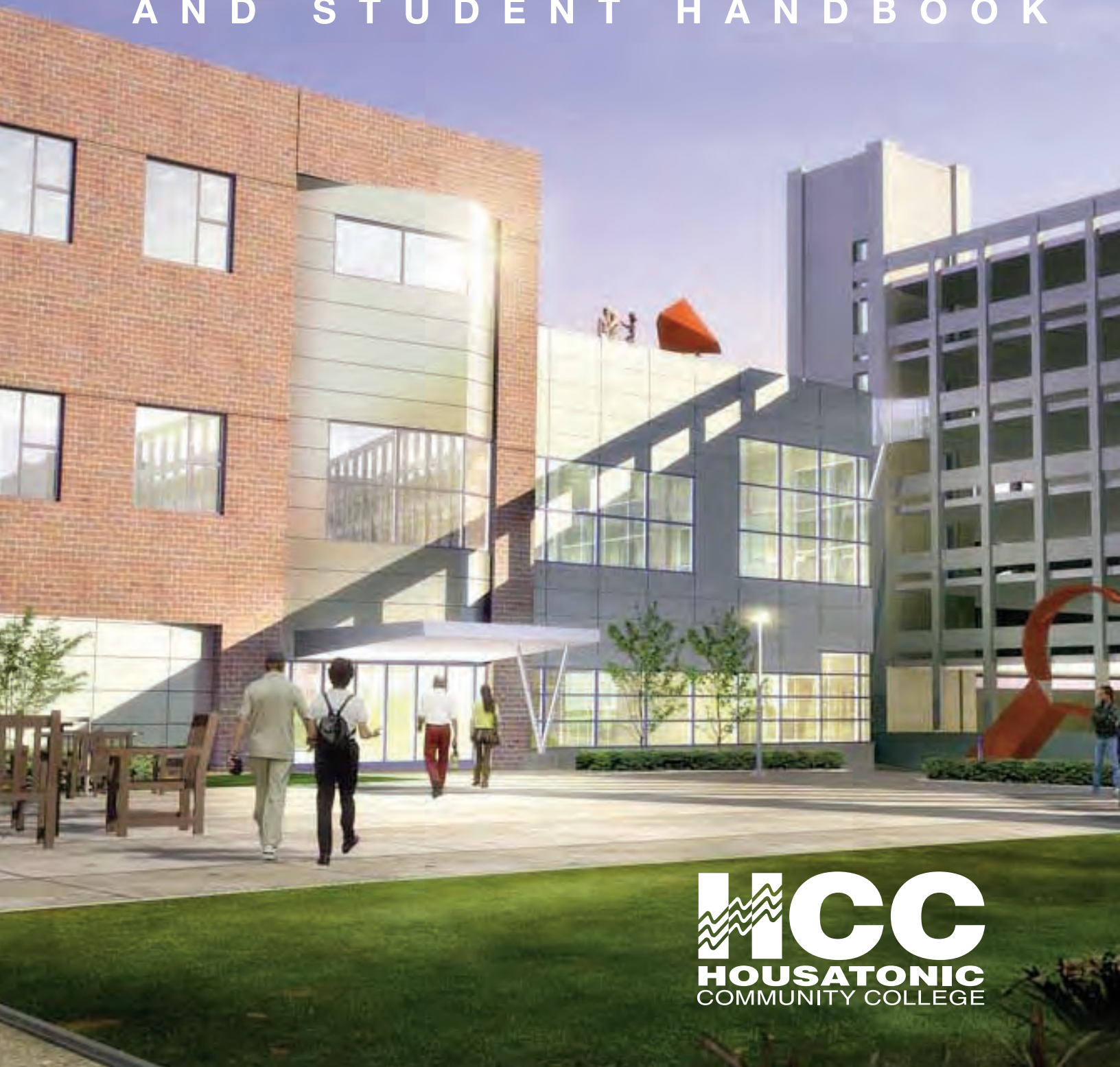


# HOUSATONIC COMMUNITY COLLEGE 2008 - 2009 CATALOG AND STUDENT HANDBOOK



**HCC**  
HOUSATONIC  
COMMUNITY COLLEGE

AN  
**EXCEPTIONAL**  
PLACE  
FOR **You**  
TO  
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A Nationally Selected  
**ACHIEVING THE DREAM**  
College

