

# QVCC STUDENT HANDBOOK

Welcome to Quinebaug Valley Community College. This handbook has been compiled to answer the most frequently asked student questions. More information is available in the College catalog or from a College faculty or staff member.

*Quinebaug Valley Community College reserves the right to make necessary changes at any time to any of the information appearing in this handbook without prior notice. This handbook is revised every other year. For the most current updates to the handbook, consult the Student Handbook on-line at [www.qvcc.commnet.edu](http://www.qvcc.commnet.edu).*

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## 2008-2009 ACADEMIC CALENDAR

### Fall 2008

Aug 29	Last day to withdraw and receive a <b>full tuition refund</b>
Sept 2	<b>First day of classes</b>
Sept 6	<b>First Saturday Class</b>
Sept 9	Last day to add a course
Sept 15	Last day to withdraw and receive partial tuition refund
Oct 13	Columbus Day – Classes in Session
Nov 5	Last day to drop a class or withdraw with a grade of "W" or to put a class on audit or pass/fail
Nov 11	Veterans' Day – No Classes
Nov 26	Advising Day-9 am to Noon; No Classes
Nov 27-30	Thanksgiving Recess
Dec 13	Last Day of Classes
Dec 15-20	Final Exams

### Spring 2009

Jan 19	Martin Luther King Jr. Day
Jan 20	QVCC Professional Day – No Classes
Jan 20	Last day to withdraw and receive a <b>full tuition refund</b>
Jan 21	<b>First Day of Classes</b>
Jan 24	<b>First Saturday Class</b>
Jan 27	Last day to add a class
Feb 3	Last day to withdraw and receive partial tuition refund
Feb 18-19	Winter Break- No Classes
March 16-21	Spring Break
Apr 3	Last day to drop a class or withdraw with a grade of "W" or to put a class on audit or pass/fail
April 10-12	Easter Recess
April 24	Professional Day – No Classes
May 15	Last Day of Classes
May 16-22	Exam Week
June 4	Commencement

## 2009-2010 ACADEMIC CALENDAR

### Fall 2009

Sept 4	Last day to receive a <b>full tuition refund</b>
Sept 8	<b>First day of classes</b>
Sept 12	<b>First Saturday Class</b>
Sept 15	Last day to add a course
Sept 21	Last day to withdraw and receive partial tuition refund
Oct 13	Columbus Day – Classes in Session
Nov 9	Last day to drop a class or withdraw with a grade of "W" or to put a class on audit or pass/fail
Nov 11	Veterans' Day – Classes in Session
Nov 25	Advising Day - 9am to Noon– No Classes
Nov 26-29	Thanksgiving Recess
Dec 15	Last Day of Classes
Dec 16-22	Final Exams

### Spring 2010

Jan 18	Martin Luther King Jr. Day
Jan 19	QVCC Professional Day
Jan 19	Last day to withdraw and receive a <b>full tuition refund</b>
Jan 20	<b>First day of classes</b>
Jan 23	<b>First Saturday class</b>
Jan 26	Last day to add a class
Feb 2	Last day to withdraw and receive partial tuition refund
Feb 17	Lincoln's Birthday celebrated – No Classes
Feb 18	Washington's Birthday celebrated – No Classes
Mar 15-20	Spring Break
April 2	Last day to drop a class or withdraw with a grade of "W" or to put a class on audit or pass/fail
April 2 - 4	Easter Recess
April 16	Faculty Professional Day – No Classes
May 14	Last Day of Classes
May 15-21	Exam Week
June 3	Commencement

## **College Resources Directory**

(On the Danielson campus, unless otherwise noted)

**Have a question?**

**Here's where to find help.**

### **Learning & Student Development**

#### **Room C151 (412-7200)**

Class Schedules

Counseling/advising/referrals:

academic, career, personal

Financial aid jobs (on campus)

Lost & found

Program requirements

Registration (including add/drop and withdrawal)

Student activities, clubs, organizations

Student discipline and grievances

Transcripts

Transfer services

Veterans' educational services

### **Business Office**

#### **Room C223 (412-7355)**

Billing/paying (tuition and fees)

Refunds

Student Insurance

### **Career Advising Center**

#### **Room W107 (412-7266)**

Career counseling & job placement

Counseling/advising/referrals:

academic, career

### **Faculty Office Suite**

#### **Room E182 (412-7229)**

Faculty office hours

Faculty appointments

### **Library**

#### **Room C224 (412-7272)**

Assistance in research

Computerized card catalog

Group study areas

Interlibrary loans

Literature search

Self-service photocopying

### **Learning Center**

#### **Room C232 (412-7285)**

Basic Skills Assessment

Developmental English and Math labs

Student Identification Cards

Study Skills Workshop

Tutoring

### **Center for Community and**

#### **Professional Learning**

#### **Room C129 (412-7301)**

Personal development programs

Public Information office

Small business development center

### **Willimantic Center**

729 Main Street

Willimantic, CT 06226

**(423-1824 or 423- 4491)**

Basic Skills Assessment

Counseling/advising

Credit courses

English as a Second Language

Instruction

Financial Aid

Library Learning Center Services

Registration

Vocational training programs

### **Other Services**

Bookstore, Room W109 (412-7341)

Cafeteria, Room C144 (412-7345)

Computer Labs, Room E188 (412-7242)

Credit-free courses, Center for

Community & Professional Learning

Room C129 (412-7301)

Disability Services, Learning Center,

Room C232A, (412-7215)

*Steppingstones* Early Learning Center,

day care center on Danielson campus

(774-2548)

Student Government Association, Room

C150, (412-7223)

## **ACADEMIC ADVISEMENT**

Academic advisement means that faculty and professional staff meet with students to discuss issues of interest or concern to students, such as

- their program of study or their courses,
- their future plans for transferring to other colleges,
- their preparation to enter the workforce,
- issues related to their academic success at QVCC, among which may be referral to other within-the-college or within-the-community resources as appropriate.

### **Students should meet with an advisor regularly to:**

- Learn more about your chosen field of study; keep abreast of important issues as they surface in your major,
- Learn more about the scheduling of offerings for courses in your program of study so you can take courses in the right sequence,
- Find out how to best use all the free services QVCC has to offer you as a student,
- Get advice on academic issues that affect your chances for success at QVCC,
- Learn about transfer articulations QVCC has with other colleges and universities; prepare yourself for a smooth transfer,
- Prepare yourself for registration (in October or November for the spring semester and in April or May for the fall semester),
- Maximize the effectiveness of the time you spend at QVCC.

### **To meet with your advisor:**

1. If you do not know the name of your advisor, you may use one of the following options: Use Web for students, or contact the Learning and Student Development Office, or visit the Advising/Career Center, or contact the Willimantic Center to find out the name of your advisor.
2. Call to make an appointment with your advisor at (860) 412-7200 in Danielson or (860) 423-1824 in Willimantic.
  - *Advisor not available when you call?* Ask the faculty secretary in Danielson (412-7229) or the receptionist in Willimantic for a listing of your advisor's office hours, leave a message for the advisor to return your call, or ask for the e-mail address of your advisor.
3. Prepare for your meeting with your advisor; bring to the meeting any materials you think might aid you and your advisor in your discussions.
4. All General Studies and Liberal Arts & Science Majors as well as non-degree seeking students can visit the Advising/Career Center in room W107 for academic advising. All other students will be directed to faculty and program coordinators within their chosen major.

## PROGRAM COORDINATORS/CHAIRS

Name	Area of Study
Jayne Battye	Social Sciences
Scott DeShong	Liberal Arts & Sciences, General Studies
Cheri Goretti	Allied Health
John Hall	Computer Services
David Hopcroft	Communications, English, Humanities, Interdisciplinary Studies, Languages
Jennifer Oliver	Business
Joy Mark	Math & Science
Barbara Presson	Human Services
Anita Sherman	Computer Services, Business Office Technology
Sue Spencer	Early Childhood Education
Mark Szantyr	Fine Arts
Mark Vesligaj	Engineering Science, Technology Studies, Construction

### ACADEMIC DISHONESTY

Academic dishonesty includes plagiarism and cheating on exams or quizzes. In general, plagiarism is "borrowing" the words or ideas of another and passing them off as one's own. Before beginning research papers, students should feel free to ask faculty members to clarify the difference between the proper and improper use of source material.

The instructor can assign a penalty for academic dishonesty in keeping with the gravity of the offense. The instructor can also decide that the seriousness of the offense warrants that the charge be brought directly to the dean for disciplinary action. The student has the right to appeal to the dean who, in

consultation with the instructor, will attempt to reconcile the issue.

### ACADEMIC HONORS

Effective Fall 2001, the names of full- and part-time (3 or more credits) students who attain a grade point average of 3.4 or higher during a given semester are placed on the Dean's List. A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. To graduate with honors, a student must have earned at QVCC at least 30 of the credits accepted for graduation.

#### Graduation honors are:

Highest Honors—GPA equal to 3.9 or higher

High Honors—GPA equal to 3.7 to 3.89

Honors—GPA equal to 3.4 to 3.69

Students with a grade of "I" (Incomplete) are ineligible for graduation honors. Courses taken at other institutions are not included in computing honor status. The College also has a chapter of Phi Theta Kappa, a national community college academic honor society, Alpha Beta Gamma, a national community college honor society for business students, and Epsilon Pi Tau, a national honor society for engineering and technology students.

