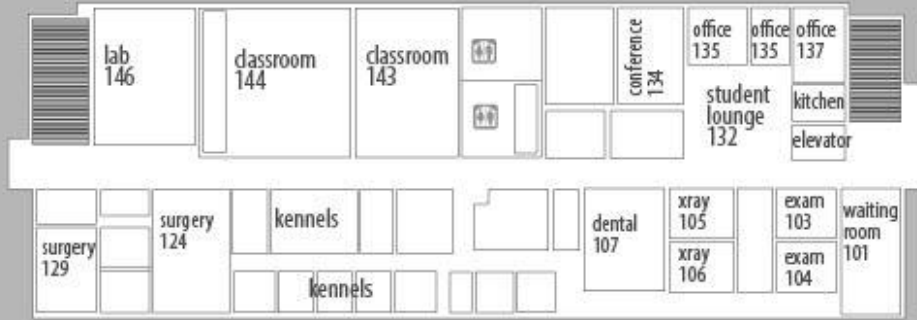
## Founders Hall



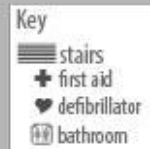
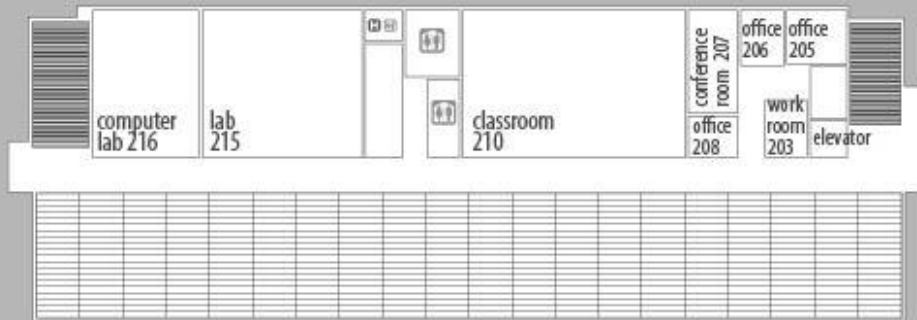


# Joyner Health Science Center

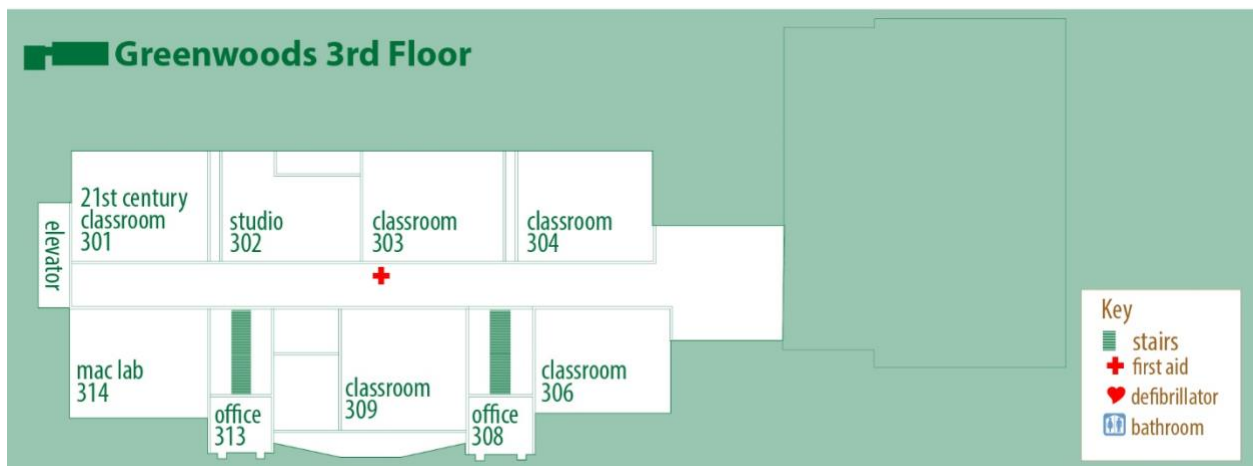
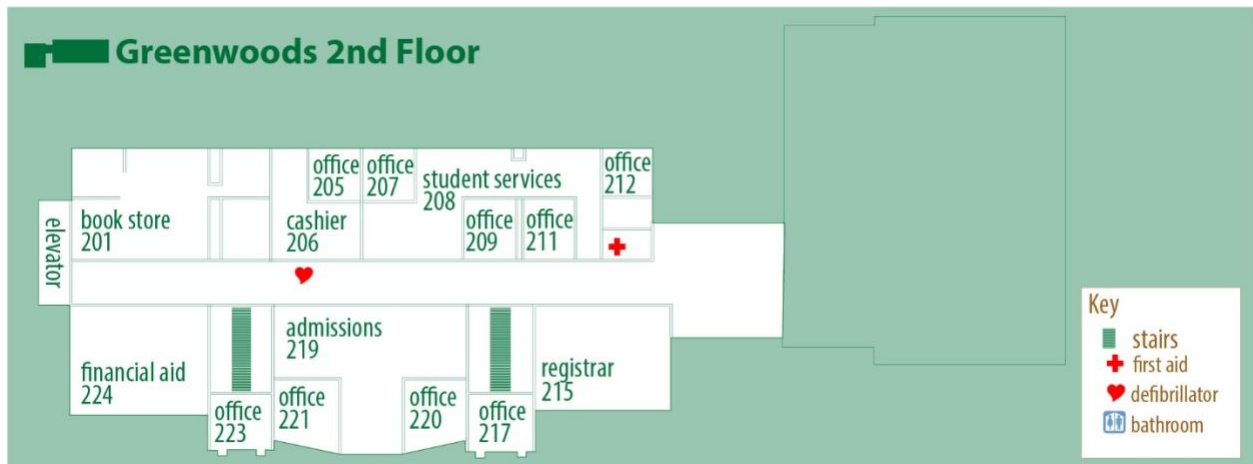
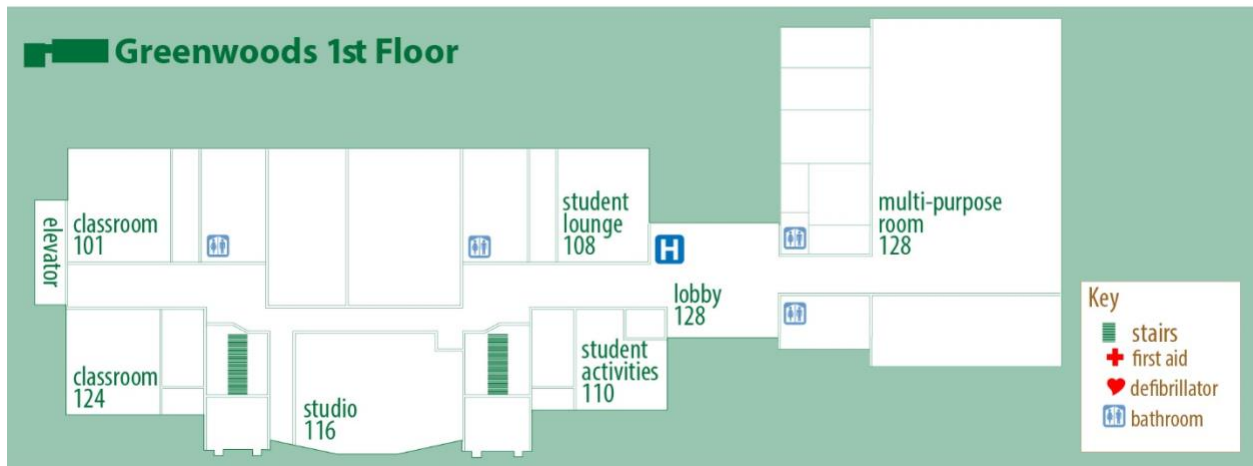
## Joyner 1st Floor



## Joyner 2nd Floor



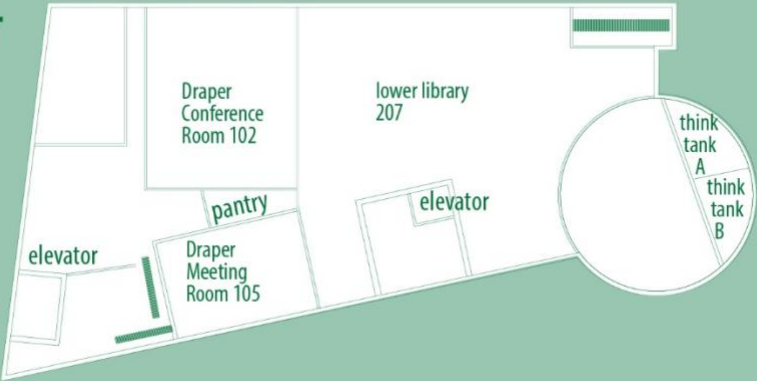
## Green Woods Hall





Learning Resource Center

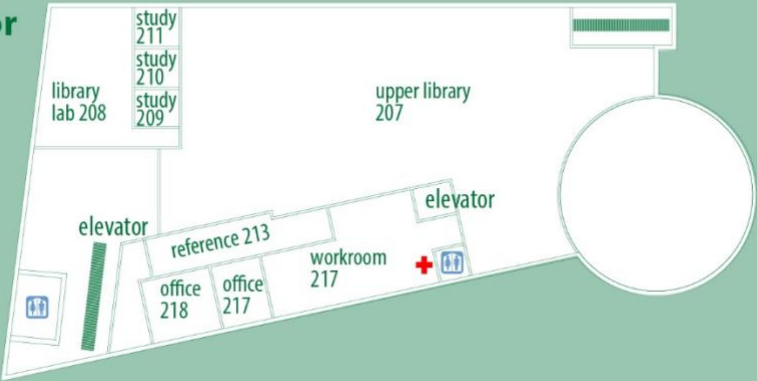
**Learning Resource Center**  
**1st Floor**



Key

- stairs
- first aid
- defibrillator
- bathroom

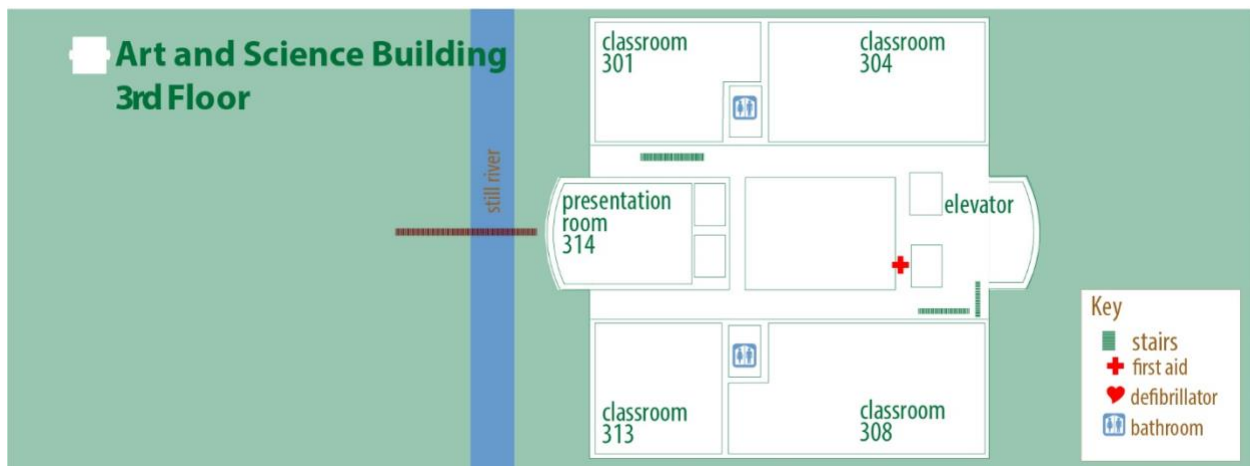
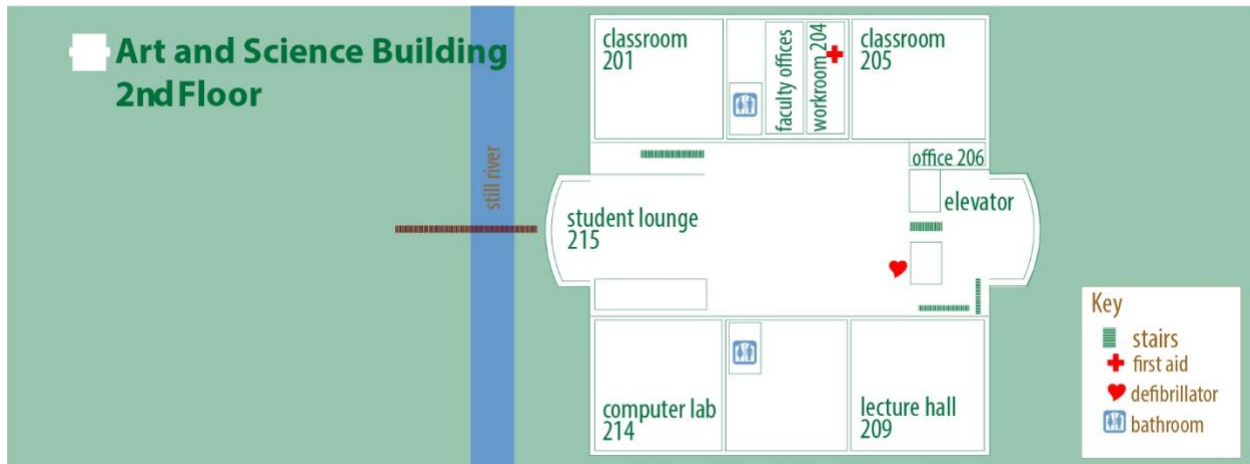
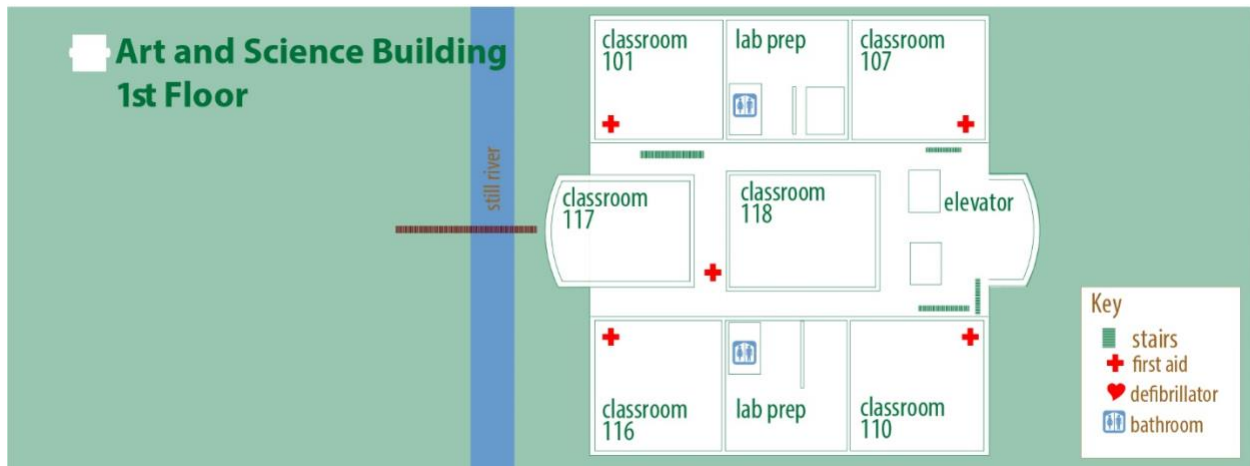
**Learning Resource Center**  
**2nd Floor**



Key

- stairs
- first aid
- defibrillator
- bathroom

## Art and Science Center



# DIRECTORY OF COLLEGE SERVICES

## ACADEMIC ADVISING PROCEDURES

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All full-time students and part time students who have matriculated into an academic program are assigned an advisor according to their major. Students with questions about course selection and program requirements should see their advisor. Advisors are available in The Academic Advising Office to help any student with course, career, transfer or job search questions.

### What are the responsibilities of Students?

1. Obtain and read the College catalog on the [College's website](#).
2. Matriculate (select a program of study), which includes submitting the application plus a copy of high school diploma or GED, documentation of measles, mumps, rubella, and if born after 1979) varicella immunization, and college transcripts, if applicable.
3. Maintain contact with assigned advisor or choose another through The Academic Advising Office.
4. Keep appointments made with advisor or call and reschedule.
5. Bring completed and signed Advisement Form in order to register.
6. Complete all necessary forms for graduation by deadline of the year of graduation (November 15, 2021 for January 2022 or March 31, 2022 for May graduation).

### Student Guidelines

1. Students pursuing a degree or certificate program are required to meet with their academic advisor each semester prior to the registration period. Advisors may be contacted directly through the phone and e-mail directory on the [College's web site](#).
2. Students will receive an email prior to the next semester's registration with information on how to contact the advisor. Students need to make an appointment with their advisor during the scheduled advisement period which is three weeks before registration begins.
3. Please check myCommnet for the name of your advisor. The advisor's office hours are available in The Academic Advising Office in GW 208, the Faculty Secretary's Office in FX 217 and the Information Center, FH 104.
4. There are two forms that are completed during the advisement process, the Advisement Form and the Degree Works Graduation Audit.
  - a. Each semester the Advisement Form is completed with the advisor during an advisement session. The student must present this signed form in order to register.
  - b. The Graduation Audit lists all the courses required for a particular major. This checklist serves as the student's plan of study.