One of Three in Connecticut

900 Lafayette Blvd.  
Bridgeport, CT 06604  
203-332-5100

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**CATALOG 2008 - 2009**

**HOUSATONIC  
COMMUNITY COLLEGE**

900 Lafayette Boulevard  
Bridgeport, Connecticut 06604-4704

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# CALENDAR 2008 • 2009

## FALL 2008

Orientation	August 6 & 18
Late Registration	August 26 - 29
Labor Day Weekend <i>College Closed</i>	August 30 - Sept. 1
Classes Begin	September 2
Last Day For Enrolled Students to Add Open Course Without Permission	September 9
Last Day to Declare Audit Status	September 25
Last Day To Drop Courses and Receive Automatic 'W'	October 6
Columbus Day (classes in session)	October 13
Mid-Term Grades entered by Faculty	October 23
Last Day to Complete 'I' Grades from Spring/Summer '08	November 6
Veteran's Day <i>College Closed</i>	November 11
Last Day To Drop Courses	November 13
Thanksgiving Holiday <i>College Closed on November 27</i>	November 26 - 30
Last Day of Classes	December 12
Final Exams	December 13 - 19
Final Grades Due	December 23

## Winter 2008- 2009

Registration Begins	October 31
Classes Begin	December 26
New Year's Day <i>College Closed</i>	January 1
Classes End	January 13

## SPRING 2009

Martin Luther King Day <i>College Closed</i>	January 19
Late Registration	January 20 - 23
Classes Begin	January 26
Last Day For Enrolled Students to Add Open Course Without Permission	February 2
Lincoln's Birthday <i>College Closed</i>	February 12
Presidents Day <i>College Closed</i>	February 16
Last Day to Declare Audit Status	February 23
Last Day To Drop Courses and Receive Automatic 'W'	March 2
Mid-Term Grades entered by Faculty	March 20
Spring Break	April 6 - 12
Easter Break <i>College Closed</i>	April 10 - 12
Last Day to Complete 'I' Grades from Fall/Winter '08	April 13
Last Day To Drop Courses	April 20
Professional Day <i>No Day classes. Evening classes held</i>	April 24
Last Day Of Classes	May 12
Final Exams	May 13 - 19
Final Grades Due	May 21
Memorial Day <i>College Closed</i>	May 25
Commencement	May 28

**College is closed:** (2008) August 30, 31; September 1; November 11, 27; December 25; (2009) January 1, Weekends 3, 4, 10, 11, 17, 18; February 12, 16; April 10-12; May 25; and July 3, 2009.

See Academic Calendar brochure for a complete listing of when the College buildings are closed.



# HOUSATONIC COMMUNITY COLLEGE

## Role and Scope

Housatonic Community College serves an eleven-town area in Southwestern Connecticut, centering on the City of Bridgeport, Connecticut's largest city. A member of the Connecticut Community-Technical College system, the College was founded in 1967. In 1997, the College moved to its present site in downtown Bridgeport. In fall 2008 our new building, Beacon Hall, adds approximately 174,000 gross square feet to the College facilities housing additional classrooms, student activity and development space, computer and language labs, offices, expanded continuing education facilities, and an enlarged bookstore. This project includes a state-of-the-art renovated Performing Arts Center in Lafayette Hall. The Housatonic Museum of Art and Sculpture Garden are part of the teaching mission of the College. With nearly 4000 works in the collection, and over 1700 displayed throughout the building, the Museum offers lectures, demonstrations, and changing exhibitions in the Burt Chernow Galleries.

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

In response to community and student needs, Housatonic offers Associate degree programs in preparation for transfer to four-year institutions, as well as occupationally oriented Associate degree and Certificate programs. Short-term, non-credit courses, seminars and workshops, as well as targeted student services, also help satisfy community and personal enrichment needs. These programs prepare students for employment, and advancement in business, industry, health services, fine arts, theater, digital media, early childhood education, natural sciences, computer arts and information systems, and human services. The College also assists local businesses and institutions to train and update the skills of their workers.

Housatonic is a student-centered institution and is a participant in the national initiative, Achieving the Dream. The College strives to provide high quality, accessible instructional and student services within an environment of mutual respect among faculty, staff, and students. These services are provided through an open-door admissions policy, at affordable cost, in a variety of settings, and through a variety of teaching methods and approaches.

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

The student body has grown and continues to grow and reflect the diversity of the service region. Changes in student ages, educational goals, racial, ethnic, social, and economic diversity are responded to with flexibility and responsible adjustment in programs and services. Outreach to the local community is part of the mission of the College. Non-credit courses, seminars, cultural events, and forums are designed to respond to specific learning needs and to stimulate community dialogue. Non-credit offerings focus on the rapidly changing nature and requirements of the workplace, as well as needs for personal enrichment.

## Housatonic's Mission

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

### We strive for:

- Affordable, accessible, and high-quality higher education;
- Sensitivity to students with diverse backgrounds, needs and goals;
- An intellectually active and culturally rich environment that features the largest art collection of any two-year college in the country;
- A state-of-the-art campus with up-to-date technology and facilities designed to serve students, community groups, and local businesses;
- A vital liberal arts foundation to help students to develop creativity, critical thinking, and problem-solving skills;
- Certificate, training, and associate programs for transfer to baccalaureate institutions, for specific job and employment skills, and for personal enrichment;
- Comprehensive student support services that work proactively with students for their success;
- Active partnerships with the community, businesses, and other educational institutions.