### ACADEMIC PROBATION

A student remains in good academic standing by maintaining a minimum of a 2.0 grade point average. Beyond that: Any student with less than a 2.0 GPA will be placed on probation or warning or suspension status.

Any student who does not complete 50 percent or more of his/her courses in a semester may be placed on "Progress Probation."

Financial aid academic progress standards require completion of 67 percent of courses attempted.

Students placed on academic probation will be required to have an interview with an advisor and have the approval of the dean of learning and student development or her/his designee before enrolling in further courses. At this interview the dean or her/his designee will set forth the terms of the student's probation. These terms may involve the student carrying a reduced course load or taking specific courses. Although the student will ordinarily have one increment of 12 credits to raise her/his grade point average to a 2.0, this guideline may be waived if the dean or her/his designee determines the student is making substantial progress toward reaching a 2.0 GPA.

Failure to meet the stated terms of the probation will result in suspension. Ordinarily, the student must wait at least one year before applying for re-instatement, subject to the approval of the dean of learning and student development or such persons as (s)he may designate.

Standards of academic progress will be monitored at the end of the fall and spring semesters and probation and academic dismissal letters will be sent shortly after the semester ends.

### **ADDING A COURSE**

Students may add courses through the date shown on the academic calendar, provided there is an opening in the desired class and the student meets prerequisites, if any. After the add period a student must, in addition to the above, obtain written permission from

the instructor and the dean of learning and student development.

### **ALCOHOL AND CONTROLLED SUBSTANCES**

Quinebaug Valley Community College is a "dry" campus and as such all alcoholic beverages are prohibited from the campus with the exception for those events where permission to have alcoholic beverages present is granted by the President.

The manufacture, distribution, sale, use, offer for sale or possession of drug paraphernalia or of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroine, marijuana, or any other substance not chemically distinguishable from them except as authorized by a medical prescription are prohibited from the campus. Refer to the appendix of this handbook for further information.

### **ATTENDANCE**

#### Students

With enrollment in college the student accepts responsibility to take full advantage of the educational opportunity by regular attendance at classes or laboratories. Class participation is a significant component to your education, so regular attendance is important. Each instructor has the responsibility of clearly communicating personal expectations concerning attendance. All students should make note of their instructor(s)' policy on absences. Instructors' attendance policies are stated in their individual course syllabi. Once the instructors' limits have been exceeded, classroom work is very difficult to make up, and the

student and instructor will need to discuss how to proceed. It may not be possible to make up many missed classes. Discuss anticipated absences with instructors to determine potential impact on academic success. In every case of absence, the responsibility for making up work rests with the student.

### Faculty

Faculty absences are posted in or near classrooms when classes are canceled due to illness or other extenuating circumstances. If an instructor is late for class or laboratory, students should extend the courtesy of waiting. Also, check the Blackboard Vista course site for instructor messages, or call the faculty secretary at 412-7229. If an instructor has not arrived within fifteen (15) minutes after the class is scheduled, students should notify the Office of Dean of Learning and Student Development before leaving.

### **QVCC BOOKSTORE**

QVCC operates a Bookstore in Danielson as well as a smaller store at the Willimantic Center that is open during the first few weeks of each semester. The main Danielson Bookstore is located in Room W109. Books can be purchased beginning the week before classes. Bring your course schedule to the Bookstore and a clerk will retrieve all required textbooks for you. Student workbooks or solution manuals are optional and can be purchased at a later date if needed.

The Bookstore also carries all necessary art supplies, as well as clothing, backpacks, and gift items. The Bookstore accepts cash, checks (payable to QVCC Bookstore for exact

amount of purchase only), MasterCard, Visa, and Discover cards.

### **REFUND POLICY**

- Please be sure you have received the correct books before writing in them (not even a name). A book with a name is not eligible for a full refund.
- Original sales receipt is required.
- New books must be in the original packing.
- Software and other shrink-wrapped materials must be unopened.
- NO cash refunds are given. Refunds are mailed to students. Please allow additional time for our Business Office to process.

### **BOOK BUY-BACK**

During finals the Bookstore sponsors a used book buy-back. Prices for books purchased for the buy-back company are determined by supply and demand. Prices for the majority of books purchased by the Bookstore for resale are set at 40% of original price.

### **CAFETERIA IN DANIELSON: "THE CAMPUS GRILL"**

The Cafeteria serves breakfast, lunch, and dinner on Monday through Thursday and breakfast and lunch on Friday.

#### Regular Fall & Spring Semester Hours

Monday - Thursday 8:00 am – 5:00 pm

Friday 8:00 am - 1:00 pm

*Check with us for special exam week hours!*

### **CAMPUS NEWSPAPER: CRAZY RIVER PRESS**

The *Crazy River Press* (CRP) contains news and events at QVCC and local surroundings as well as creative writing and poetry, and is published in

conjunction with student interest and participation. Funding is provided by the Student Government Association.

Working on the CRP offers opportunities for writing, taking and developing pictures, and helping with graphics and layout. Experience is not necessary; training is provided. Typists are needed (for word processing) and course credit may be earned under certain circumstances.

Students who do not have time to work on the paper should consider submitting an occasional article, commentary, letter, photograph, drawing, joke, poem, or any other creative effort. Articles and other submissions should be left in the CRP box in the mailroom. Name and telephone number must be included with all submissions.

### **CAMPUS SAFETY AND SECURITY**

Quinebaug Valley Community College herein complies with the State of Connecticut's Campus Safety Act, Public Act 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. Broader awareness of campus safety issues and procedures at Quinebaug Valley Community College is the first step toward improving the security of students and staff. The *Uniform Campus Crime Report* – is available on the college website. See the appendix for additional information.

#### *Student Safety Responsibilities*

In order to assist the college in its efforts to maintain a safe environment, the college relies on the awareness and involvement of the Faculty, Staff and Student Body. Staff and Students alike must assume responsibility for their own personal safety and the security of

personal property. This can be done by applying some simple, common sense rules such as:

- Lock vehicles when leaving it unattended.
- Do not leave valuable items in vehicles in plain view. Lock them in the trunk.
- When walking to a vehicle, walk with others.
- Have keys ready when returning to vehicle.
- Do not leave belongings unattended.
- Do not give personal information to strangers.
- If a crime is committed, report it to the college at once.
- Other Emergency information is included in the booklet, "QVCC Employee/Student Emergency Guidebook" available for the Dean of Administration's Office.

#### *Security Regulations*

Security is provided evenings, when college is in session, on a contract basis. Currently, hours are 5:30 p.m. to 9:30 p.m. Monday through Thursday, 8:00 a.m. – 4: p.m. on Saturday and additional hours as needed. The State Police, located less than one mile from the campus, also patrol the grounds and respond to emergency calls.

On the Danielson campus, students, faculty, and staff should notify the Dean of Administration or the Dean of Learning and Student Development about situations that might jeopardize safety on campus. At the Willimantic Center, contact the director. All motor vehicle laws and the Connecticut General Statutes will be enforced.

### **PARKING FOR THE WILLIMANTIC CENTER**

Students attending classes in Willimantic must pay attention to parking regulations. Students should use the

Jillson lot, one block south of the Center, which has all-day free parking.

### **CAREER AND EMPLOYMENT SERVICES**

Is it time to find your place in the world? Are you on course? Is your search just beginning or are in the market for a change? If you are looking for information that can help you make decisions about your education and career, contact the Career Services Center at QVCC. An array of services is available to credit and non-credit students and alumni at our Danielson and Willimantic locations. Free services include individualized career testing and advising, assistance with resume development and interview skills and a resume fax service. You will also find job posting boards, newspapers, labor market information and an extensive career library. Stop by to visit. Career and Employment Services is located in room W107 in Danielson. To schedule an individual appointment in Danielson, call 412-7266. To schedule an appointment in Willimantic, call 423-1824 or see the receptionist at the front desk.

### **CASHIER SERVICES**

The Cashier accepts all payments for tuition and fees. Payment can be in the form of cash, check, Visa or MasterCard, Discover card, money order, purchase order, or college payment plan. Hours of operation for the Cashier's office are posted at the beginning of the semester. The College does not provide check-cashing or ATM services.

### **CHANGE OF PERSONAL INFORMATION, PROGRAM, OR ADVISOR**

Students changing name, address, or citizenship are strongly encouraged to notify the College as soon as possible. Some of these changes may be made through your myCommNet account. For others, students should complete a Change of Status form available in the Learning & Student Development Office. Students who wish to change a program of study or advisor should discuss the planned changes with an advisor and complete a Change of Status form.

### **CHILD CARE: STEPPINGSTONES EARLY LEARNING CENTER**

Directors: *Audrey Lombardi & Paula Gamble*

Let us nurture your child while you are at work or in school.

Quality staff with over 45 years of combined teaching experience; flexible schedules available; licensed by the State of Connecticut. Tuition Assistance may be available to you through the Connecticut Department of Social Services (DSS), Childcare Assistance Program. Contact the nearest DSS office for detailed information.