The student's tentative plan, as shown on their Advisement Form, is indicated on this sheet. All completed courses are subsequently entered.

Grades can be accessed through the web at [www.nwcc.edu](http://www.nwcc.edu). Click on the myCommNet button to log in. To receive an automated degree audit, click Degree Works.

Both the student and the advisor should have a copy of the Graduation Audit.

5. Students should refer to their copy of the Graduation Audit as they plan each semester.
6. Students may request reassignment when a favorable advising relationship is not achieved. This is done by completing the Change of Advisor Form found in the Registrar's Office Center in GW 215.
7. Students who are only taking courses on-line may contact their faculty advisor or one of the advisors in The Academic Advising Office via e-mail for general information. A [faculty](#) and [staff](#) phone and e-mail directory is available online.

## ACADEMIC SUCCESS CENTER: 860-738-6351

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Students who come to tutoring get better grades and are more likely to continue their education than the average NCCC student. If part of your academic goals include earning great grades and graduating, then tutoring is for you! Our [tutoring center](#) features a warm, friendly environment for you to work on your homework, papers, and projects.

The tutoring center is located in Founders Hall 307. However, you may find our helpful tutors in your classroom or the Arts and Sciences Building. We offer tutoring in a variety of subjects including, math, writing, biology (in ASB), and computer literacy. Assistance is given on a drop-in basis by faculty and staff volunteers, peer and professional tutors. Computer programs such as **EdReady by NROC** is available to provide online tutorials for professional exams, or computer proficiency.

Hours are posted on the Academic Success Center bulletin board and throughout campus on bulletin boards. For more information, please call 860-738-6351.

## ADVISORS: 860-738-6420

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You have probably met at least one of the advisors in The Academic Advising Office, GW 208, when you registered and planned your first semester of classes. Advisors are available for career, course selection, transfer, and course withdrawal counseling. Staff members are available during weekday hours: Monday - Friday from 8:30 a.m. - 4:30 p.m.

## BOOKSTORE: 860-379-6226

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Textbooks and supplies can be obtained in the [College Bookstore](#), located on the second floor of Green Woods Hall. Bookstore hours are:

### Regular hours:

Monday-Thursday: 9:00 a.m. - 4:00 p.m.

Friday: 9:00 a.m. – 12:00 p.m.

Hours may vary during holidays and winter intersession. Please contact the bookstore for hours during these times.

## BUILDING CODES ON CAMPUS CODES

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ASB	Art & Science Building
GOUL	56 Park Place (Goulet Building)
FH	Founders Hall
FH AUD	Founders Hall Auditorium
FX	Founders Hall Annex
JHSC	Joyner Health Science Center (Vet Tech/Medical Assisting Non-Credit Allied Health)
LRC	Learning Resource Center (Library)
GW	Green Woods Hall

## OFF CAMPUS CODES

ASD	American School for the Deaf, West Hartford
OWTS	Oliver Wolcott Technical School, Torrington
REG7	Regional 7 High School, Winsted
TORHS	Torrington High School, Torrington

## CAREER COUNSELING: 860-738-6306

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The Academic Success Center counsels individuals on clarifying values, exploring interests, measuring personal preferences, setting career goals and selecting and pursuing training to achieve career goals. Job search counseling is also available. Computer access to the Connecticut Department of Labor via the Internet provides current job opening information.

## COLLEGIATE EDUCATION FOR THE DEAF AND HARD OF HEARING PROGRAM 860-738-6382 or 860-496-3138 (VP) or [sbement@nwcc.edu](mailto:sbement@nwcc.edu)

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NCCC offers support services for students who are deaf and/or hard of hearing. The [Collegiate Education for Deaf and Hard of Hearing](#) Program (CEDHH) assures that deaf and hard of hearing students have full access to Northwestern's academic offerings by providing academic tutoring, academic advisement, placement testing, sign language or oral interpreting and note taking. Interpreters will become a familiar sight to you in your classrooms and at most college functions and meetings. Student note takers are also hired through the Disabilities Office.

A videophone booth is available for use in the lobby of Green Woods Hall near the Multipurpose Room. The videophone allows Deaf/HOH individuals to speak directly to others or by use of a qualified trained interpreter, through Video Relay Service (VRS).

Video Relay Service (VRS) is a phone service involving a D-link, a television, and high speed internet access. VRS works through the following process: a person signs in American Sign Language (ASL) to the videophone and the visual picture screen is transmitted by a high speed internet connection to VRS remote sites. An interpreter then voices the ASL into spoken English via a telephone line to the hearing person. The interpreter then signs the hearing person's spoken English reply to the videophone, which sends the visual signal back to the ASL user's television monitor.

CEDHH main offices are located in FX 214. Interpreters for any college function or meeting may be requested by contacting the Interpreter Coordinator at 860-738-6382 or [sbement@nwcc.edu](mailto:sbement@nwcc.edu). Requests must be made **one week in advance** of an event.

## COLLEGE CATALOG

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The College Catalog is available on the college website. This handbook is not an attempt to duplicate that publication. All students are encouraged to familiarize themselves with the [catalog](#). The first section reviews admission and registration procedures, academic requirements, transfer procedures, various College services and the history and organization of the College. Each student should pay attention to the requirements of the curricular program in which he/she is registering.

The College reserves the right to withdraw courses and programs in which there is insufficient enrollment. All fees are subject to change without notice.

## COMPUTER CENTER: 860-738-6367

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The Computer Center is located in the Founders Hall Annex, where it maintains computer classrooms FX 010, FX 011, FX 108, FX 110, and FX 112. The Computer Center also maintains an open lab located in the Founder's Hall Annex 111 (FX 111).

All computer workstations are connected to the campus network and to the Internet. To log on to a campus computer, you will have to know your NetID and password.

Your NetID is your student #@student.commnet.edu (ex. 12345678@student.commnet.edu)

The following 3 items make up your initial password:

The first 3 characters of your birth month with the 1st letter capitalized  
The & symbol  
The last 4 digits of your SSN  
(ex. Oct&1234)

Once you have logged on successfully, you will be prompted to change your password. The password must be at least 8 characters long, have a capital letter, small letter and a number or symbol (or both), and must be unique.

### **Connecticut State Colleges and Universities (CSCU) Wireless Setup Guidelines**

The CT Board of Regents for Higher Education approved the Acceptable and Responsible Use of Information Technology and Resources Policy on October 18th, 2012. This policy governs the use of all IT resources including the wired and wireless networks and anyone who uses those resources. The act of connecting to and using the IT resources on campus, including the wired and/or wireless networks, indicates approval, acceptance and compliance with the Acceptable and Responsible Use of Information Technology and Resources Policy. The approved version of this policy is posted in common areas on campus.

**SECURITY:** Please be aware that this network is for use by multiple users and is not designed to prevent all possible types of attacks. By using this network, you assume any risk associated with that use. Neither NCCC nor the BOR is responsible for your device or any damage that may happen while connected to the network.

#### **How to connect to the Wi-Fi:**

- Choose the **Wi-Fi Network** labeled: **ConnSCU**
- Enter your full **NETID** (ie: 01234567@student.commnet.edu) and current password,
- Hit **OK** or **Join**
- **Accept** or **Trust** the certificate, and you're connected!

Currently, the computer center supports Wi-Fi for the following types of devices:

- Chromebooks
- Windows 10 computers
- Apple OS and IOS devices (iPhone, iPad, iMac, MacBook) with IOS version 4 and up.
- Most Android and Kindle devices

Whatever operating system you're using, your wireless NIC and software must support WPA2 Enterprise and 802.1X (PEAP)

If you have trouble connecting with these devices, please call the IT Service Desk at 860-738-6367 or visit Founders Annex room 111 and speak to a technician there.

More help can be found on our website: <https://www.nwcc.edu/departments/information-technology/> and the CSCU support site: <https://cscu.edusupportcenter.com/>

### **COURSE SUBSTITUTION**

Under special circumstances, a student may substitute another course for a specific course requirement. Approval for substitution can be obtained [online](#) or from the instructor, forwarded to the Division Director or Department Chair and the Dean of Academic and Student Affairs. Forms are also available in the Office of the Dean of Academic and Student Affairs (FH 103), the Information Center (FH 104), the Faculty Secretary's Office (FX 217), The Academic Advising Office (GW 208), and the Registrar's Office (GW 215).

### **FACULTY OFFICE HOURS: 860-738-6379 and 860-738-6300**

For office hours and office locations, see the course overview, the faculty secretary (FX 217) or the Information Center (FH 104). Office hours are also posted [online](#).



## FINANCIAL AID AND STUDENT CAMPUS EMPLOYMENT: 860-738-6326

The College receives grant, loan and work-study funds from the State of Connecticut and the U.S. Department of Education to award to eligible students. Any student seeking a degree or eligible credit certificate program from the College is encouraged to apply. To apply for financial aid from NCCC you must complete the **Free Application for Federal Student Aid (FAFSA)**. You will need to visit **FAFSA on the Web** at [www.studentaid.gov](http://www.studentaid.gov) for the application.

While there are various eligibility requirements for the grant, loan and work study programs, all matriculated students will be considered for a grant award to assist with the direct costs of college (tuition, fees, textbooks and supplies). These grant awards may equal up to \$6,495 for eligible full time students attending the fall and spring semesters or an amount determined by the student's demonstrated financial need, if that is less. Note that all campus administered grants require bona fide residency in the state of Connecticut for twelve (12) months prior to attending NCCC.

The Financial Aid Office is a resource center for information regarding student financial aid programs, scholarships (see page 42), and campus jobs. The office is located in GW 224. We are also on the Web at: <http://www.nwcc.edu> or e-mail at: [NW-FinAid@nwcc.edu](mailto:NW-FinAid@nwcc.edu).

A number of employment opportunities are available to students. Students are employed by the college to work part time throughout the school year. All job applicants must apply for financial aid. Most campus jobs are limited to financial aid recipients. Positions are available in college offices, the Library, Labs (science, computer, veterinary technology, graphics, photography) and Campus Maintenance. For a Student Employment Application and tax withholding forms, contact the Financial Aid Office at 860-738-6326. For the 2021-2022 school year students will be paid \$13.00 per hour.

**Need to monitor the status of your FAFSA, if you have any outstanding requirements, or to see if you have been awarded any financial aid? Go to:**  
<http://my.comnet.edu>

Via the mycommnet portal, students may access BANNER STUDENT SELF-SERVICE, where you can determine if your FAFSA has been received by the Financial Aid Office, determine if you have been awarded any financial aid, and learn if you have any outstanding requirements to submit income documents or verification forms.

Additionally, you can also view your tuition account summary to monitor the crediting of anticipated aid to your tuition and fee charges each semester. If your aid exceeds your tuition/fees, you may use this credit balance to purchase books in the College Bookstore.

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

All students who receive financial aid are subject to the following rules and regulations in order to continue to receive payment of their financial aid. All financial aid applicants academic progress is reviewed to determine whether or not they have successfully completed the required percentage of **all** credits attempted, and earned an inclusive **cumulative grade point average** which falls within a specific standard based on total credits attempted, and that the total credits attempted do not exceed **150%** of the credits required for completion of the degree or certificate program.

***What happens if I drop a class during the “add/drop” period allowed for registration?*** Generally, nothing punitive happens. Keep in mind that all financial aid awarded is based on fulltime attendance (12 credits or more). Therefore, if you drop a 3 credit class, you will be reducing your payment of financial aid to  $\frac{3}{4}$  time status (9-11 credits), or  $\frac{1}{2}$  time status (6-8 credits).

***What happens if I withdraw from all of my classes after the “add/drop” period allowed for registration?***

Be careful as doing this could result in you **not** receiving actual payment of the scheduled financial aid; therefore, you would owe the College for that portion of tuition/fees not paid by your financial aid. In addition, if the financial aid was already paid to you, you would likely owe a "Refund of Title IV Funds" directly to the U.S. Department of Education. Owing such a refund disqualifies you from receiving any Federal Student aid payment until the debt is fully paid.

***What happens if I withdraw from a class during the semester – will it affect my ability to receive financial aid?***

Withdrawing from a class is just as serious as failing a class. In either instance, you are still held to the same standard of satisfactory academic progress in that you must still complete the minimum number of all credits attempted specified above. However, a failing grade will be calculated in your cumulative grade point average. Plan carefully and don't drop a class without first speaking to an academic counselor. Follow a good academic plan in which you regularly attend all classes. If you need help, don't delay, speak to both your instructor and your advisor! Additionally, you may consult with staff at the Academic Success Center in Founders Hall for free tutoring.

***What happens if I receive a letter that says I have been assigned to "Financial Aid Warning"?***

The letter will inform you that you can continue to receive payment of financial aid for one semester. It will show you what percentage of courses attempted you have completed, and states your computed Inclusive Grade Point Average (GPA). The letter also advises that you must achieve the standards listed below after a one-time semester warning.

The College's official policy for measuring satisfactory academic progress for Financial Aid applicants follows. Please familiarize yourself with this important policy.

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS**

### **POLICY**

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 using a quantitative and qualitative standard and is an assessment of a student's cumulative academic record at the college.

Satisfactory academic progress for financial aid recipients in both certificate and degree programs is determined using a student's cumulative academic history at the college, by means of Cumulative Grade Point Average (qualitative) and Cumulative Pace (quantitative) components. A student must successfully complete the designated pace percentage (earned credits/attempted credits) according to their program of study. For financial aid purposes, all attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, noncredit remedial courses (with appropriate credit equivalency evaluation), and ESL courses are also included in this assessment. Transfer credits are counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

For students who change majors or change between certificate and degree programs, a cumulative academic history is still considered, and assessments will be performed based on the primary program of study. A student's cumulative academic history will be evaluated at the end of each payment period/semester and prior to the subsequent term's financial aid disbursement. This policy will be used to evaluate all students uniformly, regardless of their enrollment level. In order to graduate, a minimum cumulative grade point average of 2.0 is required in all courses that are applicable to the program of study.

<b>Standards for Certificate Seeking Students Credits Attempted</b>	<b>Minimum Cumulative GPA</b>	<b>Minimum Completion Pace</b>
0 – 11.99	0.0	0.00%
12 +	2.0	67.00%

<b>Standards for Degree Seeking Students Credits Attempted</b>	<b>Minimum Cumulative GPA</b>	<b>Minimum Completion Pace</b>
0 – 11.99	0.0	0.00%
12 - 30.99	1.7	50.00%
31 - 49.99	2.0	50.00%
50 – 59.99	2.0	60.00%
60 +	2.0	67.00%

### **Repeated/Audit Coursework**

Financial aid recipients are limited to one repetition of a previously passed course in their program of study. A second repetition of a previously passed course will not be eligible for financial aid payment. Audited courses are not financial aid eligible.

### **Maximum Credit Hours**

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

### **Financial Aid Warning**

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

### **Termination**

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible for the financial aid programs at the College.

### **Reinstatement Policy**

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress standard. Reinstatement to the financial aid programs may also occur upon a successful appeal by the student. (See *Appeal Process* below)

### **Financial Aid Probation**

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible for the financial aid programs at the College. Ineligible students have the opportunity to file an appeal regarding their termination from the financial aid programs. Students that have failed the academic progress standard and have been approved with a successful appeal will be considered on Financial Aid Probation.

### **Appeal Process**

A student may request consideration for reinstatement to the financial aid programs through the following Appeal Process:

If the student feels his/her failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected successful progress, the student may appeal to the Financial Aid Office. Some personal mitigating circumstances could include illness or injury of the

student or dependent of the student; a death in the immediate family; or other undue hardship as the result of special circumstances. An appeal form is available in the Financial Aid Office or online at:

<https://www.nwcc.edu/wp-content/uploads/2019/04/Satisfactory-Academic-Progress-Appeal-Form.pdf>

and must be submitted with acceptable documentation by the prescribed dates listed on each semester's academic progress notice. Late or undocumented appeals will not be accepted.

#### **ID CARDS: 860-738-6480**

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Your photo ID provides access to services on campus. Your ID number is required to register for classes. *You must present your NCCC photo ID to the Library to receive Library privileges.* A bar code will be printed on the back of your ID at the Library. Your NCCC photo student ID is valid for two years at which time if you are still a student with us, you may request a new one. For more information or to obtain your NCCC photo ID, contact the Library in the Learning Resource Center. A valid photo identification is required. IDs may be obtained during regular Library hours.

#### **INFORMATION CENTER: 860-738-6300**

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The Information Center is located on the first floor of Founders Hall (FH 104). The hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. Here you will find the College's main switchboard as well as the central location for all student and general public information.

#### **LIBRARY / LEARNING RESOURCE CENTER: 860-738-6480**

[nw-librequests@nwcc.edu](mailto:nw-librequests@nwcc.edu)

<http://www.nwcc.edu/current-students/library>

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The [Library](#), located in the Learning Resource Center adjacent to Founders Hall, is home to approximately 35,000 print books and dozens of periodical titles. Additionally, the Library provides access to approximately 145,000 ebooks and thousands of online journal and magazine articles. The Library also houses extensive collections of compact discs, videos, DVDs, and audio books, and serves as a regional depository for Connecticut State Government Documents. It participates in both regional and national automated networks that provide circulation, interlibrary loan, and cataloging services and the online public access catalog. Full access is given to the shelves, and every effort is made to make the Library a pleasant place in which to study and do research. Additionally, students gain off-campus access to the Library's catalog, ebooks, and electronic databases through myCommnet and the Library's online research guides. The Library email address may be used to renew books and ask for reference assistance.