## Academic Goals

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

The College also offers a broad variety of certificate programs and program options to prepare students for employment or advancement in business, industry, health, and public service organizations. Academic support services designed to help students succeed include Writing Across the Curriculum Center, a program for those with disabilities, and free tutoring including online tutoring. A highly qualified and committed faculty and staff provide these support and instructional services primarily at the main campus and other sites within the service area to meet educational needs.

## Workforce Development

The Workforce Development Program at HCC is part of the Business and Industry Services Network of the Connecticut Community Colleges System. The Workforce Development Program strives to provide workforce training statewide for businesses, industry, government and social service agencies, and other. This special workforce training offers a wide range of educational, professional and customized training programs to meet the immediate needs of our local businesses and workforce development in this region.

The Workforce training involves assessment of the company and the individual's needs, on-site training and re-training in specific fields, curriculum development, quality instruction, seminars, workshops, certificates, certifications, or specialized courses. All training programs are designed using our current non-credit offerings. Additional information can be obtained by contacting the Continuing Education Department at (203) 332-5150 or (203) 332-5057.

## Continuing Education

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

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

## Organization

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

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

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

## Housatonic's Administrative Officers:

### The President:

Ms. Anita T. Gliniecki

### The Dean of Administration:

Dr. Paul S. McNamara

### The Academic Dean:

Ms. Elizabeth G. Roop

### The Dean of Outreach Services:

Dr. Robert H. Thornton

### The Dean of Students:

Dr. Avis D. Hendrickson

## The Housatonic Community College Foundation, Inc.

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

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

In 2007-2008 "Pathways to Success... Building a Strong Community Through Education" raised over \$1 million to enable the College to continue its 40-year tradition of providing convenient and affordable post-secondary training, baccalaureate preparation and lifelong education to students of all ages in the Greater Bridgeport area.

The Foundation has awarded over \$534,000 in scholarships and other assistance to Housatonic students, since its founding. It continues to seek ways to assist the College and to identify sources of additional funds. The Foundation is approved by the IRS as a tax-exempt organization. Contributions can be sent to:

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

## The Community College System Mission

Connecticut's Community Colleges are state-wide leaders and partners in the academic, economic, and cultural lives of our communities, providing comprehensive, accessible, innovative, and affordable learning. To realize this distinctive mission, the Community Colleges:

- Provide a broad range of credit and non-credit liberal arts and sciences, career, and technical, associate degree and certificate programs leading to transfer, employment, and lifelong learning;
- Promote learner success and inclusion through a stimulating, nurturing learning environment, high-quality instruction, support services, and co-curricular activities;
- Support economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development and technology transfer;

- Build community through the sponsorship of intellectual, cultural, social and recreational events and activities;
- Engage students and community members to become active and responsible leaders in their communities.

## Accreditation

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

To view the 2002 NEASC Self-Study document or the 2007 5-year Interim Report you may download it as a PDF file from the HCC web site (requires Acrobat Reader).

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of Housatonic Community College or to the New England Association of Schools and Colleges, 209 Burlington Rd, Suite 201, Bedford, MA, USA 01730-1433, (781) 271-0022.

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

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

Occupational Therapy Assistant . . . . .66  
Physical Therapist Assistant . . . . .67

## The Housatonic Museum of Art

The Housatonic Museum of Art, founded in 1967, has one of the largest permanent collections of any two-year college in New England.

The Museum collection represents the realization of a philosophy that makes art a daily part of the life of every student and staff member at Housatonic. The Museum collection is primarily composed of outstanding examples of 20th century paintings and sculpture, art and ethnographic objects from the Far and Near East, Africa, and Oceania. Drawings, prints and photographs are well represented.

The collection is periodically augmented and enhanced by new acquisitions.

From the moment one enters the College campus, one continuously encounters paintings, sculpture, prints, and art objects in lounges, hallways, and offices. In addition, The Burt Chernow Galleries are open to the public and schedule changing exhibitions each year that may initiate from the permanent collection, show the work of established or emerging artists, or feature traveling exhibitions.

**The Burt Chernow Galleries are open to the public and schedule changing exhibitions throughout the year.**

Among those artists represented are: Pablo Picasso, Henri Matisse, Marc Chagall, Joan Miro, Auguste Rodin, Giorgio DeChirico, Mary Cassatt, Milton Avery, Everett Shinn, Richard Lindner, Larry Rivers, Ben Shahn, Victor Vasarely, Andy Warhol, Andre Derain, Marisol, Robert Rauschenberg, Leonard Baskin, Roy Lichtenstein, Alex Katz, Tom Wesselmann, Paul Jenkins, Saul Steinberg, Isamu Noguchi, Alfonso Ossorio, Jim Dine, Christo and Jean-Claude, Jean Dubuffet, Gustav Klimt, and Alberto Giacometti.