### **CLASS CANCELLATION**

Classes are canceled only as a result of extreme weather conditions or other emergencies and the College notifies the following radio stations as soon as the decision is made: WCTY 97.7FM, WICH 1310AM, WILI 1400AM/FM98.3, WINY 1350AM. All of these stations customarily broadcast notices of school and college closings. It should be pointed out, however, that announcements of schools closing do not refer to the College unless a specific

announcement is made. Also, on the QVCC Homepage, a banner announcement will appear showing the status of classes.

### **CLEP and DANTES**

College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) provides a widely recognized way for Quinebaug Valley Community College students to earn credit for knowledge acquired from a variety of learning experiences. Contact the Learning Center for listing of examinations that may be taken.

#### To Register:

1. Make an appointment for a CLEP or DANTES examination in The Learning Center. **IMPORTANT NOTE:** You may register for only one CLEP or one DANTES examination per appointment.
2. Pick up and fill out an examination form in The Learning Center when making your appointment.
3. Take the form to the Business Office to pay the QVCC test administration fee (\$15.00 for the 2009 academic year). There is an additional and separate fee for the CLEP and DANTES examinations.
4. On the test date, report to The Learning Center. Bring two forms of photo ID. Pay the CLEP or DANTES examination fee according to previously agreed upon payment option. CLEP and DANTES fees change on a cyclical basis, and therefore do not remain static.

Examination dates are by appointment only. **NOTE:** New Fall semester students may take a CLEP or DANTES examination only after November 1<sup>st</sup>. New Spring semester students may take

a CLEP or DANTES examination after April 1<sup>st</sup>.

For more information or assistance, please see the Learning Center Web site at <http://www.qvcc.commnet.edu/lc> or call the Learning Center at 860-412-7284.

### **COMPUTER LAB**

Full access to computer lab services is only available to registered QVCC students. Users are asked to enter and exit the lab through room E188.

#### Computer Lab Hours

Monday -Thursday 8:30 am - 9:15 pm  
Friday – 8:30 am - 3:30 pm  
Saturday – Hours as posted.

#### *General Manners:*

- Students may use the lab according to priority of need. Students not doing academic work may be asked by a lab assistant to give up use of a computer for a student doing academic work. A student may also be asked to move because another student needs to use a computer with specialized programs or a scanner installed on it.
- Keep noise to a minimum. Conversations should be moved to the hallway.
- **No Food or Drink near the computers. Please use designated areas in all rooms for your food and drink.**
- Take all cell phone calls outside the lab. Turn off cell phone ringers.
- Always remember to log off the computer you are sitting at. Not logging off may allow others to access your Banner ID number and personal information.

- **Lab computers may not be used for the viewing of material that may be considered sexually explicit.**
- Be considerate of others using the lab. Clean up after yourself.
- No swearing in the computer lab.
- Do not abuse the computer, keyboard or mouse.
- Bring your own media (USB Flash Drive).
- Use print resources carefully; Limited to 50 pages/day and 2 copy limit per item.

### **CONFIDENTIALITY OF STUDENT RECORDS**

QVCC adheres to the requirements of the Family Educational Rights and Privacy Act of 1974) governing the release of information concerning students. For complete information, contact the Director of Enrollment and Research Services, Antonio Veloso.

### **CREDIT BY EXAMINATION**

Course credit through credit by examination is offered in some courses. Students must register to take examinations in the Learning and Student Development Office. Arrangements to take the examination should be made at the College Learning Center.

### **CREDIT FOR PRIOR LEARNING (NONTRADITIONAL CREDIT)**

Students may seek academic credit for life or work experience. The award of credit depends on whether and the extent to which the student's request relates to his/her QVCC program of study. For further information, contact Scott DeShong, the coordinator, or contact an advisor.

### **DIRECTORY INFORMATION**

The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiter only, telephone listings and, if known, age, level of education and major are also designated as recruiting information. Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information.

If a student does not want directory information released, the student must make the request in writing to the Director of Enrollment and Research Services. A form for this purpose is available in the Learning and Student Development Office.

A student request for non-disclosure of information must be submitted within two weeks of the start of the semester or within one week of the start of a summer session. A request for non-disclosure must be renewed each academic year while the student is enrolled.

### **DISABILITY SERVICES**

Students with disabilities are urged to inquire about services at the time of admission into the college. Disability services personnel will assist qualified students seeking accommodation. Disabilities services personnel are Jim Grimord, Director of Student Support & Transfer, and Christopher Scarborough, Learning Disabilities Specialist, and John Lepore in Willimantic. To discuss the college's service to students with

disabilities, please contact disability services personnel directly. See the appendix of this handbook for Policies for Service to Students with Disabilities at QVCC.

### **DROPPING A COURSE**

Students may drop a course up to the drop date as specified in the academic calendar. To drop a course the student may complete appropriate forms available in the Learning and Student Development Office or drop online through [www.my.comnet.edu](http://www.my.comnet.edu). Unless the dean of learning & student development authorizes a late drop due to extenuating circumstances, late drops will not be permitted. Students who do not complete the withdrawal process will receive an "F" for that course.

### **FACULTY OFFICE HOURS**

Our faculty prides itself on being helpful to you both in and out of class. If you're having a problem in a particular course or if you just want to talk with your instructor, feel free to consult with him or her after class or to make an appointment for some other time. The hours when individual faculty members may be found in their offices are posted on the faculty suites in the first and second floors. A complete listing is available from the faculty secretary in E182.

### **FINANCIAL AID**

The Financial Aid Office at QVCC is committed to reducing economic barriers to higher education. Financial assistance is provided primarily through federal grants, state grants, scholarships, and work-study. Most aid is awarded based upon the student's financial need as assessed by the federal formula.

### Eligibility Requirements

Students must meet the following criteria to be eligible for financial aid: be citizens or eligible non-citizens, be matriculated in an eligible program of study, have received their high school diploma or GED, be registered with selective service if required, not be convicted of a drug-related crime within the last year, not be in default from a previous student loan, and maintain attendance as well as satisfactory academic progress.

Eligible programs include all associate degrees and certificates of 24 credits or more.

### Financial Aid Programs

Programs of Financial Aid described below are subject to change due to Federal, State and local regulations or funding fluctuations.

- *Federal Pell Grant Program*  
These grants, based upon financial need, are intended to be the "foundation" of a financial aid package, and may be combined with other forms of aid to meet the direct cost of education. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree.
- *Federal Supplemental Educational Opportunity Grant (SEOG)*  
This program provides grants to eligible students demonstrating financial need. Preference is given to students with exceptional need.
- *Connecticut Aid for Public College Students (CAPS)*  
State of Connecticut grants are awarded to Connecticut resident students who have serious financial need. Grants range up to the direct

cost of education (tuition, fees, books) per academic year and are based on satisfactory academic progress, financial need and the availability of funds.

- *Community College Grant Program*  
This State program allows for the remission of tax-supported tuition, fees, and cost of books for resident students who demonstrate substantial financial need.
- *Federal College Work-Study Program (FCWS)*  
This program provides college jobs for students with financial need. Students must be enrolled with a minimum of 6 credits each semester. Hours may be arranged to suit a student's academic schedule. (Note: State Work-Study funds are also available.) Any student seeking work-study campus employment should contact the Financial Aid Office.
- *Federal Family Education Loan Program (Stafford Loan)*  
Lending institutions and the federal government jointly sponsor this loan program. Interest rates are variable for new borrowers. Repayment begins six months after the recipient stops attending or graduates from college. Students must apply for grants before pursuing this option. Loan entrance interviews and pre-certification exams are mandatory requirements for borrowing a loan. Students on financial aid probation or students taking remedial courses are not eligible for loans. Other requirements may apply.

*Competitive Scholarships and Awards*  
Scholarships and awards are presented in May each year to continuing and graduating students whose academic

achievement and/or service to the College merit special recognition. Several scholarships are also available for new students who have or will be recently graduating from high school and plan on enrolling at QVCC in the fall. Consult the Financial Aid Office for specific information since availability and eligibility criteria may change from year to year.

There are approximately forty competitive scholarships to which eligible students may apply for award consideration. Applications are available after March 1 each spring semester. Community members and organizations, student organizations, and the Quinebaug Valley Community College Foundation provide funding for these scholarships. A Foundation Scholarship Committee reviews submitted applications in April and select the scholarship recipients. For more information contact the Director of Financial Aid.

#### *Emergency Scholarships*

Quinebaug Valley has two sources of emergency scholarships to aid current students who are experiencing a crisis situation. These scholarships require a written letter outlining the situation from a College faculty or staff member who is aware of the circumstances. Letters should be directed to the Financial Aid Office. All letters and circumstances will remain confidential. Funding is limited for these awards. Current emergency scholarships are available through the QVCC Foundation.

#### *Financial Aid Application Procedure*

The Free Application for Federal Student Aid (FAFSA) can be completed online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or the paper FAFSA is available in the

Learning and Student Development Office. This is the only application necessary to apply for financial aid at QVCC. The financial aid application process must be completed each academic year. The application will remain in effect for both the fall and spring semesters. Students who did not apply for the fall semester may still apply for the spring.