In addition to our library research materials, the Library provides students access to the technology necessary for serious research. Thirty-eight computers, scanners and a printer are available for student use. Five C-Pods allow small groups of students to research and to prepare projects and presentations; the C-Pods include a fully-loaded computer with a 42-inch plasma television as monitor and multiple keyboards. The Lower Rotunda area of the Library features C-Pods in large group study areas, called Think Tanks, that have a combined seating capacity of more than 20. Wi-Fi is available throughout the Library to NCCC students. Finally, the Library Lab with twenty-six computers provides students access to a quiet research space, and also supports classes as a private instruction classroom.

The Library's online catalog, Northwestern Search, effectively integrates all the NCCC library's resources—print books held on-site as well as article, ebook and streaming video databases—and allows for a more convenient and expanded search. Northwestern Search can also be used to locate and request items from across the Connecticut state college and university (CSCU) system. (The 17 CSCU libraries hold a total of more than one million records (books, DVDs, CDs) in their physical collections).

Library staff will be happy to request from other libraries books and periodical articles not available through Northwestern Search. Requests are limited to six per project, and materials usually arrive within two weeks. Plan ahead in order to have ample time to receive and use interlibrary loan materials.

On your first visit to the Library, you may obtain a student ID at the library Front Desk. Books, compact discs, and audio books may be checked out for three weeks and renewed twice if no one else has

requested them. Videos and DVDs may be checked out for fourteen days, while periodicals and reference books do not circulate.

The Library is the place to search for information and get assistance doing academic research. If you visit the Library and cannot find what you are looking for, ask a librarian!

During the academic year the Library hours are:

Monday – Wednesday 8:30 a.m. - 8:00 p.m.

Thursday - Friday 8:30 a.m. - 4:30 p.m.

During winter, spring, and summer breaks and when classes are not in session:

Monday - Friday 8:30 a.m. - 4:30 p.m.

### **LOST AND FOUND: 860-738-6300 or 860-738-6344**

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Lost and found services are maintained in the Information Center (FH 104) and the Student Activities Office (GW 110). As a convenience, articles found in the Library may be left at the Library's main desk. Positive ID is required when collecting your lost item.

### **MENTAL HEALTH CONCERNS: 860-738-6315**

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The Office of Student & Community Life (OSCL) at Northwestern Connecticut Community College is located on the first floor of the Goulet House – 56 Park Place East.

The mission of the OSCL is to provide wraparound services, i.e., mental health and wellness counseling, food insecurity resources both on campus and in the community, assistance with housing, transportation, and childcare concerns.

You may avail yourself of these services by contacting Dr. Ruth E Gonzalez, Psychologist at [rgonzalez@nwcc.edu](mailto:rgonzalez@nwcc.edu).

### **RESTROOMS**

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Restrooms for men and women are located at opposite ends of the 1<sup>st</sup> and 2<sup>nd</sup> floors of Founders Hall; on the lower level of Green Woods Hall; on the lower level of the Joyner Health Science Center; in the lower lobby of the Learning Resource Center; and on all three levels of the Art & Science Center. All are handicapped accessible.

### **SCHOLARSHIP INFORMATION**

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Northwestern has a large number of scholarship opportunities available for new, continuing and graduating students. These scholarships are awarded to students based on academic merit, demonstrated financial need and/or enrollment in a specific academic program at Northwestern.

For more information, please go to: <https://www.nwcc.edu/financial-aid/scholarship/>.

### **STUDENT ACTIVITIES OFFICE: 860-738-6344**

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The [Student Activities](#) Office is located on the lower level of Green Woods Hall (GW 110). This office promotes student-sponsored educational, cultural, social and recreational programs through clubs and the Student Senate. Information regarding student events as well as inquiries about clubs and organizations can be obtained here. The office is also responsible for a variety of student services such as a lost and found, and event ticket sales. The Student Senate works closely with this office in the budgeting of the Student Activity Fund. The regular meetings of the Senate are held weekly in this office. The Student Activities Office publishes the information regarding student events on the Campus Calendar and in the weekly newsletter, *Campus Voice*. Both can also be found on the College website by going to the Quick Links at the bottom of

the NCCC Homepage. Event announcements and submissions on topics of interest to students are welcome through the Student Activities Office, GW 110, 860-738-6344, or email Andrew Wetmore at [awetmore@nwcc.edu](mailto:awetmore@nwcc.edu).

## STUDENT RECORDS

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(See the College catalog)

(See the Family Educational Rights and Privacy Act ([FERPA](#)) on page 71)

## TRANSCRIPT REQUEST – 860-738-6314

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Transcripts are produced in electronic format (eTranscript) or in paper format and can be requested on the web at <http://my.comnet.edu>. Login and then click on:

- Banner Student & Faculty Self-Service
- Student Records
- Request Official Transcript.

You can then choose an electronic or paper transcript to be sent. Electronic transcripts are typically delivered within 24 hours. Please allow 7-10 days for the processing of paper transcripts. There is no fee for official transcripts. For more information on how to request a transcript, please go to

<https://www.nwcc.edu/forms/transcripts/>

## TRANSFER PLANNING: 860-738-6307 or 860-738-6420

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Students seeking to transfer to another college or university are encouraged to plan ahead. All students considering transferring should contact Rick Boger-Hawkins, GW 212, at 860-738-6307.

Northwestern has early admissions [transfer agreements](#) with the State Universities (Central, Southern, Eastern and Western) and the University of Connecticut. The State University Dual Admissions agreement requires a student to apply before they finish 15 transferrable credits and to receive their Associate degree before transferring. The UConn Guaranteed Admissions program requires a student to apply before they finish 16 transferrable credits, to receive their Associate degree with a 3.0 average before transferring, and applies to the Colleges of Liberal Arts and Science and Agriculture and Natural Resources and the School of Business only. Applications for both programs can be obtained from Rick Boger-Hawkins.

## VETERANS: 860-738-6306 or 860-738-6420

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All Veterans, Reservists, or National Guard members who plan to use benefits provided by public law, or who want information regarding Veterans Administration (VA) benefits, should see Samantha Palombizio at The Academic Advising Office, GW 206. If a Veteran, Reservist or Guard member is receiving educational benefits, NCCC must keep adequate records to show his/her progress. Failure to make satisfactory progress may result in educational benefits being discontinued. If the Veteran discontinues attendance, reduces his/her credit load, withdraws from a course or withdraws from the college, he/she must inform Samantha Palombizio immediately.

A waiver of *general fund* tuition is extended to all [eligible](#) Connecticut Veterans with service during certain wartime periods. Members of the Connecticut National Guard may also be eligible for [waivers of tuition](#). For details, contact Samantha Palombizio.

## WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA): 860-738-6315

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Dr. Ruth Gonzalez, Goulet Building – 56 Park Place, serves as NCCC's liaison for the Workforce Innovation & Opportunity Act. Students requiring assistance with advising and/or completion of WIOA forms should contact Dr. Gonzalez, 860-738-6315, [rgonzalez@nwcc.edu](mailto:rgonzalez@nwcc.edu).



# STUDENT INVOLVEMENT

## ACTIVITIES: 860-738-6344

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The co-curricular activities program through the Office of Student Activities is an integral part of a student's learning experience and is designed to enrich college life. Multiple opportunities for student involvement and development include student governance, clubs and organizations, college-wide committees and leadership training. The Student Senate sponsors a variety of social, cultural and recreational activities as well as community service opportunities. Student events, programs and information are posted in the [Campus Voice](#); and on bulletin boards throughout the campus. Submissions for topics of interest to students are welcome through the Student Activities Office, GW 110, 860-738-6344, or email Andrew Wetmore at: [awetmore@nwcc.edu](mailto:awetmore@nwcc.edu). Tickets, when required, are distributed or sold during the day in the Student Activities Office.

## ATHLETICS, FITNESS AND WELLNESS

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In response to expressed student interest, the College provides a growing list of opportunities for sport and fitness programs for men and women. NCCC does not participate in intercollegiate sports but the College does support opportunities, as available, for women, men and co-ed participation.

The College currently provides:

**Open Gym** – Activities such as basketball, volleyball, dodge ball and ping pong are available in the GW multi-purpose room. Check with the Student Activities Office for a schedule.

**Other Opportunities** – are available with enough student interest. If you have an idea for a program, contact Student Activities.

These activities are funded entirely or in part by the Student Activity Fund. Some programs may require a nominal fee. For more information, or to register, contact the Office of [Student Activities](#), GW 110, 860-738-6344.

## CAMPUS VOICE

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The [Campus Voice](#) is a monthly online newsletter of College sponsored student activities, events and important dates. Students are strongly encouraged to check this calendar for regular updates of important information and interesting activities.

Suggestions for activities and community service projects are always welcome. Contact the Student Activities Office in Green Woods Hall, GW 110, 860-738-6344.

## CLUBS & ORGANIZATIONS

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There is never a lack of opportunities to get involved at Northwestern Connecticut Community College! All of NCCC's clubs and organizations look forward to welcoming new students. And with a variety of them to choose from – all representing a diversity of student interests – you're sure to find a group for you. If not, you can always start your own club at NCCC – all ideas are welcome!

## AAUW of NCCC

American Association of University Women (AAUW) – To *Promote* equity for women and girls through advocacy, education, philanthropy, and research. To *Further* the goal of breaking through educational and economic barriers so that all women and girls have a fair chance. To *Empower* all women and girls to reach their highest potential.

**Advisors:** Susan Dichter, 860.738.6335, [sdichter@nwcc.edu](mailto:sdichter@nwcc.edu), Deb Zavatkay, 860.738.6309, [dzavatkay@nwcc.edu](mailto:dzavatkay@nwcc.edu)

### **Autism Awareness Club**

The Autism Awareness Club's purpose is to spread awareness and sensibility of the Autism Spectrum Disorder.

**Advisor:** Daneen Huddart, 860.738.6318, [dhuddart@nwcc.edu](mailto:dhuddart@nwcc.edu)

### **Christian Students Association**

“**The Outlet**” promotes efforts to meet the needs of the community, including college students, to further individual spiritual growth by offering opportunities for fellowship through Bible studies and various events.

**Advisor:** Cheryl Braman, 860.738.6320, [cbraman@nwcc.edu](mailto:cbraman@nwcc.edu)

### **Criminal Justice Association**

This group promotes the Criminal Justice Program at NCCC through speakers, programs and scholarship.

**Advisor:** Michael Emanuel, 860.738.6389 [memanuel@nwcc.edu](mailto:memanuel@nwcc.edu)

### **Dungeons and Dragons Club**

This group promotes the wellbeing of our members and uses role-playing as a healthy emotional outlet and to help further members' understanding of themselves and others.

**Advisor:** Doug Mooney, 860.738.6401, [dmooney@nwcc.edu](mailto:dmooney@nwcc.edu)

### **Early Childhood Education Association**

This group promotes the well-being of children and families. Through activities, meetings and fund-raising efforts, connections are built between NCCC students, children, families and the surrounding community.

**Advisor:** Tracy Smith-Michnowicz, 860.738.6305, [tsmith-michnowicz@nwcc.edu](mailto:tsmith-michnowicz@nwcc.edu)

### **History Association**

This group promotes an appreciation of the historical past through shared discovery. It furthers historical knowledge and advances critical thought.

**Advisor:** Todd Bryda, 860.738.6302, [tbryda@nwcc.edu](mailto:tbryda@nwcc.edu)

### **LGBTQIA+ Club**

This group strives to strengthen and sustain a welcoming and inclusive community for all NCCC students and provide resources on **LGBTQIA**.

**Advisor:** Contact Student Activities, 860-738-6344

### **Northwestern Book Nerds**

The Northwestern Book Nerds objective is to promote literacy in a college setting and spreading awareness of reading books with a disability.

**Advisor: Jeremy Withnell, 860-738-6478, [jwithnell@nwcc.edu](mailto:jwithnell@nwcc.edu)**

### **Northwestern Business Club**

The Northwestern Business Club promotes organizational leadership to students looking to master professional life-long learning attributes and the further the building of an environment of collaboration, teamwork, and collegiality. Students in this club encourage an environment that promotes the development of skills in communication, leadership and networking.

**Advisor: Stacey Williams, 860-738-6427, [swilliams@nwcc.edu](mailto:swilliams@nwcc.edu)**

### **Northwest Deaf Club**

This group brings together deaf and hard-of-hearing students, as well as students of American Sign Language for cultural, social and recreational activities.

**Advisor: Maureen Chalmers, 860.738.6396, [mchalmers@nwcc.edu](mailto:mchalmers@nwcc.edu)**

### **NCCC Student Nurses Association**

This group promotes accountable, compassionate and skilled graduates that can continually advance the art and science of the nursing profession.

**Advisor: Joanna Cyr, 860.738.6421, [jcyr@nwcc.edu](mailto:jcyr@nwcc.edu)**

### **NCCC National Association of Veterinary Technician in America (NAVTA)**

NAVTA promotes educational and social activities for Veterinary Technology students, furthering their knowledge and involvement with animals within our community and beyond.

**Advisor: Adriane Cavanna, 860.738.6485, [acavanna@nwcc.edu](mailto:acavanna@nwcc.edu)**

### **Phi Theta Kappa/Alpha Nu Epsilon Chapter**

This group provides opportunities for the development of leadership and service, for an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. Membership is extended by invitation to all students who are enrolled in an Associate Degree Program, have accumulated 12 credits, have a 3.45 grade point average and who are of good moral character and possess recognized qualities of citizenship.

**Advisors: Crystal Wiggins, 860.738.6310, [cwiggins@nwcc.edu](mailto:cwiggins@nwcc.edu) and Todd Bryda, 860.738.6302, [tbryda@nwcc.edu](mailto:tbryda@nwcc.edu)**

### **Student Government**

The Student Senate serves as the governing body representing NCCC students for the purpose of promoting the general welfare of the student body, to stimulate interest in activities contributing to our improvement and to provide every student with experience in democratic government.

**Advisor: Andrew Wetmore, 860.738.6344, [awetmore@nwcc.edu](mailto:awetmore@nwcc.edu)**

## **Students of Color Alliance Club**

The Students of color Alliance's mission is to promote the education about People of Color by furthering practices of equity and alliance as well as to encourage the voices and realities of People of Color to be heard through awareness on campus.

**Advisor:** Karissa Smith, 860-738-6428, [ksmith2@nwcc.edu](mailto:ksmith2@nwcc.edu)

## **The Writers Club**

This group strives to promote free thinking, writing and campus unity by providing information throughout campus and to encouraging campus participation and writing.

**Advisor:** Seth Kershner, 860.738.6481, [skershner@nwcc.edu](mailto:skershner@nwcc.edu)

## **COMMUNITY SERVICE**

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NCCC encourages students to integrate academic achievement with community involvement. Everyone wins with community service. Community service enables agencies to provide necessary services to our neighbors in need, as well as meeting personal and career goals for the volunteer. Many four-year colleges will look for community service on transfer applications. Some schools require it as part of their degree programs, and employers, particularly large corporations, will expect community service to appear on job applications.

## **SCHEDULING AND SUPERVISION OF CAMPUS EVENTS**

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NCCC students in sanctioned clubs and organizations are free to invite and hear persons of their own choosing. Guest speakers, performers and activities must be authorized. Routine procedures required by the College before speakers, performers, etc. are invited to the campus are designed only to ensure that there is an orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to the academic community. These student events must be registered with the Student Activities Office as soon as possible and no later than two (2) weeks before the event. All student events must have an advisor or College employee from the professional staff available throughout the event.

## **STUDENT REPRESENTATION ON COLLEGE PROFESSIONAL COMMITTEES**

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Students enrolled in credit classes in the current academic year are eligible to run as Student Representatives on the College professional committees listed below. Elections will be determined by the [Student Senate](#). For more information, or to be placed on the ballot, contact Student Activities at 860-738-6344, GW 110, or via email to the Student Senate Advisor at [awetmore@nwcc.edu](mailto:awetmore@nwcc.edu). Seats that become vacant during the year are filled by a majority vote of the committee membership. No student may serve on more than two Committees concurrently.

**Commencement Committee:** Plans and coordinates commencement. (Two student seats)

**Cultural Planning Committee:** Suggests programs designed to enrich cultural life at the college. (Two student seats)

**Budget and Facilities Committee:** Meets quarterly to address construction, space issues and the physical make-up of the College as well as any health and safety issues, including traffic and drug and alcohol issues. (Two student seats)

**Library Advisory Committee:** Advises the library regarding budget, services, and resources, and acts as an information resource and advocate for library concerns. (Two student seats)

**Northwestern Community College Foundation (NCCF):** Raises funds through communication and interaction with the community for charitable education, scientific or literary purposes to benefit NCCC, especially for the fulfillment of the College's most critical needs, which cannot be funded through normal channels. (One student seat)

**Orientation Committee:** Plans and organizes an orientation program for new and transfer students. (One student seat)

**Professional Senate:** Provides recommendations on a broad range of issues concerning the effective function of the College, to enhance the College mission and help implement the strategic plan. (One student seat selected by the Student Senate)

## **STUDENT SENATE**

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The [Student Senate](#) is the governing body representing all students registered for credit courses. It works to maintain high morale within the student body and a close spirit of cooperation among the students, faculty, and staff. Student interests are represented under the constitution of the Northwestern Connecticut Community College Student Senate.

The Student Senate is responsible for the development and support of extracurricular programs from the revenue of the student activity fee. The Senate charts student clubs and organizations and allocates funds to them for their activities. In its capacity as the official representative body for students, the Student Senate has the authority to consult with and make recommendations to the faculty and administration regarding matters affecting student welfare.

The Student Senate is composed of nineteen members, four Senators from the Freshman Class, four Senators from the Sophomore Class, six at-large seats, and five Officers. Elections for Senators are held in the spring semester by April 15 and again in the fall semester by the fourth week of classes. Elections for Senate Officers are held during the spring elections. Any new student who is registered for credits at NCCC is eligible to run for the Senate. Senators must maintain a minimum cumulative GPA of 2.0 to retain their seat on the Student Senate.

The Senate meetings are held weekly and are open to all registered students. Election and meeting announcements are posted in the campus newsletter, the *Campus Voice* and the *Campus Calendar* on the Quick Link at the bottom of the College homepage. Students are encouraged to become involved in this vital link between the student body and the College community. Also see the NCCC Student Senate Constitution starting on page 80.

## **WOMEN'S RESOURCE CENTER**

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The [Women's Resource Center](#) is located at the Goulet Building, 56 Park Place East. The Center offers informational materials, small group discussions, and programs on women's concerns and issues. It is a comfortable place for meetings, workshops, exhibits and socialization. Find us online at <https://nwcc.digication.com/WRC/Home>. All are welcome.

# **POLICIES AND PROCEDURES**

## **ABSENCES**

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Classroom attendance is an integral part of the college experience. College faculty believes that regular class attendance is necessary for a student to derive the maximum benefit from the learning experience and the overall value of classroom instruction. Every faculty member distributes to each student in his/her courses, during the first week of classes, a course outline or overview including information about attendance requirements and an indication of evaluative and grading policies. Attendance may be recorded by instructors.

Veterans receiving educational benefits are required to attend classes on a regular basis, regardless of the attendance policy of the instructor. Attendance reports are sent to the advisor responsible for veterans' affairs who then notifies the Veterans Administration if a veteran's record shows poor attendance or lack of attendance. Veterans' benefits are reduced or terminated because of excessive absences (see VETERANS on page 25).

Students receiving financial aid are expected to attend classes on a regular basis or fully comply with the instructor's attendance policy. Students who fail to attend regularly or stop attending may lose eligibility for their financial aid award. See SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID on page 20).

## **ACADEMIC PROBATION AND SUSPENSION**

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### **Board Policy 3.8**

#### **STATEMENT ON SATISFACTORY PROGRESS**

##### **(Including Academic Probation and Suspension)**

1. 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.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.



9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

(Adopted October 17, 1993; amended January 28, 2002; amended February 23, 2004; amended September 20, 2004; amended February 14, 2005)

## ACADEMIC APPEALS BY STUDENTS

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### POLICY

The Academic Appeal process provides a way for students to appeal academic disputes with an instructor. The steps of the appeal process must be followed in order and in a timely manner. The details concerning the timeline and process are described below.

If the Division Director, Department Chair, Academic Policy Committee or Dean of Academic and Student Affairs finds that the disputed action involving the instructor conflicts with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in the student's favor.

However, if the instructor's decision was made in accordance with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in favor of the instructor's decision.

In cases where the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of test(s), quiz(es), project(s), or performance in a class, then the student is entitled to a timely appeals process and have the Division Director, Department Chair, Academic Policy Committee, and/or Dean of Academic and Student Affairs and/or the college President, make a judgment concerning the dispute.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons and to provide additional information with each appeal level.

### Timing of Appeals

Academic Appeal by a student must be initiated within fifteen calendar days after the posting of the student's final grade. The student can obtain the Appeal Packet from the office of the Dean of Academic and Student Affairs or on the [forms](#) website.

### Conflict of Interest

If there is an apparent conflict of interest involving any college official that member shall not participate in the recommendation process.

## FINANCIAL AID APPEAL POLICY AND PROCEDURE

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### POLICY

In order for students to qualify for Federal, State, or Institutional aid, they must demonstrate financial need as determined by the FAFSA, **and** must maintain satisfactory academic progress. Once a student has been awarded a financial aid package, they must meet the minimum academic standards below in order to remain eligible going forward. The standards are:

#### Standards for Certificate Seeking Students

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0-11.99	0.0	0.00%
12+	2.0	67.00%

### Standards for Degree Seeking Students

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0-11.99	0.0	0.00%
12-30.99	1.7	50.00%
31-49.99	2.0	50.00%%
50-59.99	2.0	60.00%
60+	2.0	67.00%

Once final grades are posted at the end of every semester (including summer), the Financial Aid Office runs a process that measures all aid recipients academic standing. This process will determine all student's continued eligibility based upon academic performance. The first time a student fails to meet the standards listed above, they will be placed on Financial Aid WARNING status. The student's next period of enrollment will be considered their warning period. During this period students are eligible to continue receiving financial aid (excluding Federal Work-Study), however, students will only be given one warning period. At the conclusion of the warning period and after final grades have been posted, the Financial Aid Office will once again measure all student's academic progress. If the minimum standards above have been achieved, the student will no longer be in financial warning and will have reinstated their eligibility. If the minimum standards above have not been achieved at the conclusion of the warning period, then the student will lose their eligibility to participate in the financial aid programs administered by the College (this includes all grants, loans, and scholarships).

#### FINANCIAL AID APPEAL PROCEDURE

If a student has been designated a financial aid status of NOTSAP (Not meeting Satisfactory Academic Progress) after their warning period, they may appeal if extenuating circumstances have occurred that caused the student to fall below the minimum standards required. Such extenuating circumstances may include but are not limited to:

Death in the immediate family  
 Extended period of illness  
 Loss of employment

**\*\*Failure to meet the minimum standards due to lack of effort or unexcused absences does not qualify as justification for an appeal.\*\***

1.) In all circumstances, sufficient documentation must be submitted by the student at least two days prior to their appeal date. Documentation submitted after that will not be accepted. Additionally, students must complete and submit an appeal form with said documentation and complete a FAFSA for their intended period of enrollment. Students may receive an appeal form in the mail, pick one up in the Financial Aid Office, or online at: <https://www.nwcc.edu/wp-content/uploads/2019/04/Satisfactory-Academic-Progress-Appeal-Form.pdf>.

Appeals are scheduled three times per year approximately one to two weeks after the end of each semester (including summer) with dates in January, June, and August.

2.) If a student submits all the above required documentation, their appeal will be scheduled for a designated date and time. The student will meet with the SAP (Satisfactory Academic Progress) Appeal Committee who will hear their case. The committee will make a decision at the time of the appeal whether or not to grant an override of the student's financial aid status for one semester.

3.) If the student is granted an override, they will be placed on an academic plan for their next period of enrollment. Academic plans are designed to allow students a chance to recover their financial aid status back to good-standing. The conditions of the academic plan are that all credits attempted during the student's next period of enrollment must be completed with a grade a C or better. If the student receives even a C- or withdraws from any classes, they will no longer be eligible to participate in the financial aid programs administered by the College. If the student receives at least a C in all credits attempted and it is still not enough to bring them above the minimum requirements for eligibility, they may continue on the academic plan for another semester.

**\*\*If a student does not demonstrate a just cause for an appeal, they may still reinstate their eligibility by paying for subsequent classes out-of-pocket and bringing their completion pace and GPA at or above the required minimums. If this occurs, the Financial Aid Office will notify the student of their regained eligibility.\*\***

## **FRESH START OPTION**

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### **Board Policy 3.8.1**

Readmitting students who have a poor academic record may request readmission under the College's Fresh Start Option. To apply for this option, please contact the Admissions Office and complete a readmission application. To be eligible for this readmission option, the following conditions apply:

- Students must have been away from NCCC for a period of two or more calendar years prior to requesting a Fresh Start Option.
- All previously earned grades will remain on the student's transcript but the original grade point average will not be included in any subsequent computation of a new grade point average.
- Credit will be given for any course in which the student received a grade of C- or above, including P (Pass).
- The Fresh Start Option can be used only once.
- The Fresh Start Option does not apply to any completed degree or certificate.
- 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.

The Fresh Start option does not impact financial aid eligibility determination.

## **ADMISSION**

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### **Board Policy 5.1**

Admission at the Community Colleges shall be as follows:

1. Applicants for admission to a Community College should present evidence of graduation from an approved secondary school or should have been awarded a state high school diploma or its equivalent, or be qualified under the provisions of Board Policy 5.1.5 – Home Schooled Students.
2. An applicant should have such maturity and other qualities which indicate an ability to profit from a program offered by the college.
3. Applicants meeting these qualifications should be admitted to the limits indicated by available funds and space, and applications received beyond these limitations should be placed on a waiting list.
4. The college president may grant a special waiver of these requirements for individuals.
5. Notwithstanding the foregoing, whenever in the judgment of the college president the admission, readmission or registration for any course, whether credit or non-credit, of any person as a student would constitute an unreasonable threat to the safety of the people, the security of property or the integrity of academic processes or functions of the college, such person may be denied admission or readmission to the college or registration for the course.

(Adopted March 21, 1966; readopted May 17, 1966; amended May 10, 1971, April 18, 2005, December 17, 2007)

## **ALCOHOLIC BEVERAGES**

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Alcoholic beverages may not be consumed on College premises except by those over 21 years of age at approved College social functions. Such functions must be held in accordance with State law and College regulations. The Dean of Academic and Student Affairs must be consulted prior to the planning of any event involving the consumption or possession of alcoholic beverages on the campus or at an off-campus College-sponsored function. Overuse of alcohol or anti-social behavior is never acceptable.

## **CAMPUS DISTURBANCES**

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"In the interest of assisting in the preservation of academic freedom, including the important characteristics of access to sources of knowledge, freedom to reach unpressured conclusions, and respect for freedom of movement and the performance of responsibilities relating to this, the following policies to guide faculty, students and administrators in case of disruptions on campuses of the public community colleges in Connecticut:

1. College staff, faculty and students shall be free to exercise their rights as professional staff, students and citizens of the United States, respecting those professional and human courtesies which contribute to the success of the academic community.
2. The president, staff, faculty, and students should work to maintain study and research of ideas and facts of humanity and the universe; lawful free assembly; access to sources of knowledge; and the freedom of staff to perform teaching and administrative functions.
3. The Board of Trustees believes activities as listed below, and those akin to these, could result in the need to take disciplinary action to maintain the right and opportunities for all segments of the campus to learn, to teach and to administrate:
  - a) occupying and preventing authorized use of facilities;
  - b) damaging, removing or destroying college property;
  - c) preventing instruction, research or other authorized activity by disorderly conduct and/or interfering with access to facilities;
  - d) physically detaining or removing any person;
  - e) failing to comply with directives from college officials or law enforcement personnel issued in the performance of their duties."

## **COMPUTING POLICY**

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All resources and facilities of the Computer Center and campus computing sites are to be used for legitimate and authorized NCCC academic and administrative purposes. Computing resources include host computer systems, personal computers and workstations, communication networks, software and data files.

Students will be subject to appropriate disciplinary action for any unauthorized or illegitimate use of the computer systems, resources and/or facilities. This includes willful or malicious acts of deletion, alteration or destruction of computer hardware, modifying any equipment belonging to or under the control of the Computer Center, and loading or storing non-college licensed software on College equipment. Users may also be subject to criminal prosecution in accordance with Section 53a-250 et seq., of the General Statutes.

The College will assign individual accounts to registered students. The account holder is responsible for all usage on the assigned account. Computer related accounts issued to individuals are intended for the sole use of those individuals. Any student found utilizing accounts other than their own will be subject to disciplinary action. In addition, students are not to use the College computer resources for monetary gain or for the development of software intended for sale.

The **Acceptable and Responsible Use of Information Technology and Resources Policy** outlines additional Computer Lab and Computer Classroom policies. Students can obtain a copy of this policy at the Founders Hall Computer Center or review the posted policies in each Computer Lab or Computer Classroom.

NCCC reserves the right to monitor its computing resources to protect the integrity of its systems, workstations, and lab facilities. **ABSOLUTELY NO FOOD OR DRINK IS ALLOWED IN COMPUTER LABS OR CLASSROOMS.**

## **NOTICE OF NON-DISCRIMINATION**

Northwestern Connecticut Community College does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or prior criminal record.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of the Office of Student and Community Life, (Title IX and Section 504/ADA Coordinator) Northwestern Connecticut Community College, Goulet Building, 56 Park Place, Winsted, CT 06098, (860) 738-6315, [RGonzalez@nwcc.edu](mailto:RGonzalez@nwcc.edu).

## **PARKING**

### **Northwestern Connecticut Community College Traffic Regulations Revised August 1, 2007**

#### **Section 1 Rescission of Prior Regulations**

**Section 1-1. Rescission of Prior Regulations.** All prior existing NCCC Traffic Regulations are hereby rescinded.

#### **Section 2 Use of College Parking Areas Section Section**

##### **2-1. Permits.**

- (a) All full-time faculty and staff members shall be issued permanent NCCC parking permits. Educational Assistants working 17.5 hours or more per week will receive a permanent parking sticker. The staff member must register his/her vehicle(s) with the College prior to receiving the permit(s). The staff member shall be responsible for keeping the College apprised of changes in vehicles used to commute to the College. Permits issued after the date of approval of these regulations shall be affixed to the left lower corner of the vehicle's rear window. This permit will allow a staff member to park in any of the areas specified in Sections 2-3 (a - b).

Members of the Foundation are eligible to receive permanent stickers. Members shall be responsible to keep the College apprised of changes in vehicles used to commute to the College.

- (b) Groups of visitors to the College shall be advised to park in Holabird parking lot. Any visitor with special needs is to contact the host for a special permit. The permit shall be placed inside the vehicle so that it is easily visible through the front windshield. This permit will allow a visitor to park in any space of the areas outlined in Sections 2-3 (a - c).
- (c) Upon presentation of a doctor's note, individuals with short-term disabilities may be given a temporary, short term permit (for 2 weeks) allowing them to park in faculty/staff lots as described in Sec. 2-3 (a - b). Any individual who wishes to use reserved spaces described in Sec. 2-5 for any period of time more than 2 weeks, must obtain official temporary disabled parking permits from the State Department of Motor Vehicles.

##### **Section 2-2. Regulations for Parking Areas.**

- (a) As used in this section and elsewhere in these regulations, the term “designated parking space” or “designated space” means any area between two lines, where marked on parking lot pavement, intended for short-term parking of a vehicle.
- (b) As used in this section and elsewhere in these regulations, the term “reserved parking space” or “reserved space” means any area between two lines on parking lot pavement intended for short-term parking of a vehicle as indicated by appropriate signs.

### **Section 2-3. Parking Regulations for Faculty & Staff**

- (a) The following parking areas shall be available only to faculty and staff between the hours of **7:00 AM and 5:00 PM**, Monday through Friday, only for vehicles displaying NCCC permanent employee permits, or State-issued disabled parking permits:
  - (1) Administration Building Lot, (Lot E), 22 Park Place
  - (2) Green Woods Parking (Lot B), 119 North Main Street

Appropriate signs shall be erected in clearly visible locations, which indicate that permit only parking is permitted.

- (b) The following parking areas shall be established in the locations indicated on the map on page 38. Appropriate signs shall be erected in clearly visible locations, which indicate the restrictions on use of these spaces.
  - (1) The Regina M. Duffy Administration Building (Lot E), 22 Park Place – One space for the President’s vehicle, one space for the Associate Dean of Campus Operations, one space for the Dean of Academic and Student Affairs, one space accessible for individuals with disabilities, one visitor’s space, and two spaces for the state trucks.
  - (2) Learning Resource Center (Lot G) – six patron spaces.
  - (3) English/Goulet Building, 46/56 Park Place (Lot F) - One space for the Director of Human Resources.

### **Section 2-4. Parking Regulations for Students & Visitors**

- (a) The following parking areas shall be available at all times for NCCC students, faculty, staff, visitors and others having business to conduct at the College. Appropriate signs shall be erected in clearly visible locations which indicate the limitations on the use of these areas:
  - (1) Art and Science Center (ASB), 209 Holabird Avenue (Lot D)
  - (2) The Joyner Health Science Center (Lot H) 100 South Main Street
  - (3) Green Woods (Lot C and Lot J), 119 North Main Street
  - (4) English/Goulet Building, 46/56 Park Place (Lot F)

### **2-5. Parking Regulations for Individuals with Disabilities**

- (a) The dimensions and grading of spaces reserved for individuals with disabilities shall conform to current state and/or federal statutes. The following spaces shall be available:
  - (1) Green Woods Hall (Lot B), 119 North Main Street - Six spaces accessible for individuals with disabilities.
  - (2) Joyner Health Science Center (Lot H), 100 South Main - Three spaces accessible for individuals with disabilities.
  - (3) Regina M. Duffy Administration Building (Lot E), 22 Park Place - One space accessible for individuals with disabilities.
  - (4) Art and Science Center (ASB), 209 Holabird Avenue (Lot D) - Seven spaces accessible for individuals with disabilities.