1. New students must complete an application for enrollment to QVCC and be matriculated in an eligible program of study.
2. All financial aid applicants must complete a Free Application for Federal Student Aid (FAFSA). This application can be completed online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
3. Within 3-4 weeks of mailing, students should receive the results from this application in the form of Student Aid Report (SAR). Students who complete the FAFSA online can expect to receive their SAR within one week of filing. The Financial Aid Office will receive the same results electronically, provided the school code is listed. School Code: 010530.
4. Copies of parent and student federal tax returns and other documentation may be necessary at that time to determine eligibility.
5. Students are encouraged to complete the FAFSA as soon as tax information is available to ensure their eligibility before registration. Payment of fees will be required at registration if the financial aid process is incomplete.

Satisfactory Academic Progress Policy

In March 2005 the Connecticut Community Colleges approved a

uniform academic progress standard for all students receiving student financial aid at all of the 12 community colleges. This standard is reflected in the policy statement below and is effective for periods of enrollment beginning with the fall 2005 semester. Questions concerning this policy should be addressed to the director of financial aid services at the attending college.

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

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

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

Earned Credits	Minimum GPA
----------------	-------------

< 15.99            1.50  
> 16.00            2.00

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

#### Return of Title IV Funds

Students who receive federal financial aid and withdraw or stop attending **all** classes are subject to the Return of Title IV Funds calculation. Those students who have completely withdrawn prior to the 60% point in the semester and have received federal funds from loans, Pell grant or FSEOG are subject to a recalculation of their federal awards.

QVCC will calculate the earned portion of such awards based upon the number of calendar days completed vs. the number of calendar days in the semester. Any unearned portion will be returned to the Department of Education.

In addition, the **student must repay the difference**, if any, between the amount of unearned assistance and the amount that the school must return. In most cases, when a student receives Title IV assistance greater than the amount of institutional charges, (s)he will most likely be subject to return some of those funds. However, students who must return grant funds are given an additional consideration: the student's grant repayment is reduced by half.

Students are urged to work closely with an advisor in selecting courses and should consider the demands of work and family when deciding how many credits to take. Regular attendance is required of all financial aid recipients.

Students who never attend their classes will not receive financial aid, even if their application is complete and eligibility was determined.

*Senior citizens* who are Connecticut residents and 62 years of age or older may be eligible to register without paying application, general fees, or tuition charges for courses supported by the General Fund. This applies to all credit courses on a space available basis and is subject to approval by the Board of Trustees for Community Colleges.

#### **FIRE EMERGENCY**

Emergency fire alarms are located in the campus building. Should a fire occur in the building, everyone is to evacuate the premises immediately. Please notify the Learning and Student Development Office or the receptionist at the Willimantic Center of any fire emergency.

#### **FRESH START OPTION**

The Fresh Start Option allows students the opportunity to minimize the effects of previous academic history and to develop a more favorable academic record. With this option, the student will receive credit for courses with a grade of "C-" or better ( $\geq 1.7$  GPA), including "P" (Pass), taken prior to re-admission. While all courses and grades remain on the student's transcript, future calculation of GPA (Grade Point Average) will include only courses taken after re-admission. The student's academic record will carry a notation indicating when the Fresh Start Option went into effect.

Students re-admitted to QVCC are eligible to apply for the Fresh Start Option if:

- They have been re-admitted after an absence of two or more years, and
- They have been suspended from QVCC or have been on academic probation prior to being re-admitted, and
- They have an accumulated GPA of less than 2.0, and
- They apply for the option prior to or within one year of re-admission.

The Fresh Start Option does not apply to completed degrees and certificates.

*The Fresh Start Option may be used only once by the student.* 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. Fresh Start Option forms may be obtained from the Learning and Student Development Office. Submit the application to the dean of learning and student development.

### **GAMBLING POLICY**

Gambling and/or "games of chance" for money are strictly prohibited on campus. Violators shall be subject to College disciplinary action.

### **GRADE REPORTS**

Final grade reports showing the official grades earned by the student in each course are posted on the Web for students at the end of each semester. No grade reports are sent via mail. Students may access their grades on the World Wide Web by logging into: [www.myCommNet.edu](http://www.myCommNet.edu).

### **GRADING SYSTEM**

Letter grades are given to let students know how well they are learning the material in their courses. Each instructor chooses the factors s/he believes are

important in deciding which grade to give (test results, attendance, outside projects, participation in class, etc.). For each letter grade there is a corresponding number of grade points. These are used to get a numerical expression of a student's work. The table below shows the grades and their grade point equivalents:

<b>GRADE</b>	<b>DESCRIPTION</b>	<b>GRADE POINTS</b>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
I	In Progress*	0.0
P	Pass*	0.0
AU	Audit*	0.0
W	Withdrawal*	0.0

*\*not calculated into grade point average*

### **GRADUATION**

Students planning to graduate from QVCC with an associate degree or certificate must complete a Graduation Application by March 1 of the calendar year in which they anticipate graduating. A graduation audit is done on the student's academic file to verify completion of all programmatic and graduation requirements. The student will receive a graduation audit update apprising her/him of remaining requirements to be met. Students may track their progress to degree by using the Degree Evaluation feature in [myCommnet.edu](http://myCommnet.edu).

## **GRIEVANCES**

Students sometimes wish to express a grievance or appeal a decision affecting their progress at the college, in particular, a course grade, academic probation, or dismissal. QVCC aspires to the spirit of fairness and to resolution of problems resulting from decisions which seem unjust. In many situations, a lack of information causes the problem. Therefore, direct appeals are usually most effective. A grade should be discussed first with the faculty member involved. In those instances where this recourse fails to settle the question, the case should be taken to the dean of learning and student development of the College. The dean may also be contacted to discuss the appropriateness of an appeal of grievance. Appeals regarding academic probation or suspension should be made directly to the dean. The ultimate authority within the College for resolving appeals rests with the president. For complete information refer to the grievance policy in this handbook under the Policy on Student Rights, Section 2.

## **HONOR SOCIETIES**

The College has three national honor societies to recognize students who have achieved outstanding academic records. *Alpha Beta Gamma* is the national business honor society for two-year colleges. *Phi Theta Kappa* is the national honor society for all students in two-year colleges. *Epsilon Pi Tau* is the international honor society for professionals in Technology. Eligibility requirements and membership information is available from the faculty advisors.

## **INSPECTING AND REVIEWING STUDENT EDUCATIONAL RECORDS**

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 received a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend records that they believe are inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of this 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Quinebaug Valley Community College to comply with the requirements of FERPA.

## **LEARNING CENTER**

The Learning Center provides a variety of academic support services to

students and faculty. The Center is staffed with professionals and qualified trained students who offer tutoring support on a one-to-one or a group basis. The Learning Center provides computer assistance accessing the Internet, support with the online Blackboard environment, eTutoring, and Plato software which is used to enhance math comprehension. Students can receive help with basic computer skills, as well as tutoring in a variety of subjects. Basic skills assessment takes place in the Learning Center; students should contact the Learning Center for further information.

### Learning Center Hours, during semester:

Monday – Thursday, 9:00 am - 8:30 pm  
Friday, 9:00 am – 2:00 pm  
Saturday, 10:30 am - 2:30 pm

Learning Center hours change in summer, and when classes are not in session.

Tutoring, basic skills assessment, and other support services are provided at the Willimantic Center in the Library Learning Center. The Library Learning Center is open during the semester according to the following schedule.

### Public Service Hours During the Semester in Willimantic

Monday – Thursday 9:00 am – 8:30 pm  
Friday 9:00 am – 2:00 pm

## **LIBRARY**

The QVCC Library in Danielson provides a range of information resources and services to the college community. The library collection includes more than 34,000 books, ebooks, and DVDs, and 135 periodical

subscriptions. Interlibrary loan service extends the collection to libraries across the state and nation. Electronic resources include 40 computers, including both PCs and iMacs; an on-line catalog; more than 40 online databases, electronic books; e-reference books; and Internet access.

The Library has an active instruction program, teaching information literacy skills to classes as well as individual students. The Library's media department provides comprehensive media support for college programs and classes and the Library webmaster creates and maintains library and academic web pages for the College. A branch library is maintained and staffed at the Willimantic Center. The QV Danielson Library is a community resource, serving QVCC and all residents of northeastern Connecticut.

For more information or assistance, please see the Library Web site at <http://www.qvcc.commnet.edu/library> or call the Library at 860-412-7272

Danielson Library Hours, during semester:

Monday-Thursday, 9:00 am - 8:30 pm

Friday, 9:00 am - 2:00 pm

Saturday, 10:30 am - 2:30 pm

*Library hours change in summer and when classes are not in session.*

The Willimantic Center Library Learning Center offers identical access to the QVCC online catalog, online and databases, and the Internet. In addition to electronic resources, the Library Learning Center contains reference books, circulating books, periodicals, and local newspapers. A library learning center assistant provides

research and tutoring services, and a reference librarian is on-site each week during posted hours. Additional reference help is available from library staff at the Danielson campus, via telephone, e-mail, or by appointment. The Library Learning Center is open the same hours as the Willimantic Center.

### **MEDICAL ASSISTANT ASSOCIATION**

The Quinebaug Valley Medical Assistant Association (QVMAA) is for students enrolled in the Medical Assisting program and welcomes new members at any time. This group is a chapter of the American Association of Medical Assistants-Windham County. For more information contact Cheri Goretti, Program Coordinator for Medical Assisting.

### **MILITARY CREDIT**

You may be able to receive credit for military experience or course work. See the admissions director for further information.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of Quinebaug Valley Community College that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

David Bull, Dean of Administrative Services, serves as Coordinator of Title VI, Title IX, and Section 504. He may be contacted at (860) 412-7381. Jerry Blazek, Affirmative Action Officer, may be contacted at (860) 412-7351.

### **PASS/FAIL OPTION**

Upon verification of eligibility by Learning and Student Development, a student in good standing may elect to take no more than 3 out of 12 consecutive credited semester hours under a Pass/Fail option. Under this option performance in courses is evaluated simply in terms of the normal grading scale. While "Pass" evaluations do not affect the grade point average, "Fail" evaluations carry the same negative impact as normally graded course "F" grades do. The Pass/Fail grade does, however, affect a student's satisfactory progress at the College. Only courses numbered 100 or higher may be eligible for this option. Courses considered "developmental" preparation for college level work are not eligible for the pass/fail option.

The final date in each semester by which a student must exercise the Pass/Fail option is the same as that listed in the academic calendar for withdrawing from a course. To exercise the Pass/Fail option, the student must complete appropriate forms available in the Learning and Student Development Office. This decision is not reversible to the normal grading pattern, and students are cautioned that credits earned in this way are not guaranteed transferable to another college.

### **PETS**

With the exception of trained assistance animals, pets are not permitted on College grounds and facilities.

### **RECOGNITION OF STUDENT CLUBS OR ORGANIZATIONS**

Student groups seeking recognition by the College must be recognized by the Student Government Association and then registered with the Office of Co-

curricular Programming and Student Activities. Only recognized student organizations may use the name, sponsorship, and facilities of the College. For specific information on how to organize a student group, contact the Coordinator of Co-curricular Programming and Student Activities at 412-7223 or stop in to Room C150.

### **REGISTERED SEX OFFENDERS**

Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Connecticut Department of Public Safety (COPS) State of Connecticut Sex Offender Registry Board, at their website: [http://www.state.ct.us/dps/sex\\_offender\\_registry.htm](http://www.state.ct.us/dps/sex_offender_registry.htm)

### **REPEATING COURSES**

Students are permitted to repeat a course. The original grade for a repeated course remains on the record. The highest grade value for the repeated course is used to determine credits earned and calculated in the GPA.

### **SEXUAL ASSAULT**

The college views any act identified as sexual assault as a serious matter. Every member of the college community should be aware that all sexual assaults are prohibited by state law and by college protocol. More in depth information can be found on page 13, section XII of the Clery report.

### **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 favours, 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.

### **SMOKING**

Quinebaug Valley Community College is a smoke-free college, both in Danielson and Willimantic. No smoking is allowed in the buildings, and is allowed outdoors only at designated sites.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) funds activities and promotes the formation of student organizations to enhance the social, intellectual, and personal well-being of fellow students. The SGA acts as a liaison between students, faculty, and administration. The SGA has a box in the mailroom and welcomes student participation at bi-weekly meetings. Notices about meetings are posted on the lobby bulletin board on both campuses.

### **STUDENT IDENTIFICATION CARD**

A student ID card will be issued to all students. The ID card can be used for various campus activities and for secure discounts at various off-campus businesses and events. Stop into the Learning Center at either campus for information about a student ID.

### **STUDENT INSURANCE**

All students are automatically covered by a school-time only accident insurance plan. They are eligible to subscribe to the optional 24-hour accident and sickness plan. Students may enroll their dependents in the optional accident and sickness plan.

Brochures and enrollment cards detailing both automatic and optional coverage are available in the Business

Office in Danielson and at the front desk in Willimantic, as well as from United Healthcare Student Resources (select Connecticut Community-Technical Colleges).

### **STUDENT RIGHTS**

#### **Policy on Student Rights**

#### **Section 1: Rights of Students**

It is the policy of the Board of Trustees of Community-Technical colleges that the educational offerings of the Community Colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental 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 system will not discriminate against any person on the grounds of political beliefs or veteran status. Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance

professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications. Community College students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

## **Section 2: Student Grievance Procedure**

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

2. *How to file a grievance:* A grievance is to be submitted in writing to the dean of learning and student development or such other college official as the president may designate (hereinafter, the dean), 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 learning and student development shall investigate the

grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:

- a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
- b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college's affirmative action person during the course of the investigation.
- c. In the case of a grievance against a dean, the grievance shall be filed with the president.

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

4. *Advisory Committee:* The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The

president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

### **Section 3: Review of Academic Standing**

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

1. *The grade or academic decision* affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
  
2. *If the matter is not satisfactorily adjusted* within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the dean of learning and student development by filing a written appeal. The appeal must be filed with the dean within thirty calendar days of the student's awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. *The dean of learning and student development or other designated official(s) shall afford review* as provided below. The president may designate an official or an academic appeals

committee to provide review at this step in lieu of the dean.

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

4. *The foregoing decision may be appealed to the president* by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.

5. *The time frames* provided herein may be modified by the president for good cause shown.

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

**Policy on Student Conduct**  
**Section 1: Student Conduct**  
**Philosophy**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference. This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors. This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

**Section 2: Application of the Student Conduct Policy**

This Policy applies to student conduct on campus and on other property or

facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community. Conduct on or off College premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy. Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this Policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee. For purposes of the Policy on Student Conduct, a —student is any person who has registered for at least one (1) course, credit or non-credit, at the College. Student status continues in effect for two (2) calendar years after the conclusion of the last course in which the student was registered, unless the student has formally withdrawn from the College, graduated or been expelled.

**Section 3: Expectations for Student Conduct**

Consistent with the Student Conduct Philosophy set forth in Section 1 of this Policy, students are expected to:

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;

2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to:

- a. cheating on an examination,
- b. collaborating with others in work to be presented, contrary to the stated rules of the course,
- c. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own,
- d. stealing or having unauthorized access to examination or course materials,
- e. falsifying records or laboratory or other data,
- f. submitting, if contrary to the rules of a course, work previously presented in another course, and
- g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;

3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to

damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;

4. Demonstrate respect for others by:

- a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
- b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
- c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs;

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);

6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record;

7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;

8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or

dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;

9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;

10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;

11. Conduct oneself in a civil and respectful manner, both within and outside the College. Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

#### **Section 4: 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 3 of this Policy. 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, including but 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 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy 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.

#### **Section 5: Procedures**

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) 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) business 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 3 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 3 of this Policy 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 3 of this Policy 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 3 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 a writing, which must be received by 5:00pm 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) business 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 a non lawyer advisor. 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 in his or her behalf; and

f. to receive a written decision following the hearing.

(See Section 6 for additional procedures regarding sexual misconduct.)

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.

#### **Section 6: Additional Hearing Procedures for Sexual Misconduct Cases**

In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and

b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

#### **Section 7: Miscellaneous**

The written decision resulting from an administrative conference or a hearing under this Policy 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). While student educational 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 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 College records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment. Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

### **Section 8: Publication of Student Conduct Policy**

This Policy shall be published in College catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the Policy.

### **Section 9: Policy Review**

Five years following adoption of this Policy, and as often thereafter as the Chancellor shall deem appropriate, the Chancellor shall designate a committee to review the Policy on Student Conduct, as necessary.

### **TRAFFIC REGULATIONS**

Parking is permitted in designated areas only. Restrictions will be enforced. Parking areas are for bona fide campus

visitors. See the Dean of Administrative Services if a temporary handicapped permit is required. The speed limits on all campus roads and parking areas will be enforced as posted.

### **TRANSCRIPTS**

Official transcripts of college work will be mailed directly to educational institutions or prospective employers upon application to the registrar. Transcripts issued to students are classified "unofficial." Students may access their "unofficial" academic records and grades on the web at [www.my.comnet.edu](http://www.my.comnet.edu). Effective July 1, 2008, there is no charge for official transcripts. Ordinarily, five working days must be allowed for processing and mailing.

Please send transcript requests/forms to:

Records Office - Transcript Request  
Quinebaug Valley Community College  
742 Upper Maple Street  
Danielson, CT 06239

If writing a letter, include the following:

- Your name (please print for legibility)
- Your social security number and BANNER ID (if known)
- Dates of attendance and/or graduation date
- Name and address of where you wish transcript be sent (include a specific person or office if going to an agency or college)
- Number of transcripts to be sent
- Please provide your current address so we can update your record and have the current address printed on the transcript.

- Sign your request. Your original signature is required to release your transcript.

We can also send you a transfer request form. We do not accept e-mail, fax, or phone requests for transcripts. Current students may use myCommNet.edu to request transcripts.

### **VETERANS EDUCATIONAL BENEFITS**

Veterans, some spouses, and children of deceased or disabled veterans and current members of the Selected Reserves may be eligible for educational benefits.