- (5) English/Goulet Building, 46/56 Park Place - Two spaces accessible for individuals with disabilities in between the buildings.
- (6) Learning Resource Center (Lot G), 2 Park Place East - Three spaces accessible for individuals with disabilities.

### **Section 3 Enforcement of College Traffic Regulations**

#### **Section 3-1. Supervision of Restricted Parking Areas.**

The Board of Trustees Policy on Traffic Regulations (amended on June 15, 1992) places the responsibility for enforcement on the President of the College. Accordingly, at the President's discretion and direction the following activities will be performed: 1) patrolling of faculty/staff parking lots; 2) determining which vehicles are parked without authorization; (3) removal of unauthorized vehicles.

#### **Section 3-2. Removal of Unauthorized Vehicles**

If a vehicle is parked in an undesignated area or parked without a proper permit in a reserved space, the President or her/his designee may, without warning to its owner, issue an order to remove that vehicle from the College's property by means of a local towing service. The owner shall be responsible for the expense of towing and storage. The College will not be responsible for any damages that may occur.





## **POLICY ON A DRUG-FREE WORKPLACE**

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

### **General Policies**

It is the policy of the State of Connecticut and Northwestern Connecticut Community College that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut and Northwestern Connecticut Community College that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut and Northwestern Connecticut Community College that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

### **Employee Requirements**

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

"Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to the Human Resources Director (or designee) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

“Workplace” includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available in the Human Resources Office.

## **POLICY ON ACCOMMODATIONS OF RELIGIOUS BELIEFS AND PRACTICES**

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The First Amendment to the U.S. Constitution states that “Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof.” In addition to the Constitution, Federal and state laws prohibit discrimination against any person on the basis of his or her religious beliefs.

The obligation of “reasonable accommodation” with respect to religious beliefs and practices is similar to the obligation to accommodate persons with disabilities. Colleges may be required to permit exceptions from regular practices and/or schedules to permit an employee or student to engage in the practice of his or her religion. As in the case of disability accommodation, an employee or student desiring an accommodation has the responsibility to inform appropriate persons in a timely and appropriate manner so that accommodations may be considered as early as possible.

### **Students**

Students have an obligation to notify their instructors in a timely manner regarding anticipated absences for religious observances. Based on procedures adopted by the College, students may be required to request accommodations during the first week of an academic semester or within a prescribed period of time before the anticipated absence. Requests should be made in writing stating the reason for the request, i.e., conflict with scheduled quiz, test, exam, assignment or activity, the religious observance that poses the conflict and the date or dates of such holiday. If an instructor is unfamiliar with a particular religious holiday, he/she may ask the student for a calendar or other documentation of the religious observance or holiday.

Student questions should be addressed to Dr. Jay Whitaker, Interim Dean of Academic and Student Affairs, FH 103, 860-738-6319.

## **POLICY AGAINST SEXUAL HARASSMENT**

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### **What is Sexual Harassment?**

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

Sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

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

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

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

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

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

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

## **What To Do If You Are The Victim of Sexual Harassment**

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

- Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College Affirmative Action Officer, or another College official who has been designated by the President as a recipient of such complaints.
- Students may report incidents of sexual harassment to the Dean of Students or to such other College official as the President may have designated. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.
- A claim that an employee of a third party contractor has engaged in sexual harassment on College premises or in connection with the performance of the third party contract should be reported immediately either to the President or to another appropriate College official as set forth in this document. The President will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the College

President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Affirmative Action Grievance Procedure for Employees (see Board Policy 2.1.3) or Student Grievance Procedure for students (see Board Policy 5.2.2).

- For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days if efforts at informal resolution have been made.
- For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

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

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

In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106 and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114, within 180 days of the date when the harassment occurred.

A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil

Rights, U.S. Department of Education (Region 1), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.

### **Publication of Sexual Harassment Policy**

This document shall be distributed to all members of the College community. Notice of the Board's policy against sexual harassment also shall be given to any independent contractor with whom a College has a business relationship, as a mandatory part of that contract.

### **Training**

Training in the implementation of the Board's policy against sexual harassment and in sexual harassment prevention shall be provided for all supervisory employees, in accordance with the provisions of State law. Attendance at such training sessions shall be mandatory. In addition, awareness and sensitivity training for all employees and students is strongly encouraged.

## **CAMPUS VIOLENCE PREVENTION POLICY**

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Northwestern Connecticut Community College has adopted a zero tolerance policy for campus violence. The Board of Regents for Higher Education fully supports this policy and recognized the right of its students, faculty, and staff to study and work in a safe and secure environment that is characterized by respect and professionalism.

### **Prohibited Conduct**

- No student shall bring onto campus any weapon or dangerous instrument as defined herein.
- No student shall use, attempt to use, or threaten to use any such weapon or dangerous instrument on campus.
- No student shall cause or threaten to cause death or physical injury to any individual on campus.

In addition, Northwestern Connecticut Community College and the Board of Regents for Higher Education prohibits all conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning.

### **Definitions**

"Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

"Dangerous instrument" means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

### **Confiscation of Weapons and Dangerous Instruments**

Any weapon or dangerous instrument on campus will be confiscated and there is no reasonable expectation of privacy with respect to such items on campus.

### **Reporting Procedures**

- Emergency Situations: Any student who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact 911.

Please note that when 911 is dialed from a hard line, the local police authority will respond. When dialing from a cell phone, 911 will connect you directly to State Police Troop B.

- Non-Emergency Situation: any student who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior on campus should immediately report the incident or statement to the Dean of Academic and Student Affairs, (860) 738-6319, or the Associate Dean of Campus Operations, (860) 738-6409.

### **Investigation and Corrective Action**

- The Dean of Academic and Student Affairs and the Associate Dean of Campus Operations will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
- All students are expected to cooperate fully in all such investigations.
- Any student suspected of violating this policy may be placed immediately on academic probation and banned from campus pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, or if it is found that the student has otherwise violated this policy, the student will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including expulsion from the CSU system.
- Where the situation warrants, Northwestern Connecticut Community College will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and NCCC, CSU, and the Board of Regents for Higher Education may seek prosecution of conduct that violates the law.

## **POLICY ON CONSENSUAL RELATIONSHIPS**

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The Board of Regents for Higher Education of the Connecticut State Colleges and Universities respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

### **Prohibited**

**Between employee and student:** Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all Community Colleges or any of its constituent units. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

### **Strongly Discouraged**

**Between employee and student:** Romantic, dating or sexual relationships between employees and students over whom said employee does **not** have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.



If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean of Academics and Student Affairs if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.

### **In the event of a Sexual Harassment Charge**

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit.

### **Sanctions**

All violations of this policy should be reported to Dr. David Ferreira, Dean of Academic and Student Affairs (FH 103) and/or Wendy Bovia, Director of Human Resources/EEO Officer (46 Park Place East) for investigation and appropriate administrative action, up to and including disciplinary action.

## **REFUND POLICIES**

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### **Course Cancellations**

If the College cancels a course, you will automatically be granted a 100% adjustment of associated charges.

### **Fall and Spring Semester**

#### **Tuition, Supplemental and Materials Fees**

If you officially drop your course(s) prior to the 1st day of the semester you will receive a 100% refund of your tuition, supplemental and materials fees associated with the course(s) dropped.

If you officially drop your course(s) on the 1st day of the semester through the 14th calendar day of the semester you will receive a 50% refund of your tuition, supplemental and materials fees associated with the course(s) dropped.

If you officially drop your course(s) on the 15th calendar day of the semester or later NO REFUND shall be granted.

**College Services Fees, Student Activity Fees, Clinical Program Fees and other Special Fees**  
Not refundable.

### **Summer Semester**

If you officially drop on the last business day before the first class meeting or prior, you will receive 100% refund of associated extension fee. Requests must be made by 4:30 p.m. before the session begins. If you officially drop or withdraw once the session begins, no refund shall be granted.

**College Services Fees, Student Activity Fees, Clinical Program Fees and other Special Fees:**  
Non-refundable.

### **Extension Credit and Non-Credit**

If you officially drop on the last business day before the first class meeting or prior, you will receive 100% refund of associated extension fee. Requests must be made by 4:30 p.m. before the session begins. If you officially drop or withdraw once the session begins, no refund shall be granted.

***Note: Refund policies assume that all charges have been paid in full prior to the drop. In some cases, an account adjustment may not entitle you to an actual refund.***

## **SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY**

**Statement of Policy**

The Board of Regents for Higher Education in conjunction with the Connecticut State Colleges and Universities is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The Board and each of its colleges and universities strive to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the Board and each of its colleges and universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The Board strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each college shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each college will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All employees, victim support persons, and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, as defined herein, is a violation of Board policies and, in addition, may subject an accused student or employee to criminal penalties. The Board and each of its governed colleges are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff, faculty and students are discouraged pursuant to Board policy.

**Rights of Those Who Report**

Those who report any type of sexual misconduct to any College employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource, the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college employee or the Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence
  - all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

**Options for Changing Academic, Housing, Transportation and Working Arrangements**

The College will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each college shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

**Right to Notify Law Enforcement & Seek Protective and Other Orders**

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

- 1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- 2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - standing criminal protective orders;
  - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - family violence protective orders.

### **Student Conduct Procedures**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

Reported victims of sexual misconduct shall have the opportunity to request that disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student.

Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

### **SEX OFFENDERS ON CAMPUS**

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#### **Board of Trustees Policy 5.1.1**

Whenever in the judgment of the college president the continued presence of a convicted sex offender who has been previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the integrity of academic processes and functions of the college, such person may be denied continued attendance as a student or have limitations placed on participation in college activities and/or access to college property.

The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender, nor shall any person use information regarding a convicted sex offender to injure or harass any person.

The decision of the president shall be final.

(Adopted December 17, 2007)

### **SMOKING/VAPING**

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Beginning July 1, 2019, Northwestern is proud to be a smoke, vape and tobacco free campus.

### TELEPHONE - SUPPLY USE

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The College's telephones and supplies should not be utilized for personal business.

### TRADING - SOLICITING

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The College does not grant permission for off-campus groups or individuals to solicit funds on College property. The sale of tickets for events or fund-raising activities of NCCC student organizations is normally advertised in the *Campus Voice*.

## GENERAL INFORMATION

### CLASS CANCELLATION INFORMATION: 860-738-6464

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If snow or icy driving conditions cause the postponement or cancellation of classes, announcements will be made over television stations WFSB-TV3, WTNH-TV8 and WVIT-TV30, WTIC-TV FOX61 and radio station WZBG between 6:30 a.m.- 8:00 a.m. for day classes and after 3:00 p.m. for evening classes starting at 5:00 p.m. A morning announcement does not apply to evening classes unless specifically stated.

Daytime classes at off-campus sites are canceled if the College cancels classes or if the off-campus site closes its facilities.

Evening classes at off-campus sites are canceled if the College cancels its on-campus evening classes or if the off-campus facility cancels its evening program.

Students and staff may call the College directly at **860-738-6464** to hear a recorded message concerning inclement weather closing. College closings and delays will also be posted on the college's website at: [www.nwcc.edu](http://www.nwcc.edu). Students are urged to exercise their own judgment in case road conditions in their localities are hazardous for travel. If, in an emergency, the Office of the Governor of the State of Connecticut announces closing of all state offices, no classes will be conducted at Northwestern.

**myCommNet Alert** is an emergency notification system that delivers critical information to students, faculty and staff through text messaging over cell phones. This information may include campus-related health or safety situations or weather-related class cancellations. Enroll by logging in to [my.commnet.edu](http://my.commnet.edu) and click on the **ALERT** button.

### CREDIT BY EXAMINATION

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In certain cases, the College grants credit for the successful completion of a written examination prepared by the College faculty in subject areas not included in the College Level Exam Program (CLEP). To apply for Credit by Examination, the student must be a matriculated student and must be registered at the College during the semester the exam is to be administered. Forms are available on the [forms](#) website or at the Information Center (FH 104), in the Office of the Dean of Academic and Student Affairs (FH 103), and in the Faculty Secretary's Office (FX 217). Please follow the instructions on the form. **Please note: payment is required before you can take the exam.**

The appropriate Division Director, Coordinator, or Department Chair will notify the student if the credit-by-exam request has been approved. An examination time will then be set. When an acceptable score is received, the course title, number and hours are recorded with the notation "credit by examination". No grades are given, and the student's grade point average is not affected.

Examinations may be given only once and in a subject area where the student has not received college credit in more advanced courses.

## **DISABILITY/ACCESSIBILITY SERVICES**

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Students who are seeking academic adjustments because of a disability need to provide documentation of the disability to the Disability Office (Green Woods Hall, 211) **four weeks** before the semester begins. Academic adjustments will be determined based on the documentation provided. More information about documentation requirements can be found on the [Disability Services](#) website or you may also contact Daneen Huddart, Learning Disabilities Specialist, at 860-738-6318 or via email at [dhuddart@nwcc.edu](mailto:dhuddart@nwcc.edu). All documentation should be sent to Daneen Huddart, NCCC, Green Woods Hall, Park Place East, Winsted, CT 06098.

Northwestern Connecticut Community College complies with the **Americans with Disabilities Act (ADA)** and Section 504 of the Rehabilitation Act of 1973 by providing appropriate academic adjustments for students with disabilities to level the playing field for their success.

### **Students' Rights**

- Students have the right to choose to identify themselves as having disabilities, to participate in the decisions about their academic adjustments, and to have records released only with their written consent.

### **Students' Responsibilities**

- Students have the responsibility to provide documentation of their disabilities, to request academic adjustments in a timely manner, and to submit the Academic Adjustment Form to the instructors.

Any person having inquiries concerning Northwestern Connecticut Community College's compliance with Section 504 and/or the ADA is directed to contact Dr. Ruth Gonzalez, Director of the Office of Student and Community Life/ADA Coordinator, Goulet Building, 56 Park Place, 860-738-6315. Dr. Gonzalez has been designated by the College to coordinate the institutions' efforts to comply with these regulations.

## **FACILITIES**

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NCCC eagerly seeks additional facilities for the campus. The College prides itself on the physical appearance and condition of its present facilities and is reluctant to divert a portion of an already strained budget to repairs and maintenance that arise out of carelessness and abuse.

With these considerations in mind, we hope you will understand and cooperate with the few restrictions placed on the use of the College's facilities.

The consumption of food or beverages is not allowed in classrooms, studios, laboratories, corridors or any carpeted area of the College.

Reservation for student use of College facilities must be approved by the Associate Dean of Campus Operations' Office, FH 105.

## **FIELD TRIP POLICIES**

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- All field trips must be endorsed by the academic or administrative department from which the trip originates. All such field trips must then be approved at least 2 weeks in advance by all appropriate Deans at the College.
- All campus clubs and organizations planning to sponsor a field trip or off campus event, must contact the Student Activities office at least 3 weeks before the event.
- All field trips must have a College employee from the professional staff present as an escort.

- The College employee escorting a field trip is responsible for the direction of the trip. The escort is in charge of the field trip and provides direction to the provider of transportation. The bus driver has no authority to change the route or alter the scheduled departure times.
- The College escort is not obligated to hold the bus beyond the scheduled departure and return times. If, for any reason, a field trip participant misses the scheduled departure time at the appointed location, the individual assumes responsibility for his/her own transportation.
- Smoking, consumption of alcoholic beverages, use of illegal drugs, or disruptive behavior is prohibited on the bus.
- Use of radios or tape players is prohibited except when headphones are used for private listening.
- The escort may order a passenger off the bus at any appropriate safe location for abusive or disruptive conduct or failure to abide by directives of the trip escort.
- The escort is authorized to take other action as necessary to assure a safe and enjoyable field trip.
- Students are expected to participate in all scheduled activities required by an instructor acting as an escort.

## **FIRE, BOMB AND EMERGENCY ALERT PROCEDURES**

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When a faculty member or other responsible College official orders evacuation of a building, or the fire alarm sounds, all students should immediately vacate the classroom or building following Fire Exit signs which are posted prominently over exit doors throughout Founders Hall, Green Woods Hall, the Learning Resource Center, and the Joyner Health Science Center. Students and staff should then move away from the building in order not to interfere with the movement of emergency vehicles. Students on the main campus in Founders Hall and in the Learning Resource Center should evacuate into the park past the bandstand. Students at Green Woods Hall should evacuate into the south parking lot facing Holabird Avenue. Students at the Joyner Health Science Center should evacuate north of the parking lot on South Main Street. Students at the Art and Science Center should evacuate to the south end of the parking lot toward Holabird Avenue. Students should take all possessions with them (books, coats, packages, etc.) Suspicious or unclaimed packages should not be moved but reported immediately to the instructor.

After an emergency evacuation, classes will resume at the point at which they were interrupted, and the class schedule for the remainder of the day will continue on that basis. NO classes will be cancelled.

## **FIRST AID PROCEDURES**

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### **Life Threatening Emergencies:**

- Life threatening emergencies include unconsciousness, difficulty breathing, choking, seizures, chest pain, serious bleeding, rape/assault.
- Get Help! Call 911.
- Render aid as appropriate.
- If possible, send someone to meet Emergency Personnel to direct them to the scene.

### **General medical problems:**

- General medical problems (injuries/illness) include conditions with no threat to life or limb.
- Render aid as appropriate.
- Direct the person to the nearest First Aid Kit.
- If needed accompany the person or send another person with them.
- Ask if they need assistance to home, hospital, or doctor.