To receive and maintain monthly benefits:

1. Complete the process for enrollment to QVCC. Matriculate into a VA approved program of study. Provide an official transcript of all previous college credits that apply to your QVCC program of study.
2. Submit a Certificate of Eligibility to the QVCC Financial Aid/Veterans Affairs Office.
3. Meet with an academic advisor each semester to be sure that all courses being registered for are required for your agreed plan of study. Only courses pertaining to the major are certifiable.
4. Bring a signed copy of the program curriculum sheet to the QVCC FA/VA Office.
5. Register with the QVCC FA/VA Office each semester to continue benefits.
6. Verify attendance twice per semester by returning Monthly Certification Forms (MCF).

7. Notify the QVCC FA/VA Office of any change of program or change in credits during the semester.
8. Maintain satisfactory academic progress.

Check with our Financial Aid/Veterans Affairs Office for further information.

Updated information regarding educational assistance and benefits can be found on the Internet at [www.gibill.va.gov](http://www.gibill.va.gov)

### **WEAPONS POLICY**

The policy provided herein applies to all Quinebaug Valley Community College faculty, staff, students, visitors and contracted services. The weapons policy applies to both the Danielson campus and the Willimantic Center and offsite activities sponsored by Quinebaug Valley Community College.

To protect the Quinebaug Valley Community College community from the threat of violent acts, all weapons concealed or otherwise are prohibited on all owned or leased properties of QVCC with the exception of those carried by on duty law enforcement officials according to Connecticut State law.

The carrying of any weapon about the person of any individual with the exception of on duty law enforcement officials as cited in the policy portion of this procedure is prohibited. Weapons are defined as follows:

Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, razor slingshot, spring stick, metal knuckles,

blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chuhka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.

Due to the risk of being identified as a real weapon, any item which looks like a weapon in appearance and which is utilized for any purpose on QVCC property must be reported to and approved by the College administration prior to being used in any activity. Examples of these activities include but are not limited to plays, class presentations and Student Government events.

### **WILLIMANTIC CENTER**

The Willimantic Center has 10 classrooms, state-of-the-art computer labs, a library, lounge, learning center, offices, and a small bookstore. Many credit and credit-free courses are offered. The Willimantic Center, a smoke-free building, is conveniently located right along the public transportation line. For more information on Willimantic Center offerings, call 423-1824 or 423-4491.

### Hours of Operation

The Willimantic Center has limited coverage. Normal office hours are 8:30 am to 4:30 pm, Monday through Friday, while classes are **not** in session. During semesters, evening hours extend to 9:30 pm on the nights when evening classes are scheduled. On these nights, ***the building closes promptly at the scheduled time.*** Please keep in mind

that the computer lab closes half an hour before the building to allow for proper shut down. Unless otherwise specified, the Willimantic Center and the Danielson Campus follow the same academic calendar.

### **WITHDRAWING FROM COLLEGE**

There are a number of reasons why students may find it necessary to withdraw from the College at any time during the semester. Such an important decision should be given careful consideration and reviewed with an advisor and with the Financial Aid Office if they are receiving financial aid. It is in the students' best interest to have a personal interview before withdrawing.

Students are encouraged to complete the withdrawal process through myCommNet.edu or by written notification. The form is available through the Learning and Student Development Office or the Willimantic Center front desk. A student may also submit a signed letter indicating their desire to withdraw from all courses. Students may also complete the withdrawal process orally by calling the Learning and Student Development Office and speaking with the appropriate staff person. The student will be asked for information to verify that the caller is the student. Students completing the withdrawal from the College orally are encouraged to submit a follow up verification in writing. Students who do not complete the withdrawal process will receive an "F" in each course for which they are registered.



## APPENDIX

### CAMPUS CRIME REPORT - 2007 STATISTICS

*Reporting Period Jan. 1 - Dec. 31, 2007  
Report Issued December 15, 2008*

The U.S. Congress enacted the Student Right-to-Know and Campus Security Act into Law in November 1990. Title II of this act is known as the Crime Awareness and Campus Security Act, and has been subsequently amended several times. It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures, and to provide statistics concerning certain crimes that occurred on campus. QVCC will comply with the requirements of the Act by preparing, publishing and distributing policy statements supportive to the theme, goals, and intent of the Act. The entire report can be found on our website [www.qvcc.commnet.edu](http://www.qvcc.commnet.edu). Paper copies can be found in the dean of administration's office as well as the dean of learning and student development's office, and the library.

1 The following is the statistical report for crime on the campus of Quinebaug Valley Community College for 2007. The crime rate is derived by dividing the number of incidents reported by the total number of FTE (Full Time Equivalent) students and employees for the same calendar period. The total FTE students and employees for 2007 was 1093.

<u>CRIME CATEGORY</u>	<u>#INCIDENTS</u>	<u>CRIME RATE</u>
Murder/Non-negligent homicide	0	0
Forcible Rape*	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Larceny		.0018
Motor Vehicle Theft	0	.0009
Arson	0	0

\*Sexual Assault in the 1st degree

### DRUGS AND ALCOHOL IN THE COMMUNITY COLLEGES

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

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

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

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

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

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the

consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

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

(Adopted November 20, 1989)  
**State and Federal Legal Sanctions  
Concerning Drugs and Alcohol  
Drugs**

Connecticut

Connecticut statutes cover a wide range of drug offenses, including the offer, the sale, the possession with intent to sell, the gift, and the mere possession of various types of drugs (Connecticut General Statutes, Section 21a-277, 278, 279). Among other provisions, the state laws create the following mandatory minimum prison sentences for first-time offenders who are not drug-dependent persons:

- Five years for the manufacture or sale, or possession with intent to sell, of one ounce or more of heroin, methadone, or cocaine (including Crack), or one-half gram or more of cocaine in a freebase form, or five milligrams or more of LSD;
- Five years for the manufacture or sale, or possession with intent to sell, of any narcotic, hallucinogenic or amphetamine-type substance, or one kilogram or more of a cannabis-type substance (which includes marijuana);
- Five years for the offer or gift of any of the above drugs in the respective amounts.

Conviction for the possession of drugs carries no mandatory minimum sentence but the following maximum sentences do exist for first time offenders:

- Seven years or \$50,000 or both for possession of any quantity of a narcotic, including cocaine and Crack, morphine, or heroin;
- Five years or \$2,000 or both for possession of any quantity of a hallucinogen (such as LSD or

peyote) or four ounces or more of a cannabis-type substance (which includes marijuana);

- One year or \$1,000 or both for possession of less than four ounces of a cannabis-type substance, or any quantity of a controlled drug, such as amphetamines or barbiturates.

Actual sentences depend on the severity and the circumstances of the offense and the character and background of the offender.

Federal

Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances") (Controlled Substances Act, 21 U.S.C. 841, 843[b], 844, 845, 846 [1988]). The law sets the following sentences for first-time offenders:

- A minimum of ten years and a maximum of life imprisonment or \$2,000,000 for the knowing or intentional manufacture, sale, or possession with intent to sell large amounts of any narcotic, including heroin, morphine, or cocaine (which includes Crack), or of phencyclidine (PCP), or of LSD, or of marijuana (1,000 kilograms or more);
- A minimum of five years and maximum of forty years or \$2,000,000 or both for similar actions involving smaller amounts of any narcotic, including heroin, morphine, or cocaine (which includes Crack), or phencyclidine (PCP), or of LSD, or of marijuana (100 kilograms or more);
- A maximum of five years or \$250,000 or both for similar actions involving smaller amounts of marijuana (less than 50 kilograms), hashish, hashish oil, PCP or LSD, or

any amounts of amphetamines, barbiturates, and other controlled stimulants and depressives;

- Four years or \$30,000 or both for using the mail, telephone, radio, or any public or private means of communication to commit acts that violate the laws against the manufacture, sale, and possession of drugs;
- One year or \$1,000 or both for possession of any controlled substance. (The gift of a "small amount" of marijuana is subject to the penalties for simple possession.)

### General

Penalties may be doubled when a person at least 18 years old (1) distributes a controlled substance to a person under 21 years of age (a term of imprisonment for this offense shall be not less than one year) and/or distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary, vocational, or secondary school, or a public or private college. Any attempt or conspiracy to commit one of the above federal offenses, even if unsuccessful, is punishable by the same sentence prescribed for that offense. A first-time offender may receive only probation and later have the charge dismissed. Although in some cases the federal penalties seem somewhat lighter, it is not possible to trade a state charge for a federal one.

### Alcohol

Connecticut General Statutes Section 30-89(a) makes it unlawful for a minor under the age of 21 to purchase or attempt to purchase or to make a false

statement in connections with the attempted purchase of alcohol. The sanction is a fine of \$200 - \$500. Connecticut General Statutes Section 30-89(b) makes it unlawful for a minor to possess alcohol on a street, highway, or public place. The fine ranges from \$200 - \$500.

### Health Risks Of Use Of Illicit Drug And Alcohol Abuse

Substance abuse and drug dependency are the leading cause of preventable illness, disability, and death in the United States today, estimated to afflict more than 25 million Americans. These numbers increase dramatically when the families of substance abusers and those injured or killed by intoxicated drivers or in drug-related accidents are included. While alcoholism may develop in anyone, it is more prevalent in people with a family history of alcoholism and tends to first appear between the ages of 20 and 40.