### **General Information:**

- First aid kits are available in all buildings on campus.

## **GRADUATION**

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To receive a degree or certificate from Northwestern all students must apply through the Registrar's Office. Applications are available by late August in the office or on [Forms](#) website.

All students must schedule a graduation review with their Academic Advisor prior to submitting the graduation application. In addition to satisfying academic requirements, students must be matriculated in a Northwestern degree or certificate program to be eligible to graduate. Matriculation includes submission of a completed Admissions application and fee, official proof of high school completion and proof of vaccination against measles, mumps, rubella, and varicella (unless you are age exempt). The College Catalog contains other pertinent graduation information. All courses must be completed by the graduation date. You cannot apply to graduate or participate in the Commencement Ceremony if you have remaining courses to complete after May, 2022. Courses taken during Summer 2022 cannot be used for May 2022 graduation.

A Graduation Application **MUST** be submitted online by **November 15, 2021 for January graduation** and by **March 31, 2022 for May graduation. Graduation will be held on Thursday, May 26, 2022.**

## **INSURANCE**

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All enrolled students are covered by School Time Only Accident and Injury Insurance. For more information, contact the office of the Dean of Academic and Student Affairs, FH 103.

## **JOBS**

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Opportunities for full and part time employment are listed at <https://www.nwcc.edu/services/career/>. Staff work closely with the Torrington office of CT Works (Department of Labor) to bring information on job trends and openings to NCCC.

## **JOBS ON CAMPUS**

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A listing of student part-time campus jobs is available from the Financial Aid Office, GW 224. Students are paid no less than \$13.00 an hour. Work hours are flexible. Students must have applied for Financial Aid and be enrolled at least half-time. Financial Aid eligibility will be used to determine eligibility to work. Applications for work/study are available in the Financial Aid Office.

## **MATRICULATION**

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Students matriculate by:

1. completing the application form or applying online at: <https://www.nwcc.edu/admissions/degree>
2. enrolling in a specific academic degree or certificate program;
3. submitting a high school transcript, GED, or home-schooled document;
4. submitting evidence of measles, mumps, rubella, and varicella immunization;

For more specific information please go to <https://www.nwcc.edu/admissions/degree>

## **REGISTRATION**

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Registration dates and times are advertised and published the [Registration](#) website. Returning students are normally given first option on course selection and allowed to register prior to the conclusion of the semester in session. Students should meet with their faculty advisors to choose their courses for the semester. The add/drop period extends from the first day of registration through the end of the registration period as described online.

General policies concerning transcript requests, grade reports, changes in student records and withdrawal policies can be found in the College catalog under "Academics".



## WITHDRAWAL FROM THE COLLEGE

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For official withdrawal a student who wishes to withdraw from the College should:

1. clear all library obligations with the Director of Library Services;
2. inform the Financial Aid Office, if a Financial Aid recipient;
3. clear all obligations with the Cashier's Office;
4. complete the withdrawal by the published deadline by logging to myCommNet then go to Banner Self-Service. If you are unable to do this, then complete this online [www.nwcc.edu/forms/](http://www.nwcc.edu/forms/). See **ATTENTION FINANCIAL AID RECIPIENTS** (below)

## WITHDRAWAL FROM COURSES

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Authorization to withdraw from a course is granted by the Registrar after a student has submitted a completed [Withdrawal Form](#) to the Registrar's Office, or withdrawn online in MyCommnet by the withdrawal deadline. Follow up is the responsibility of the student. A student may withdraw from a course(s) with a grade of "W" up to the end of the 12th week of the semester for full 15-week terms or up to 80% of the term for abbreviated terms. This deadline is published in the College Academic Calendar.

A student who misses the withdrawal deadline and has the instructor's permission to withdraw from the course may file an Appeal for Withdrawal after the deadline. The student must complete an "Appeal for Withdrawal After the Deadline" form. Forms can be obtained online, or in the Registrar's Office. The appeal form must be signed by the instructor indicating his/her permission for withdrawal before the appeal will be processed. The Appeal for Withdrawal After the Deadline Form must be submitted to the Registrar's Office by 4:30 pm on the last day of regularly scheduled classes (prior to the final exam week).

After the withdrawal deadline, an instructor may deny the request for withdrawal and record an "F" in accordance with his or her written course outline policy. The "F" will be recorded by the faculty member at the end of the semester.

A student may not obtain a transcript notation of "W" in a course if there exists substantial reason to believe the student has engaged in a violation of academic integrity in the course. A transcript notation of "W" will only be permitted for such student when the final resolution results in a finding the student did not commit a violation of academic integrity in the course.

If a student who is receiving financial aid withdraws from a course, he or she must notify the Financial Aid Office immediately. See **ATTENTION FINANCIAL AID RECIPIENTS** below.

If a veteran withdraws from a course, he or she must notify the Veterans' Counselor immediately, and also follow the withdrawal procedures of the College. When the veteran withdraws, the College must notify the Veterans Administration which may reduce the educational assistance payments to the veteran. Reduction in the veteran's training status becomes effective the first day of the semester unless mitigating circumstances are found.

**ATTENTION FINANCIAL AID RECIPIENTS:** If you withdraw from the College or incrementally withdraw from all semester coursework, you may have to repay financial aid awarded you. Any student receiving financial aid whose actual class attendance cannot be verified must repay all financial aid awarded.

All financial aid recipients who are either withdrawing from the College or course work should meet with a Financial Aid Counselor prior to submitting withdrawal forms to the Registrar's Office. This is an opportunity to learn how your action may affect your award or future financial aid eligibility.

A student receiving a Federal Pell Grant, SEOG grant, Federal Direct Loan or Federal Direct PLUS loan who withdraws from the College or incrementally withdraws from course work before they have completed more than 60% of the semester (9<sup>th</sup> week) will have their award prorated to reflect their enrollment. For example, if you withdraw from courses after the 3<sup>rd</sup> week, you have earned 3/15<sup>ths</sup> or a fifth of your award. The remaining balance or 4/5<sup>ths</sup> of your award would be repaid to the U.S. Department of Education. You would repay a percentage of your award paid to you. Aid recipients who withdraw after having completed more than 60% of the semester will have earned 100% of their award. The College may use an earlier

date such as the last date that you attended classes to determine the effective date of your last enrollment. **Be informed before you act.** Schedule an appointment to meet with a Financial Aid Counselor by calling 860-738-6326.

# STUDENT RIGHTS

## POLICY ON STUDENT RIGHTS

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### Section 1: Rights of Students

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

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

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

### Section 2: Student Grievance Procedure

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

sexual preference, the Dean of Academic and Student Affairs shall consult with the college's affirmative action person during the course of the investigation.

- c. In the case of a grievance against a dean, the grievance shall be filed with the President.

The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4. below.

4. *Advisory Committee:* The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

### **Section 3: NCCC-Specific Process for Academic Appeals**

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

The Academic Appeal process provides a way for students to appeal academic disputes with an instructor. The steps of the appeal process must be followed in order and in a timely manner. The details concerning the timeline and process are described below.

#### **Timing of Appeals**

Academic Appeals by a student must be initiated no later than fifteen calendar days after of the posting of the student's final grade. The student can obtain the Appeal Packet from the office of the Dean of Academic and Student Affairs. Each successive step in the appeals process must be initiated within four calendar weeks of completion of the prior step.

#### **Confidentiality**

Under the Family Educational Rights & Privacy Act of 1974, as amended, a student's education record may not be disclosed without the written permission of the student. The materials from this process will not be disclosed and will remain in the possession of the office of the Dean of Academic and Student Affairs.

***At any time a student may seek the assistance of others in preparing a request for review of academic standing. However, consistent with the student's responsibility and the developmental mission of the College, in all meetings and communications with faculty and others pursuant to this Policy, a student may neither be accompanied by an advisor, advocate or attorney nor will the College communicate with an advisor, advocate or attorney for the student.***

#### **Process**

These steps are to be followed when making an academic appeal. A copy of the signed Appeal Form will be sent to the student automatically after each decision.

**Step 1:** In the event of course-related appeals or disputes, the student must first obtain an Appeal Packet from the Dean of Academic and Student Affairs. The student must make an appointment to meet with the instructor. At the meeting, the student presents to that instructor all the facts which the student believes would directly relate to the issue(s).

**Step 2:** In the event that the student's appeal has been denied by the instructor and the student has additional information to provide, he or she may appeal to the Department Chair or Division Director within four calendar weeks. If there is no additional information, the appeal has no basis and will be denied.

**Step 3:** In the event that the student's appeal has been denied by the Department Chair or Division Director and the student has additional information to provide, he or she may appeal to the Academic Policy Committee within four calendar weeks. If there is no additional information, the appeal has no basis and will be denied.

**Step 4:** In the event that the student's appeal has been denied by the Academic Policy Committee and the student has additional information to provide, he or she may appeal to the Dean of Academic and Student Affairs. If there is no additional information, the appeal has no basis and will be denied.

**Step 5:** The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. The student must submit all Appeal Forms to the college President for review. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.

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

## **STUDENT CODE OF CONDUCT**

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### **I. STUDENT CODE OF CONDUCT**

#### **PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education ("BOR") in conjunction with the Connecticut State Colleges and Universities ("CSCU") has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

#### **INTRODUCTION**

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

*Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.*

## Part A: Definitions

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. **“Accused Student”** means any student accused of violating this Student Code.
2. **“Advisor”** means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. **“Appellate Body”** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. **“Calendar Days”** means the weekdays (Mondays through Fridays) when the University or College is open.
5. **“College”** means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
6. **“Complainant(s)”** means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
7. **“CSCU”** means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
8. **“CSCU Affiliates”** means individuals and/or entities with whom or with which the College or University has a contractual relationship.
9. **“CSCU Official”** means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
10. **“CSCU Premises”** means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
11. **“Disciplinary Officer”** or **“Conduct Administrator”** means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties:

investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.

12. **"Hearing Body"** or **"Hearing Panel"** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
13. **"Institution"** means the University or College within CSCU.
14. **"Instructor"** means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
15. **"Member of the CSCU Community"** means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
16. **"Policy"** means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
17. **"Prohibited Conduct"** means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
18. **"Reporting Party"** means any person who alleges that a student has violated this Code.
19. **"Student"** means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
20. **"Student Code"** or **"Code"** means this Student Code of Conduct.
21. **"Student Organization"** means an association or group of persons that have complied with the formal requirements for University or College recognition.
22. **"Support Person"** means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
23. **"University"** means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
24. **"Shall"** and **"will"** are used in the imperative sense.
25. **"May"** is used in the permissive sense.

## **Part B: Application, Distribution And Administration Of The Student Code Of Conduct**

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures. The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.
3. Administration of the Student Code: A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

## **Part C. Scope of Authority**

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a



student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services.

However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

#### **Part D. Prohibited Conduct**

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

- a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
- b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:

- a. **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity

- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

- b. **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- c. **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another

person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.
9. Stalking, which is defined as repeatedly contacting another person when:
  - a. The contacting person knows or should know that the contact is unwanted by the other person; and
  - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, online community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.
14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
  - a. Unauthorized access to CSCU computer programs or files;
  - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
  - c. Unauthorized use of another individual's identification and/or password;
  - d. Deliberate disruption of the operation of CSCU computer systems and networks;
  - e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
  - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
  - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

- a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
- b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
- c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
- d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
- f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
- h. Failure to comply with the sanction(s) imposed under the Student Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

#### **Part E: Hearing Procedures For Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports**

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

- 1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
- 2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
- 3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct; (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; and (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings.
- 4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
- 5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

## **Part F: Conduct and Disciplinary Records**

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

## **Part G: Interpretation and Revision**

Questions regarding the interpretation of this Code shall be referred to the University's and Charter Oak State College's Provost or a Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University's Vice President for Student Affairs, a Community College's Dean of Academic Affairs or Charter Oak State College's Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

## **II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS**

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set for in this Section III of the Code.

**Part A: Disciplinary Procedures (Academic and Non-Academic Misconduct)** In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
  - b. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.
4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:
  - a. a concise statement of the alleged facts;
  - b. the provision(s) of Section I.D. that appear to have been violated;
  - c. the maximum permissible sanction; and
  - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00 p.m. on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:
  - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
  - f. to receive a written decision following the hearing.
7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student’s request.
10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
  - a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
  - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

## **Part B: Disciplinary Sanctions**

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section I.D. of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:



1. "Expulsion" is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;
2. "Suspension" is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
3. "Removal of College Privileges" involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;
4. "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A "Warning" is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
6. "Community Restitution" requires a Student to perform a number of hours of service on the campus or in the community at large.

## **SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE STATEMENT**

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To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

**Sexual Misconduct** is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner's knowledge.

**Definition of Consent:** Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

**Stalking** is defined as: Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications

(face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

**Relationship Violence** is defined as:

- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's pets and humiliating another person.
- Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
  - sexual flirtation, touching, advances or propositions
  - verbal abuse of a sexual nature
  - pressure to engage in sexual activity
  - graphic or suggestive comments about an individual's dress or appearance
  - use of sexually degrading words to describe an individual
  - display of sexually suggestive objects, pictures or photographs
  - sexual jokes
  - stereotypic comments based upon gender
  - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

The definitions contained in this statement are in addition to any applicable provisions of state law.

### **Confidentiality**

While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College cannot assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

### **Time for Reporting**

Normally reports must be received by the Dean of Academic and Student Affairs or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, and February 26, 1990, and entirely replaced February 26, 2007. Amended February 22, 2010.)

### **What to Do**

If you, or someone you know, has been sexually assaulted please report it to **Dr. Ruth E. Gonzalez, Goulet Building, 56 Park Place East**. NCCC's Sexual Assault Response Team (SART) can help a victim only if a member of the team is notified. Contacting NCCC SART *does not mean* someone has to be

charged with a crime. It *does mean* that a victim will be offered appropriate care. Anyone can notify NCCC SART by contacting **Dr. Ruth E. Gonzalez at 860-738-6315**. Additional resources are listed below. **All services are free and confidential.**

**The NCCC SART members are:**

<b>Susan B. Anthony Project</b>	<b>860-482-7133 (24 Hour Hotline)</b>	
Ruth Gonzalez, Ph.D.	860-738-6315	Goulet Building, 56 Park Place
Sarah Bement (CEDHH)	860-738-6382 (V)	FX 214
	860-496-3138 (VP)	
Tracy Smith-Michnowicz	860-738-6305	FX 308
Michael Emanuel	860-738-6389	FX 308
Daneen Huddart	860-738-6318	GW 211
Jane O'Grady	860-738-6393	Goulet Building, 56 Park Place
Robin Orlomoski	860-738-6416	Business 201
Brian Plessinger, Associate Dean	860-738-6409	FH 105
Andrew Wetmore	860-738-6344	GW 110
Jay Whitaker, Dean, Ex-Officio	860-738-6319	FH 103

**Community Members:**

Susan B. Anthony Project (Torrington)	860-482-7133 (24-hour hotline)
Charlotte Hungerford Hospital	860-496-6666
CT Sexual Assault Crisis Services	888-999-5545 888-568-8332
Winsted Police Department	860-738-6600
Torrington Police Department	860-489-2000
CT State Police Dispatch	860-626-7900

***The most important action is to help you get assistance.***

**DRUG AND ALCOHOL ISSUES**

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Colleges and universities have a special opportunity to assist their students with problems. We recognize that sometimes it is difficult to stop using drugs or alcohol even when you want to do so.

Northwestern is committed to helping students with concerns regarding alcohol and/or drug use/abuse and strongly supports programs that promote healthy life choices. As a result of this commitment the following staff members are available to students who may have concerns.

If you or someone you know needs help with a substance abuse problem, please call one of the following numbers to speak to any one of these committee members:

Ruth Gonzalez.....860-738-6315                      Rick Coutant..... 860-738-6317

**POLICY ON DRUGS AND ALCOHOL**

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**Drugs and Alcohol in the Community Colleges**

The Board of Regents of Connecticut State Colleges and Universities endorses the Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse that is based on the following premise:

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

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Regents policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

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

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
  - a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - b. when a college permit has been obtained;
  - c. when students bring their own beverages;
  - d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE AND DIRECTORY INFORMATION POLICY**

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

**1. The right to inspect and review the student's education records within 45 days of the day the College or University 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 or University 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 or University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request amendment of an education record that the student believes is inaccurate.** Students may ask an appropriate College or University official to amend a record that

they believe is inaccurate, misleading or a violation of the student's right to privacy. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official 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.

**3. The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Connecticut State Colleges and Universities system office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

**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;
- 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 or University;
- 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 Regents.

**4. The right to refuse to permit the College or University 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 University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

**5. 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, SW  
Washington, DC 20202-4605**

## **Campus Safety/Annual Security Report**

At Northwestern Community College (NCCC), we are committed to the safety and welfare of all students, staff, faculty and visitors to our campus.

Northwestern Connecticut Community College's **Annual Security Report** is published to meet the requirements of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (34CFR668.46), also known as the "Clery Act," which is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. This report also has been prepared to meet the requirements of the State of Connecticut's Security Act, PA 90-259, which mandates the annual publication of a Uniform Campus Crime Report, and establishes a process for raising awareness of safety on college campuses.

The Associate Dean of Campus Operations in collaboration with Dean of Academic and Student Affairs is responsible for preparing this report. All questions or inquiries pertaining to this report should be directed to the Associate Dean of Campus Operations at 860-738-6409. Copies of the full report are available electronically at <https://www.nwcc.edu/campus-crime-report-clery/>. Printed copies are available at the Office of the Associate Dean of Campus Operations in Founders Hall (FH 105).

Northwestern Connecticut Community College distributes this report annually by October 1st to students, prospective students, employees and prospective employees.

### **CAMPUS SECURITY**

Northwestern Connecticut Community College does not have campus police. Connecticut State Police have jurisdiction over NCCC as a state property; however, the Winsted police are normally first responders whenever incidents occur on campus.

The law enforcement agency with authority over and response responsibility for Northwestern Connecticut Community College emergencies is the Connecticut State Police, Troop B, located in Canaan, CT. However, the Winsted Police Department will respond to: thefts, auto accidents, or general law enforcement support.

The Associate Dean of Campus Operations is responsible for campus security. Night-time Security is provided Monday through Thursday from 6 p.m. to 10 p.m. by the Connecticut State Troopers during both the Fall and Spring semesters.

### **REPORTING CRIMES AND/OR EMERGENCIES**

NCCC does not have campus police. Students and employees are encouraged to report all crimes to the Winsted Police and/or State Police.

#### **Emergency Telephone Numbers for URGENT Situations**

<b>FIRE</b>	<b>911</b>
<b>AMBULANCE SERVICES</b>	<b>911</b>
<b>POLICE SERVICES</b>	<b>911</b>

#### **Emergency Telephone Numbers for NON-URGENT Situations**

Police Telephone Numbers (non-emergency)

<b>CT STATE POLICE</b>	<b>800-497-0403 / 860-626-1820</b>
<b>CT STATE POLICE – Desk Operations</b>	<b>860-626-1840</b>
<b>Winsted Police</b>	<b>860-379-2721</b>

It is also the policy of Northwestern Connecticut Community College that incidents of criminal action or other emergencies occurring on campus be reported to one of the following offices:

<b>The Office of the Associate Dean of Campus Operations</b>	<b>860-738-6409</b>
<b>The Office of the Dean of Academic and Student Affairs</b>	<b>860-738-6320</b>
<b>The Office of the President</b>	<b>860-738-6410</b>
<b>The Office of Human Resources</b>	<b>860-738-6325</b>

The College will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and visitors. In the case of allegations of serious criminal acts, the College will seek the assistance of police authorities. Serious criminal acts include but are not limited to murder, sexual assault (rape, fondling, incest, or statutory rape), robbery, aggravated assault, arson, burglary, and motor vehicle theft.

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents in an accurate and timely manner. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

During the most recent reporting year ending on December 31, 2019 and during the preceding two calendar years, there were no incidents on campus reported to College authorities or local police agencies of the following criminal offenses: murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary, or motor vehicle theft. Please see below for complete crime statistics.

If a rape or other sex offense occurs on campus, the crime victim should immediately contact local police authorities, preserve evidence of the criminal offense, which in the case of rape would include seeking immediate medical attention before bathing, and report the crime to a College official listed in paragraph A.

- The victim should report the crime to local police authorities; College personnel will assist the victim in making the report to police if the student so requests.
- Victims of sex offenses may seek counseling from the Susan B. Anthony Project in Torrington at 860-482-7133.
- The College will take reasonable action to change a victim's academic situation and to assist in changing a victim's living situation if requested by the victim.
- The College will take disciplinary action against perpetrators upon written complaint by a victim of a sex offense. Such action is provided by Board of Trustees Policy on Student Discipline. Both the accuser and the accused have the right to have others present during the disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Disciplinary sanctions may include suspension or expulsion from College.

## **POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student. In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. 27

The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable by law.

The Connecticut Sex Offender Registry may be accessed online here: [https://sheriffalerts.com/cap\\_office\\_disclaimer.php?office=54567](https://sheriffalerts.com/cap_office_disclaimer.php?office=54567)

## **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that is judged by the Associate Dean of Campus Operations, President, or Dean of Academic and Student Affairs, to constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. This warning will be issued through the College e-mail, bulletin boards, message boards and, if appropriate, the campus’ student newspaper. Anyone with information warranting a timely warning should report the circumstances to the Associate Dean of Campus Operations by telephone 860-738-6409 or in person at Founders Hall (FH 105).

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement actions or efforts

## **EMERGENCY NOTIFICATIONS**

myCommNet Alert is the emergency alert system used by the Connecticut Community Colleges. The system is also used for weather-related closings and delays. Alerts may be sent via text, email and/or voice message. All students and employees are automatically enrolled. Students, faculty and staff may edit or update at [my.commnet.edu](http://my.commnet.edu).

In the event an emergency situation arises, either on or off campus, and judged by the President/CEO, or designee to constitute an ongoing or continuing threat, a campus wide “Code Red - Emergency” will be issued. In these situations, the College policy is to notify you as promptly as possible with regard to what is known about a potential problem, information regarding protection and what you should do in response. Administrative staff will make every effort to ensure timely updates are given to all students, faculty, staff and visitors regarding the emergency situation.

“Code Red - Emergency” notifications may be issued in a variety of methods to provide guidance in the most prudent manner depending upon the incident type (e.g., hostage event, active shooter, violent acts, terrorism, etc.) Primary notification may be made through the use of the Colleges Public Address (PA) system providing an audible announcement. Notification may also be made via the telephone system or via direct communication from faculty or staff. E-mails may be generated and an emergency posting placed on the Northwestern Connecticut Community WEB page. Notification via text message through the Everbridge system will also be utilized<sup>1</sup>. When possible, more than one method of notification will be utilized.

### **Campus State of Emergency**

The authority to declare a campus state of emergency rests with the President/CEO or his or her designee as follows:

During the period of any campus major emergency, the Associate Dean of Campus Operations shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Associate Dean of Campus

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<sup>1</sup> Enrolling in the Everbridge system is automatic when you sign up for classes, staff will be automatically updated at the beginning of each semester.



Operations shall immediately consult with the President/CEO and Building Superintendent regarding the emergency and the possible need for declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

In the event of fires, storms or a major disaster occurring in or about the campus, or which involves College property, the Building Superintendent and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

### **Initial Emergency Procedures**

The initial and primary source for all emergency information is the Associate Dean of Campus Operations, (860-738-6409/6408). While the Associate Dean of Campus Operations may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

#### **1. Campus Notification of an Emergency Situation**

The Associate Dean of Campus Operations will:

- A. Ensure that the appropriate alarms have been activated (Fire, Radio, and/or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
- B. Notify City/County emergency personnel as needed.
- C. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
- D. Notify the President/CEO of the emergency/disaster.

#### **2. Emergency Intervention**

The Associate Dean of Campus Operations will take the immediate steps necessary to reduce the threat of potential injury or loss of life or property. He/she will inform the President/CEO of the emergency situation directly, and other key staff as appropriate.

#### **3. Public Notification of Emergency**

The Director of Marketing and Public Relations will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will flow through that office.

### **Emergency Management Team (EMT) - Core Members**

President/CEO - **Michael Rooke**

Associate Dean of Campus Operations – **Brian Plessinger**

Director of Marketing and Public Relations – **Grantley Adams**

Dean of Academic and Student Affairs – **Jay Whitaker**

Human Resources Generalist – **Erin Ransford**

Director of Information Technology – **Rick Coutant**

Building Superintendent – **Jim Brochu**

Chemical Hygiene Officer – **Douglas Mooney**

Program Coordinator for Criminal Justice – **Mike Emanuel**

### **Evacuation**

### **Campus Evacuation**

In the event of an emergency necessitating the evacuations of all or part of the campus grounds announcements to evacuate the campus are typically made: via the fire alarm PA system, the emergency telephone notification system, email, or text message. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

### **Building Evacuation**

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

<b>Building</b>	<b>Assembly Point</b>
FOUNDERS HALL	Town Green (across from Founder's Hall)
FOUNDERS HALL ANNEX	Town Green (across from Founder's Hall)
ADMINISTRATION BUILDING	Town Green (across from Founder's Hall)
WHITE BUILDING	Town Green (across from Founder's Hall)
LEARNING RESOURCE CENTER	Town Green (across from Founder's Hall)
ENGLISH HOUSE	Town Green (across from Founder's Hall)
GOULET HOUSE	Town Green (across from Founder's Hall)
GREENWOODS HALL	Town Green (across from Founder's Hall)
JOYNER HEALTH AND SCIENCE CENTER	Parking lot south end near church
ART & SCIENCE CENTER	Parking lot far southwest corner
	Parking lot south end near Holabird Ave.

### **Emergency Response Testing**

Northwestern Connecticut Community College test the emergency response and evacuation procedures at least annually. These tests include drill, exercises, and follow through activities and can include, but are not limited to, the following:

- Fire, Active Shooter, Evacuation, and other emergency situations
- Tests of 911 system, myCommNet Alert, and Everbridge notification system.
- Walk-through exercises with local law enforcement

NCCC's full and complete Emergency Action Plan can be accessed at: [https://www.nwcc.edu/wp-content/uploads/2020/09/NCCC\\_Emergency\\_Action\\_Plan.pdf](https://www.nwcc.edu/wp-content/uploads/2020/09/NCCC_Emergency_Action_Plan.pdf)

### **CRIME STATISTICS**

The following is the statistical report for the crime on the campus of Northwestern Connecticut Community College for 2019. The crime rate is derived by dividing by the number of incident reports by the total number of FTE (full time equivalent) students and employees for the same calendar year.

#### **Definitions (Types of Criminal Offenses):**

##### **1. Criminal Homicide:**

\*Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

\*Negligent Manslaughter: the killing of another person through gross negligence.

##### **2. Sexual Assault:**

\*Sexual Assault: Forcible: any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

\*Sexual Assault: Non-forcible: unlawful, non-forcible sexual intercourse

**3. Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force and/or by putting the victim in fear

**4. Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**5. Burglary:** the unlawful entry of a structure to commit a felony or a theft.

**6. Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

**7. Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes:** Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

**VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes).

**Arrests and Referrals for Disciplinary Action:** for Weapons - Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Crime Categories	Year	Incidents	Crime Rate
Murder/Non-Negligent Manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Negligent Manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Sexual Assault: Rape	2017	0	0
	2018	0	0
	2019	0	0
Sexual Assault: Fondling	2017	0	0
	2018	0	0
	2019	0	0
Sexual Assault: Incest	2017	0	0
	2018	0	0
	2019	0	0
Sexual Assault: Statutory Rape	2017	0	0
	2018	0	0
	2019	0	0
Robbery	2017	0	0
	2018	0	0
	2019	0	0
Aggravated Assault	2017	0	0
	2018	0	0

	2019	0	0
Burglary	2017	0	0
	2018	0	0
	2019	0	0
Motor Vehicle Theft	2017	0	0
	2018	0	0
	2019	0	0
Liquor Law Arrests	2017	0	0
	2018	0	0
	2019	0	0
Drug Law Arrests	2017	0	0
	2018	0	0
	2019	0	0
Weapons Law Violation Arrests	2017	0	0
	2018	0	0
	2019	0	0

#### Hate Crimes Statistics

Crime Categories	Year	Incidents	Crime Rate
Race	2017	0	0
	2018	0	0
	2019	0	0
Gender	2017	0	0
	2018	0	0
	2019	0	0
Sexual Orientation	2017	0	0
	2018	0	0
	2019	0	0
Ethnicity/National Origin	2017	0	0
	2018	0	0
	2019	0	0
Disability	2017	0	0
	2018	0	0
	2019	0	0
Other	2017	0	0
	2018	0	0
	2019	0	0
Crime Categories	Year	Incidents	Crime Rate

Race	2017	0	0
	2018	0	0
	2019	0	0
Gender	2017	0	0
	2018	0	0
	2019	0	0
Sexual Orientation	2017	0	0
	2018	0	0
	2019	0	0
Ethnicity/National Origin	2017	0	0
	2018	0	0
	2019	0	0
Disability	2017	0	0
	2018	0	0
	2019	0	0
Other	2017	0	0
	2018	0	0
	2019	0	0

#### VAWA Offenses

Crime Categories	Year	Incidents	Crime Rate
Dating Violence	2017	0	0
	2018	0	0
	2019	0	0
Domestic Violence	2017	0	0
	2018	0	0
	2019	0	0
Stalking	2017	0	0
	2018	0	0
	2019	0	0

## CONSTITUTION OF THE NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE STUDENT SENATE

### PREAMBLE

In order to promote the general welfare of the student body, to stimulate interest in activities contributing to our improvement, and to provide every student with training and experience in democratic government, we, the students of Northwestern Connecticut Community College, do hereby decree this Constitution as the official Constitution of the Northwestern Connecticut Community College Student Senate.

## ARTICLE I – THE STUDENT GOVERNMENT

**Section 1.** The name of this organization shall be the Northwestern Connecticut Community College Student Senate.

**Section 2.** The Student Senate shall be composed of nineteen (19) Senators: four (4) from each class, as defined in the College Catalog, six (6) at-large seats, and five (5) Student Senate Officers.

**Section 3.** Each Senator shall have one vote with the exception of the President who shall vote only in the case of a tie.

**Section 4.** The powers and duties of Senators shall include the following:

- a. Senators may introduce any motions or resolutions which will advance the purposes of the Student Body or better enable the Senate to achieve its stated goals.
- b. Senators are obliged to keep themselves fully informed of the needs and interests of the general Student Body.
- c. Senators are obliged to attend meetings of the Senate. If a Senator misses four (4) meetings per semester regardless of the reasons, his/her seat may be revoked at the discretion of the Senate. A two-thirds (2/3) vote of the entire Senate membership is required to remove a Senate member for lack of attendance.

**Section 5.** The Senate shall have the power to enact such legislation as deemed necessary or advantageous for the proper functioning of its committees. In matters of procedure not regulated by the Constitution, the Senate and its Committees shall be governed by the latest edition of ***Roberts Rules of Order***.

**Section 6.** The Senate shall be regarded as the official representative body of the students at Northwestern Connecticut Community College and, in this capacity, shall have the authority to consult with and make recommendations to the faculty and administration regarding matters affecting student welfare.

**Section 7.** The Senate shall administer the Student Activity Fund and other sources of income, and shall be responsible for maintaining accurate records of income, expenditure, and current balances. Monies from the Student Activity Fund may be used only for purposes consistent with the interest of the Student Body. In the administration and use of monies from the Student Activity Fund and other sources, the Senate shall be governed by the policies of the State of Connecticut.

**Section 8.** The Senate shall, with approval of the President of the College, have the power to charter student clubs and organizations and to allocate funds to them.

**Section 9.** The Senate shall be responsible for the promotion of mutual understanding and cooperation between the College and the general community.

**Section 10.** The Senate shall, with the approval of the College President, have the power to enter intercollegiate student associations and organizations to promote the general interests of the College and the Student Body.

**Section 11.** The Senate may undertake or support any projects or activities that will serve the general interests of the College, the Student Body, or the community. Any such projects or activities shall be subject to the approval of the President of the College.

**Section 12.** Student members who hold vested interest in decisions of the Senate will be excluded from voting on those matters. Questions concerning conflicts of interest shall be decided by the President of the College or his/her delegated subordinate.

**Section 13.** No Senate member shall be a Senate Officer and an officer of any Senate supported club or organization concurrently.

**Section 14.** Regular meetings of the Student Senate shall be held weekly during the regular academic year when the College is in session. Special meetings shall be called by the President of the Senate or by the request of four (4) of the voting members of the Senate.

**Section 15.** All Senate meetings shall be on the College campus, and all meetings, regular or special, must be posted at least twenty-four (24) hours prior to the meeting.

**Section 16.** Senate meetings must achieve quorum in order to transact business. A quorum shall consist of a simple majority of voting members of the Senate. The President of the Senate is not considered a voting member of the Senate; therefore, the President is not included when deciding quorum.

**Section 17.** All meetings of the Student Senate shall be open to members of the Student Body unless otherwise specified. The full privileges of discussion at a Senate meeting may be extended to members of the Student Body at the direction of the Senate, but voting privileges shall at all times be reserved for the Senators.

## **ARTICLE II - SENATE OFFICERS**

**Section 1.** All Senate Officer candidates must have a combined grade point average (GPA) of 2.0, completed at least twelve (12) credit hours, attended two (2) semesters, and served one semester as a Senator. Waivers for these requirements must be approved by a two-thirds (2/3) vote of the entire Senate membership.

### **Section 2. The President**

The executive officer of the Student Senate shall be President of the Student Senate. The President of the Student Senate shall be elected by the Student Body, and he/she shall exercise the following duties:

- a. The President shall preside over Senate Meetings.
- b. The President shall represent the members of the Student Body at official College ceremonies and/or meetings.
- c. The President will act as the liaison between the Student Senate and the rest of the College community and will report all pertinent information and requests to the Student Senate.
- d. The President may participate in debates at Senate meetings.
- e. The President may vote only in the case of a tie vote.
- f. The President shall, with advice and consent of two-thirds (2/3) of the entire Senate membership, have the power to appoint students to fill vacancies occurring between regular elections for elected posts and committees.
- g. The President shall have the power to investigate any expenditures or allocations from the Student Activity Fund and must report these findings to the Senate within thirty (30) days.
- h. The President shall be a non-voting, ex-officio member of all standing committees.