### Alcohol

Alcohol is a depressant which may have profound psychological, biological, and societal effects. Short term effects of its abuse can include depression, gastritis, liver disease, erratic behavior, automobile accidents, and violence. Chronic abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur as a complication of one of these chronic problems or secondarily to alcohol intoxication (by poisoning, aspiration, or as the result of an accident while driving). Children born to mothers who abuse alcohol during pregnancy may have low birth weight and a variety of developmental problems.

Alcoholism is a disorder that affects more than 18 million people directly and another 56 million indirectly. It is usually characterized by one of three different patterns: (1) regular daily intoxication, (2) drinking large amounts of alcohol at specific times, or (3) periods of sobriety interspersed by periods of heavy daily drinking. It is usually progressive and physical dependence can develop; if this happens, serious and sometimes life-threatening symptoms can follow its withdrawal.

### Marijuana (Cannabis)

Marijuana is the most commonly used illicit drugs in the United States. Physical consequences, which vary with frequency, duration, and quantity of use, include impairment of short-term memory, concentration, judgment, perception, and fine motor skills, increasing the risk of machinery or motor vehicle accidents for four to six hours after use. Memory impairment may continue for three to six months, since the active chemical in marijuana (THC) remains stored in body fat cells long after use.

Marijuana use can produce chronic anxiety, depression, and paranoid feelings. It can also significantly increase underlying emotional problems. Frequent and continuing use by children and young adults may have long-term developmental consequences related to lack of motivation, apathy, and difficulty managing stress and responsibilities and planning for the future. The children of women who use marijuana while pregnant may be at a higher risk for birth defects.

### Hallucinogens

This category includes such drugs as LSD (Acid), mescaline, and peyote,

which cause illusions, hallucinations, and impaired perception of time and space. PCP (Angel Dust) and Ecstasy are referred to in this category because they are potent drugs that have mind-altering effects, impairing perception and thinking, although they rarely cause hallucinations in the true sense. Hallucinogens can produce a "bad trip" with anxiety, hallucinations, and paranoia leading to impulsive behavior; the person can later be subject to flashbacks, which are recurrences of the "bad trip" without taking the drug again. Psychosis and permanently-impaired thinking may result from long-term use.

### Cocaine

The use of cocaine, also known as Coke, C., Lady, and Snow, has risen dramatically in the United States. It is a white powder that is snorted, injected, or smoked freebase or as Crack (Rock), which is a crystalline form of cocaine with a small white rock-like appearance. Crack produces the most intense cocaine high, and addiction can occur after using it only once or twice. (Speedballs are cocaine mixed with heroin, a particularly dangerous combination.) Cocaine highs produce the feeling of extreme happiness, a sense of unlimited power and energy; however, the symptoms include high blood pressure and heart palpitations. A crash follows the high and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use such as heart attacks (even in young people), seizures, and strokes. The psychological effects include violence, paranoia, and personality changes, as well as depression, anxiety, and confusion. Miscarriages and stillbirths can occur as a result of its use

by pregnant women. Their babies, born addicted to cocaine, may suffer neurological damage which produces irritability, unresponsiveness, and serious developmental problems; they may have malformed kidneys and genitals, heart attacks, and strokes. Injecting cocaine with shared or infected needles plays a significant role in the spread of AIDS and hepatitis. Cocaine addiction controls all aspects of the user's life, affects the lives of their families and friends, and occurs in people of all ages, classes, and educational levels.

#### Amphetamines and Other Stimulants

In addition to cocaine, many other drugs stimulate the nervous system and are very addictive. Dexedrine (in diet pills) is sometimes prescribed by a doctor, but it is now seldom used as a legitimate medicine. Street drugs include Ecstasy and Ice (a smokable amphetamine which is very potent and has long-lasting and devastating effects). The health risks are similar to those described with cocaine use.

#### Narcotics (including Heroin)

Narcotics, most of which are opiates, are strong pain-relievers available only through a doctor's prescription. (Most nonprescriptive pain relievers, such as aspirin, Tylenol, Motrin, and Nuprin are mild and not considered addictive). Narcotics include morphine, codeine, Tylenol No. 3, Darvon, Darvocet, Percocet, Percodan, Demerol, and certain prescription cough medicines. They differ from the nonprescriptive pain relievers in their potential for abuse and dependence. They may be safely used under close medical supervision for a limited time; however, addiction may occur and the user may continue the

drug when the pain has stopped. Tolerance for the drug is shown by an increase in the amount necessary to relieve pain; this is progressive and leads to craving or need for larger and larger doses, without which the person becomes extremely uncomfortable and even physically ill. The time may come when the user "needs" such a large dose that it is poisonous or lethal, and coma, suffocation, and death may occur.

Although heroin is not available by prescription, it is chemically in the same family and the course of its problem is similar to that of the other narcotics. Its use is mainly by injection, which carries the additional medical dangers of AIDS and hepatitis through the use of unclean needles and syringes.

#### Sedatives and Tranquilizers

Barbiturates and benzodiazepines are two of the most commonly used groups of sedatives and tranquilizers. Barbiturates such as phenobarbital, seconal, and amytal are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by the benzodiazepines for the relief of anxiety and insomnia. Benzodiazepines include such drugs as Valium, Librium, Atavan, Xanax, Dalmane, Halcion, and Restoril. While safe and effective in moderate doses for short periods (weeks), all have a potential for physical and psychological dependence if used at higher doses for longer periods of time. They are frequently abused by adults who become dependent on them because of their anti-anxiety effects. Other tranquilizers which may be abused include methaqualone (quaaludes), Dorden, and Equanil.

Intoxication may occur with benzodiazepines and resembles alcoholic drunkenness, including drowsiness, slurred speech, unsteady gait, and lack of coordination. When taken with alcohol, the effects of sedatives and tranquilizers can lead to coma and even death. Withdrawal resembles alcohol withdrawal and occurs within hours to days of stopping the drug. Once a person is addicted, a doctor should supervise a plan of gradual withdrawal to lessen the serious effects.

#### Impact of Substance Abuse on Families

Families are often seriously affected on many levels by a substance-abusing family member. As a very direct physiological consequence, babies of alcohol and drug abusing mothers have low birth weight and may have a variety of developmental problems, including serious disabilities. Abusers are often unable to hold a job; they may steal from relatives to support their dependence. In many cases, substance abuse leads to neglect or violence. There are many emotional effects on the functioning of individual members and the family as a whole. Family members may actively deny the problem, may become symptomatic in an effort to deflect the attention from the substance abuser, or may take over the abuser's responsibilities at home or work. Very often the family's intervention with the user and his or her problem is an essential step which encourages the abuser to seek treatment. Support groups for family members such as Al-Anon or COC-Anon as well as family therapy can provide needed help to families as they struggle with the destructive effects of the user's addictions.

#### ADULT CHILDREN OF ALCOHOLICS (ACOA), ALCOHOLICS ANONYMOUS (AA), AL-ANON

ACOA, AA, and AL-ANON meetings can be arranged at the College upon request.

### **POLICIES FOR SERVICE TO STUDENTS WITH DISABILITIES AT QUINEBAUG VALLEY COMMUNITY COLLEGE**

#### **Statement of Purpose**

Quinebaug Valley Community College (QVCC) is committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities. To this end, QVCC seeks to ensure that no qualified person is excluded from participation in, is denied the benefit of, or otherwise is subjected to discrimination in any of its programs, services, or activities. Achieving full participation and integration of people with disabilities requires the full cooperation and effort of all QVCC faculty and staff. To this end, the College will strive to maintain excellence in its services and to deliver those services equitably and effectively.

#### **Definition of Important Terms Disability**

A student's assurance of equal educational opportunity rests upon foundations of federal law, specifically the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activity, such as walking, seeing, hearing, speaking or learning.

## Qualified

A qualified individual with a disability is a person with a disability who meets essential academic and technical standards for acceptance and participation in the College and its programs with or without reasonable modifications, auxiliary aids and services, or removal of barriers.

## How to Access Services

1. New Students: No questions regarding disabilities appear on the application for admission to QVCC. In the admission process, self-disclosure of a disability is voluntary. The disclosure process must be initiated by the applicant; it cannot be initiated by an advocate (e.g. a parent, school, or community organization ). A *Self-Disclosure Form for Students with Disabilities* is sent with the application packet and provides details about the disclosure process. The completed form must be delivered or mailed (not faxed or e-mailed) to the Learning Support Services Assistant in the Learning Center. When the form is received, the College will send a letter inviting the student to set up an appointment to talk with a disability service provider. The student will be provided with a copy of the Policies for Service to Students with Disabilities. This document is available in various formats and on the College's web site [www.commnet.edu/qvcc/home.html](http://www.commnet.edu/qvcc/home.html).