### **Section 3. The Vice President**

The Vice President shall exercise the following duties:

- a. The Vice President shall preside over the Senate meetings in the absence of the President.
- b. The Vice President shall preside over all Judiciary Committee and Election Committee Meetings except in cases where conflict of interest exists.
- c. In the event that the Presidency falls vacant between elections, the Vice President shall assume the office of President for the remainder of the elected President's term. The Student Senate shall then elect, by a simple majority vote of those members present, a Vice President who shall assume the office for the remainder of the term. In cases of the withdrawal or removal from office of both the President and Vice President, the Student Senate shall elect these officers from the Senate, by a simple majority vote of those members present, to carry out the duties of the President and the Vice President for the remainder of the term.
- d. The Vice President shall be a non-voting, ex-officio member of all standing committees.

#### **Section 4. The Treasurer**

The Treasurer shall exercise the following duties:

- a. The Treasurer shall be responsible for the administration of the Student Activity Fund in accordance with the policies defined by the State of Connecticut, the College administration, and the Student Senate.
- b. The Treasurer shall maintain accurate records of income, expenditures, and current balances of the Student Activity Fund and other sources of income.
- c. The Treasurer shall present a monthly Treasurer's Report to the Student Senate and shall also submit a mid-year report showing all income, expenditures, and current balances of the Student Activity Fund.
- d. The Treasurer shall report to the President any questionable expenditures or allocations from the Student Activity Fund.
- e. The Treasurer shall be a non-voting, ex-officio member of the Budget Committee and shall preside over all meetings.

#### **Section 5. The Recording Secretary**

The Recording Secretary shall exercise the following duties:

- a. The Recording Secretary shall keep an accurate record of all regular and special meetings, including the attendance of Senators. Copies of all minutes shall be distributed, after approval by the Senate, to the President of the College and the Deans and shall be prominently posted.
- b. The Recording Secretary shall post announcements of all special meetings.
- c. The Recording Secretary is responsible for maintaining a file of Senate minutes. All minutes must be kept on file for a minimum of three (3) years.

#### **Section 6. The Corresponding Secretary**

The Corresponding Secretary shall exercise the following duties:

- a. The Corresponding Secretary shall conduct all official Senate correspondences.
- b. The Corresponding Secretary shall be responsible for maintaining a file of official Senate correspondences. All correspondences must be kept on file for a minimum of three (3) years.
- c. In the absence of the elected Recording Secretary, the Corresponding Secretary shall act as the Recording Secretary.

#### **Section 7. The Executive Board**

The President, Vice President, Treasurer, and Secretaries shall form the Executive Board. The Executive Board shall set the Senate agenda. All agenda items must be submitted to the Executive Board no later than one (1) hour prior to the Senate meetings. The President, Vice President, Treasurer, and Secretaries may be requested to perform certain duties other than those enumerated herein which the Senate President may deem necessary or advisable, provided such requests are consistent with this Constitution and with the by-laws of the Senate.

**Section 8.** In the event that any Senate Officer seat becomes vacant, the Student Senate shall, by majority vote of those members present, fill the seat for the duration of the term.

### **ARTICLE III – COMMITTEES OF THE SENATE**

**Section 1.** For the purpose of facilitating Senate work on matters that require close scrutiny or large amounts of time, the following standing committees of the Senate shall exist at all times. All committees will be formed within two (2) weeks following the fall elections.

#### **a. The Budget Committee**

The Budget Committee shall consist of no fewer than four (4) Senators, including the chairperson who shall be the Treasurer. All budgets of the chartered clubs and organizations shall go to the committee immediately after being received from the organization requesting funds. The committee shall examine each budget, then report its recommendations to the Senate, at which time the budget is acted upon by the Senate.

#### **b. The Election Committee**

The Election Committee shall consist of no fewer than three (3) Senators, including the chairperson who shall be the Vice President. This committee shall be responsible for running the elections for



Senators, Senate Officers, student representatives to College committees, and student representatives to assemblies and boards for the community college system.

**c. The Program Committee**

The Program Committee shall consist of no fewer than six (6) Senators, including a nonvoting chairperson who will be appointed by the President. The purpose of this committee is to propose and develop student activities for the academic year.

**d. The Judiciary Committee**

The Judiciary Committee shall consist of no fewer than five (5) Senators, including the chairperson who shall be the Vice President. This committee has the responsibility to investigate cases of Senatorial dereliction of duty or misconduct. Minutes of this committee's meetings must be submitted to the Senate at the conclusion of all investigations and kept on file for a minimum of three (3) years. This committee shall also render interpretations of the Student Senate Constitution for the Senate. Decisions on Constitutional interpretations are to be submitted separately with a copy of the Constitution and kept on file permanently. The Judiciary Committee shall convene at the request of the Senate. Quorum for this committee shall consist of all members.

**Section 2.** When the need arises, the Senate may create ad hoc committees.

## **ARTICLE IV – ELECTION PROCEDURES**

**Section 1.** Any member of the Student Body with a combined grade point average (GPA) of at least 2.0 is eligible to run for the Student Senate. The requirements for election of Senate Officers (President, Vice President, Secretary, Treasurer, and Corresponding Secretary) are defined in ARTICLE II, Section 1. No student may simultaneously be a candidate for more than one office. No Officer may be twice elected to the same office.

**Section 2.** Elections of all Student Senate Officers and Senators shall be by secret ballot. Any Student Body member is eligible to vote for any or all Student Senate Officers or Senators.

**Section 3.** Elections for Student Senators and Student Senate Officers will be held each Spring Semester by April 15. Senators and Senate Officers shall begin their terms on the first day of the Spring Semester Final Examination period, and their terms will expire one year later.

**Section 4.** Any Senate seats or Senate Officer seats that remain vacant at the start of the Fall Semester will be filled by a special election held no later than the fourth (4<sup>th</sup>) week of classes. The term for these members shall begin immediately following the elections and run until the last day of class in the Spring Semester.

**Section 5.** For an elected position, a candidate must file a nomination application with the Student Senate at least two (2) weeks before an election. All applications must be endorsed by a minimum of twenty-five (25) members of the Student Body.

**Section 6.** The responsibility of conducting fair elections rests with the Election Committee. The Election Committee shall oversee the election returns and report the results to the Senate.

**Section 7.** The Judiciary Committee shall investigate complaints of voting irregularities, determine the recommended disposition of disputed ballots, and report its recommendations to the Senate. The Senate may declare an election null and void by a two-thirds (2/3) majority vote of the entire Senate membership. The Senate will then determine a date for a new election. Any such election must be held no later than one (1) month after the original vote has been nullified.

**Section 8.** When election returns result in a tie vote, a one-day runoff election will be held no later than two (2) weeks after the initial election.

## **ARTICLE V – IMPEACHMENT PROCEDURES**

**Section 1.** Upon receipt of a complaint signed by at least fifty percent (50%) of the entire membership of the Student Senate or at least fifty (50) other members of the Student Body charging a Student Senate member with dereliction of his/her duties or misconduct in office, the Senate shall convene the Judiciary Committee for the purpose of holding an impeachment hearing. If requested, the Judiciary Committee shall call witnesses to testify at the hearing. The Committee will decide by a simple majority vote of those members present, whether the evidence warrants impeachment and will make recommendations to the Senate.

**Section 2.** The Student Senate, upon the Judiciary Committee's recommendations, shall, carefully and fully, examine all evidence and testimony. After considering all evidence and testimony, the Senate shall, by secret ballot, render its verdict. A two-thirds (2/3) vote of the entire Senate membership is required to remove a Senator or Senate Officer.

**Section 3.** In the event that the accused holds a seat on the Judiciary Committee, another Senator must immediately replace that committee member on the Judiciary Committee. (See ARTICLE II, Section 2, f.)

## **ARTICLE VI – PROCEDURES FOR AMENDMENT**

**Section 1.** Any proposed amendment to this Constitution must be sponsored by no fewer than fifty (50) members of the Student Body. The proposed amendment will be introduced at a regular meeting of the Student Senate.

**Section 2.** The Recording Secretary of the Senate shall prepare multiple copies of the proposed amendment(s) and distribute them to all Senate members before the next regular meeting.

**Section 3.** At the second regular meeting of the Senate after introduction of the proposed amendment, the Senate shall vote to approve or reject it. Two-thirds (2/3) of the entire Senate membership must concur with the amendment in order for it to be passed. Before the end of the semester, the Senate must vote on all proposed amendments.

**Section 4.** All proposed amendments approved by the Senate must be submitted to the President of the College for his/her approval.

**Section 5.** If approved by the College President, the proposed amendment shall be presented within one (1) week to the members of the Student Body for a vote of approval. A simple majority of the votes cast is required for ratification. With approval, the amendment immediately becomes part of the Constitution.

**Section 6.** The Election Committee shall supervise the ratification process and report the results to the Senate. The Senate shall be the sole judge of the returns.

**Section 7.** If, at any point, the proposed amendment does not receive the required approval, it shall be declared defeated and shall not demand further action.

## **ARTICLE VII – RATIFICATION OF THIS CONSTITUTION**

**Section 1.** This Constitution shall be declared ratified after having been sponsored by fifty (50) members of the Student Body and approved by two-thirds (2/3) of the entire voting membership of the Student Senate, and by the President of the College, and by a simple majority of the Student Body voting in referendum.

**Section 2.** All debts against the Student Activity Fund incurred previous to ratification of this Constitution shall be valid.

**Section 3.** With ratification of this Constitution, all previous Constitutions are null and void.  
***Approved by the Student Body on April 22, 2002***

# Staff & Faculty Listing

## **President's Office, Administration Building**

Michael Rooke, Ph.D.	President	860-738-6410
Susan Stiller	Public Relations Associate	860-738-6406

## **Office of the Associate Dean of Campus Operations, FH 105**

Brian Plessinger	Associate Dean of Campus Operations	860-738-6409
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## **Office of the Dean of Academic & Student Affairs, FH 103**

Jay Whitaker	Interim Dean of Academic & Student Affairs	860-738-6319
Cheryl Braman	Administrative Assistant	860-738-6320

## **Human Resources, 46 Park Place East, 1<sup>st</sup> floor**

Erin Ransford	Human Resources Generalist	860-738-6324
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## **Faculty**

Darlene Fogerty	Secretary 2 / Information Center, FH 104	860-738-6300 (also 6455)
Deborah Payne	Secretary 2 / Faculty Secretary's Office, FX 217	860-738-6379

## **Arts and Humanities**

Deborah Kline	Full Time Lecturer in Graphic Design, GW 223	860-738-6342
Janet Nesteruk	Professor in Art, ASB 317	860-738-6384
April Parsons	Professor in English, FX 210	860-738-6341
Jessica Treat	Professor in English, FX 213	860-738-6340
Jennifer White	Full Time Lecturer in English, FX 212	860-738-6374

## **Business and Computer Technology**

Valerie Royals	Professor in Business/Department Chair, FX 312	860-738-6304
Lalit (John) Jagtiani	Instructor in Business Intelligence and Information Systems, FX	860-738-6387
Stacey Williams	Professor in Business, FX 313	860-738-6427

## **Health and Veterinary Sciences**

Constance Hotchkiss	Academic Division Director, FX 218	860-738-6372
Melissa Bettigole	Assistant Professor in Allied Health, JHSC 205	860-738-6393
Adriane Cavanna, V.M.D.	Associate Professor/Program Coordinator in Veterinary Technology, JHSC 137	860-738-6485
Nicole Cesarek	Assistant Professor in Nursing	860-738-6377
Joanna Cyr	Assistant Professor, Nursing, FX 314	860-738-6421
Lori Fedewa	Director of the CT Office of Rural Health, Goulet 202	860-738-6378
Sheryl Keeley	Veterinary Technology Technician, JHSC 117	860-738-6483
Ama Matthews	Secretary 2, FX 216	860-738-6303
Bree Grealis	Assistant Professor, Nursing, FX 315	860-738-6451
Katherine Smith	Associate Professor in Veterinary Technology, JHSC 135	860-738-6490
Jaclyn Vincent	Assistant Professor, Nursing, FX 315	860-738-6337

	<b>Public Service, Social and Behavioral Sciences</b>	
Robert Beck, Ph.D.	Professor in Psychology/Department Chair, FX 310	860-738-6386
Todd Bryda	Professor in History, FX 316	860-738-6302
Michael Emanuel, Jr.	Professor/Program Coordinator in Criminal Justice, FX 308	860-738-6389
Charles Kelly, Ed.D.	Associate Professor in Human Services, FX 211	860-738-6353
Tracy Smith-Michnowicz	Assistant Professor in Early Childhood Education, FX 308	860-738-6305

	<b>Science Technology Engineering and Mathematics (STEM)</b>	
Crystal Wiggins	Associate Professor in Mathematics/Department Chair, ASB 204D	860-738-6310
Katherine Rives Binford	Instructor in Anatomy and Physiology	860-738-6391
Kate Bruce	Instructor in Mathematics, GW 308	860-738-6336
Sharon Gusky	Professor in Biology, ASB 204C	860-738-6395
Douglas Hoffman, Ph.D.	Assistant Professor in Mathematics, GW 217	860-738-6332
Tara Jo Holmberg	Professor in Biology, ASB 206	860-738-6363
Karen Hunter	Academic Associate, ASB 112	860-738-6402
Douglas Mooney	Assistant Professor in Chemistry/Biology, ASB 204A	860-738-6401

### **Collegiate Education for Deaf and Hard of Hearing Persons**

Sarah Bement, Ph.D.	Interpreter/Tutor, FX 214	860-738-6382
Maureen Chalmers	Instructional Specialist, FX 309	860-738-6396

### **Education Technology**

Beverly King	Director, FX 208	860-738-6323
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### **Learning Resource Center (Library)**

General Information		860-738-6480
James Patterson	Director of Library Services	860-738-6482
Seth Kershner	Librarian	860-738-6481
Jeremy Withnell	Library Associate/Public Services	860-738-6478
Ann Marie Hyres	Library Associate II/Technical Services	860-738-6479
Mami Kajiyama-Bequillard	Library Assistant	860-738-6456

### **Academic Success Center, FH 3<sup>rd</sup> Floor**

Laura McCarthy	Director, FH 302	860-738-6351
Susan Dichter	Academic Associate, FH 301	860-738-6335
Jessie DePonte	Program Assistant/Bookkeeper Team Success Scholars, FH 302	860-738-6348

### **Center for Workforce Development, Goulet, 56 Park Place**

Erin Kennedy	SNAP & CE Coordinator	860-738-6419
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### **Planning, Research and Institutional Effectiveness**

Caitlin Boger-Hawkins	Director, Administration Building, 2 <sup>nd</sup> Floor	860-738-6441
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### **Student Activities, GW Hall 110**

Andrew Wetmore	Director	860-738-6344
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**Admissions, GW Hall 2<sup>nd</sup> Floor**

Kalia Kellogg	Director of Admissions	860-738-6356
Karissa Smith	Assistant Director of Admissions	860-738-6428
Charanpreet Singh	Enrollment Services Assistant	860-738-6329
John Rak	Enrollment Services Assistant	860-738-6463

**Financial Aid, GW Hall 2<sup>nd</sup> Floor**

	Financial Aid Office	860-738-6461
Daniel Roberts	Assistant Director of Financial Aid	860-738-6321
Hannah Elias	Financial Aid Assistant	860-738-6405

**Office of Student and Community Life, Goulet, 56 Park Place**

Ruth Gonzalez, Ph.D., L.P.C.	Director of the Office of Student and Community Life	860-738-6315
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**Records and Registration, GW Hall 2<sup>nd</sup> Floor**

Debra Zavatkay, Ed.D.	Registrar	860-738-6309
Kristin Kennedy	Assistant Registrar	860-738-6312

**The Academic Advising Office, GW Hall 2<sup>nd</sup> Floor**

Athalie Cayo	Guided Pathways Advisor		860-738-6369
Rick Boger-Hawkins	Guided Pathways Advisor I		860-738-6307
Daneen Huddart	Learning Disabilities Specialist		860-738-6318
Maria Koistinen	Guided Pathways Advisor		860-738-6467
Samantha Palombizio	Guided Pathways Advisor II		860-738-6306
Rebecca Russo	Guided Pathways Advisor I		860-738-6339
Robert Turner, Jr.	Campus Advising Lead		860-738-6328
Alayna Sholtis	Guided Pathways Advisor I		860-738-6468

**Computer Center, FH Annex**

IT Service Desk		860-738-6367
Rick Coutant	Interim Director of Information Technology	860-738-6317
Allen Deane	Information Technology Technician 2	860-738-6364
Jeffrey Southworth	Systems Manager	860-738-6371

**Marketing & Public Relations, Administration Building**

Grantley Adams	Director	860-738-6333
Duc Tinh	Graphics Specialist/Website Manager (FH LL 07)	860-738-6349

**Business Office, 46 Park Place East, 2<sup>nd</sup> floor**

Kim Dragan	Director of Finance & Administrative Services	860-738-6418
Margaret Hayes	Payroll Officer	860-738-6412
Robin Orlomoski	Fiscal/Administrative Officer	860-738-6416

**Cashier's Office, GW Hall 2<sup>nd</sup> Floor**

Alice Lapierre	Assistant Accountant	860-738-6415
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**Service – Maintenance Staff**

Jim Brochu	Building Superintendent 1, FH 003	860-738-6466
Maintenance - evening contact		860-309-1915

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