Continuing Students: If the student with a disability did not self-disclose upon application and wishes to do so subsequently, the student must initiate the self-disclosure process that leads to the College's

recognition of the student's disability. The process cannot be initiated by an advocate (e.g. a parent, school, or community organization). It is the student's responsibility to disclose his/her disability to the College. The student must fill out and sign a *Self-Disclosure Form for Students with Disabilities*. The form is available through the Learning and Student Development Office, the Learning Center, the Community and Professional Learning Office, the Willimantic Center, and on the College's web site. The signed form must be delivered or mailed (not faxed or e-mailed) to the Learning Support Services Assistant in the Learning Center. When the form is received, the College will send a letter inviting the student to set up an appointment to talk with a disability service provider. The student will be provided with a copy of the Policies for Service to Students with Disabilities. The document is available in various formats and on the College's web site [www.qvctc.commnet.edu/home.html](http://www.qvctc.commnet.edu/home.html)

2. If the student is seeking accommodations, it is the student's responsibility to provide appropriate and adequate documentation of disability that includes a current, comprehensive medical, psychological, psycho-educational, neuropsychological or other diagnostic evaluation of the disability and an evaluation of the impact of the disability on the individual in a college setting. Guidelines for documentation of a disability are provided in detail below.

3. While no qualified student will be denied appropriate auxiliary aids or service, such support need not be immediately available at all times. In order to ensure sufficient time to make provision for aids or service, it is the student's responsibility to request accommodation in a timely manner, following appropriate procedures. Generally, lead-time of three weeks is minimum, with some types of accommodation requiring more. If a request is submitted with less than the minimum time needed to accommodate the request, Learning Services personnel will make a reasonable attempt to provide accommodation but cannot guarantee that the request will be met without delay or substitution.

### **Guidelines for Documentation of a Disability**

Documentation should include:

1. **A diagnostic statement identifying the disability, date of current diagnostic evaluation, and the date of the original diagnosis.**  
The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services, and/or the current editions of either the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD) are the recommended diagnostic taxonomies.
2. **A description of the diagnostic criteria and or diagnostic test(s) used. This description should**

**include the specific results of diagnostic procedures, diagnostic tests used, and when administered.** When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available, the mean, standard deviation, and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standard evaluations should be described in enough detail to enable an understanding of their role and significance in the diagnostic process.

3. **A current description of the functional impact of the disability.**  
The current functional impact on physical, cognitive, and behavioral abilities should be described either explicitly or through the provision of specific results from the diagnostic procedures. Currency is critical to the applicability of disability information to the context of the request for accommodations.
4. **Medications, treatments, assistive devices/services currently in use or prescribed.** A description of all steps taken to ameliorate the impact of the disability and their estimated effectiveness should be noted. Included also should be significant side effects that may impact physical, perceptual, behavioral, or cognitive performance.

5. **A description of the expected progression or stability of the disability over time.** This description should provide an estimate of the change in functional limitations of the disability over time and/or recommendations concerning the predictable need for re-evaluation.
6. **The credentials of the diagnosing professional(s).** Provide the name, title, and credentials (e.g. licensure or certification) of the individual(s) conducting the evaluation.
7. **Suggestions for accommodations from professionals with a history of working with the individual.** It is valuable to have the suggestions of practitioners regarding accommodations, and such information will be given consideration. Recommendations for specific accommodations, adaptive devices, and/or assistive services that may ameliorate the functional impact of the disability and provide fuller access would be helpful in the review process. However, Learning Services professionals working with students with disabilities will determine appropriate accommodations on a case-by-case basis, based on the specific needs of the individual student.

Whenever possible, documentation of disability should be received directly from the diagnosing professional(s).

### **Student Responsibilities**

Students with disabilities are responsible for utilizing their accommodations, aids, and services as effectively as possible. Student abuse

of these may result in loss of access to the accommodation, aid, or service being abused. For example, in-class support services are not a substitute for class attendance. Therefore, generally, students must attend classes on a regular basis or risk having such services curtailed or altered.

Because course requirements and learning environments vary, students with disabilities are responsible for discussing their needs each semester with disability service providers and with their instructors. Students are responsible for notifying their disability service providers of any problems associated with accommodations as early as possible.

All QVCC students are held to standards of behavior outlined in the Student Handbook and in the handbooks for the specific curricula or programs of study in which they are enrolled. Failure to adhere to these standards will result in the student being referred to the appropriate college official for disciplinary action.

### **Confidentiality of Disability Records**

Quinebaug Valley Community College recognizes the highly confidential nature of disability-related information and shares this information with college personnel only on a "need-to-know" basis, except where disclosure is required by law or authorized by the student. Disability-related information is kept in separate, secure files with limited access.

### **Disability Service Providers within the Learning Services Department of QVCC**

The Director of Learning Services or the Learning Specialist shall make appropriate determination of reasonable accommodations for students based upon documentation provided. The authority to make such decisions on behalf of the institution has been assigned by the President of the College. Contact the individuals listed below to discuss QVCC's services to students with disabilities:

Jim Grimord, Director of Learning Support & Transfer (e-mail address: jgrimord@qvcc.commnet.edu)

Christopher Scarborough, Learning Disabilities Specialist (e-mail address: cscarborough@qvcc.commnet.edu)

Quinebaug Valley Community College  
742 Upper Maple Street  
Danielson, CT 06239  
Phone: (860) 412-7200  
FAX: (860) 412-7222

or

Quinebaug Valley Community College  
John Lepore  
Willimantic Center  
729 Main Street  
Willimantic, CT 06226  
Phone: (860) 423-1824  
FAX: (860) 423-4625

### **QVCC's Responsibilities**

QVCC will provide accommodations, auxiliary aids, and services that modify the processes by which a student gains equal access to educational opportunity and demonstrates ability and knowledge. The College will not provide accommodations that alter the essential elements of a course or program or that compromise educational standards.

As needed, the disability service provider will interact with faculty to help ensure reasonable and appropriate accommodations for a student with documented disabilities. The disability service provider will complete a memo to faculty and a form detailing appropriate accommodations for the student. Generally, the student will carry this information to faculty. Whenever possible, the student and faculty member will collaborate on the implementation of the student's accommodations.

If students have followed established procedures but feel that agreed upon accommodations are not being provided appropriately, they should contact the disability service provider as soon as possible to discuss their concerns. If they are not satisfied with the results of this meeting, they should follow grievance procedures outlined in the *Policy on Student Rights* section of the Student Handbook.

If students feel that accommodations assigned to them by the disability service providers are not adequate or are inappropriate to expressed needs, students should follow grievance procedures outlined in the Policy on Student Rights section of the Student Handbook.

### **Course Substitution Requests**

**Rationale:** Federal regulations state that, based on any type of documented disability, a "substitution of specific courses required for the completion of degree requirements" is allowable unless the "academic requirements... are essential to the program of instruction being pursued...."

**Taking the Course:** Absent clear indications that the student cannot complete the course successfully because of a disability, the student is encouraged to take the course with diligent effort and under the ongoing guidance of a disability service provider. Records will be maintained about accommodations utilized by the student while taking the course. *All reasonable and appropriate accommodations should be used consistently and diligently by the student to maximize the potential for success in the course.* If the student's good faith effort to pass the course is unsuccessful and the student requests and is granted a substitution, a grade of "AU" (Audit) will be recorded in the place of the initial failing grade.

**Requesting a Course Substitution:** However, the student may submit a request for a course substitution *without* attempting the course in those situations where there is *clear, strong, objective evidence that the student's disability precludes academic success for the course in question.* For example, students with learning disabilities may present recent letters from high school and/or college personnel attesting to the student's lack of success in prior attempts to pass similar coursework, *despite significant effort and diligence on the part of the student.* If the student's good faith effort to pass the course is unsuccessful or if it has been clearly shown that the student cannot succeed in the course because of a disability, the student may request a substitution *if the disability is documented and the documentation supports a course substitution.*

**Submission of Request:** A written request for course substitution must

include the student's name, address, phone number, and program of study and must indicate the course in question and its proposed substitute. The request must explain the relevance of the substitute to the course in question and to the student's field of study. Generally, the disability service provider and the student (unless the student wishes to maintain confidentiality) should consult with the program coordinator when deciding what course to request as a substitute. The student should initiate the substitution request process in a timely manner, well before the student needs to register for the course in question, and should wait for a response *before* taking the requested substitute course.

**Decision:** The disability service provider will inform the program coordinator and/or other appropriate college personnel of the substitution request. If the student wishes, a copy of the request may be submitted to her/his academic advisor as well. The disability service provider will decide whether the substitution is reasonable in light of the disability; that is, whether the student's documentation of disability indicates significant impairment in areas directly related to the requirements of the course in question. The program coordinator or other appropriate college official will decide whether the substitution is reasonable in light of the curriculum or program of study. Requests for substitutions will be denied for courses that are deemed essential to the student's curriculum or program of study. In order for the course substitution to be allowed, the approval of both the disability service provider and the program coordinator or other college official is necessary. The

student will be notified of the final decision in a timely manner by the disability service provider. The disability service provider will ensure that course substitutions are documented in the student's academic file. If the student making the request for a course substitution wishes to appeal the decision concerning the course substitution request, the student should follow grievance procedures outlined in the *Policy of Student Rights* section of the Student Handbook.

(Acknowledgement is hereby gratefully expressed for the consultation and advice of Dr. Jane Jarrow (Disability Access Information and Support) and for information gathered from existing policies at The University of Connecticut, Longwood College, University of Wisconsin – Madison, University of Michigan, and for information gathered via the Disability Support Services and Higher Education (DSSHE) listserv.)