Visit the Museum web site at:  
[www.HousatonicMuseum.org](http://www.HousatonicMuseum.org).



## The Museum's Mission:

- To establish a collection of artworks that will serve as a repository of important artistic achievement.
- To introduce the Greater Bridgeport area to the pleasures and challenges that result from exposure to original art.
- To continue and expand The Housatonic Museum of Art as an expression of the serious commitment the College has made to cultural enrichment.
- To maintain and enhance the collection, with a focus on providing the College with an opportunity to engage students through object-based learning.
- The Museum and The Burt Chernow Galleries are expressions of a serious commitment to cultural enrichment. The College considers it essential for students, faculty members, administrators and visitors to experience art as an integral part of the educational environment, as important as libraries, textbooks and teachers.





# ADMISSIONS

## General Philosophy

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

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

Nursing.....	65
Occupational Therapy Assistant.....	66
Physical Therapist Assistant .....	67

The Admissions Office assists anyone needing further program information. You may contact the Admissions Office at 203-332-5100 or e-mail at:

HO\_WAdmissions@hcc.commnet.edu.

## Admission Requirements

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

To apply for admissions, you must:

1. Obtain an application from the Admissions Office or from a high school guidance office, apply online, or download an application from the web site.
2. Return the completed application with a \$20 non-refundable application fee, (personal check or money order), to the Admissions Office.
3. Submit an official copy of your high school transcript (sent from your high school) showing graduation, or a copy of your diploma, or a copy of your G.E.D. Students without a high school diploma must successfully pass an Ability to Benefit test.
4. Submit an official transcript of previous course work to the Admissions Office if you have attended another post-secondary institution (college/training institute).
5. Provide proof of compliance with the Measles/Rubella Immunization policy. See section on Measles/Rubella Immunization for complete information.
6. Complete the Accuplacer Placement Test. Please contact the Academic Support Center at (203) 332-5019 only AFTER submitting the application for admissions. Placement testing is required for all students entering degree/certificate programs, or for those students who have not taken and passed a college level English and math course.

[www.hcc.commnet.edu](http://www.hcc.commnet.edu)

## Residency Requirements

Per general statutes of CT Sec.10a-29. (Formerly Sec. 10-329e). **Determination of student status.**

Per general statutes of CT Sec. 10a-30, it shall be presumed that the establishment of a new domicile in the state of Connecticut by an emancipated person has not occurred until he has resided in this state for a period of not less than one year. See general statutes 10a-27, 10a-28, 10a-29, 10a-30 for full text and related statutes.

## Admission Dates

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

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

Application forms and other information about applying for admission can be obtained from the Admissions Office by a personal visit to the office at 900 Lafayette Boulevard, on the web site at [www.hcc.commnet.edu](http://www.hcc.commnet.edu), by calling 332-5100, or by mail to:

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

## Measles/Rubella Immunization

### Connecticut Law Public Act 03-13

Students born on or after January 1, 1957, seeking a degree, may have to show proof of measles and rubella immunization. This applies to all out-of-state high school students and in-state high school students graduating prior to 1999. All other students are exempt.\*

Official Documents include:

- Physician's documentation of inoculations.
- Blood work indicating immunity.
- A physician's certification that the student had the disease.
- A physician's certification that inoculation is medically contraindicated.
- A signed statement that receiving immunizations is against your religious beliefs.
- The first measles and rubella inoculation must be after the student's first birthday and after January 1, 1969. A second measles inoculation is required, must be at least thirty days after the first, and must have been given after 1980.

## Documentation must be submitted before registration!

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

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

For more information call Health Services at (203) 332-5062.

## Placement Testing

Most first-time students admitted to HCC are required to take a placement test. Administered on a computer, it tests basic academic skills in English and mathematics. This information assists students and the College in making decisions about placement in particular courses or about the course section suited to the student's level of preparation. Test scores remain valid for two years without the student needing to be retested. For further information on the Accuplacer placement test and a list of internet sites to help you prepare for the test, visit the HCC home page at [www.hcc.commnet.edu](http://www.hcc.commnet.edu) and click on "Testing Services".

The following are required to take the test:

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

## When the Test is Given

Placement testing is regularly scheduled throughout the year. Call (203) 332-5019 to schedule an appointment. Please note: you must apply for admissions and have a student Banner ID number in order to take the test.

*Testing continued on following page.*

## Test Waivers

First-time students who have earned an associate degree or higher need not be tested. Official transcripts are required, though unofficial transcripts may be used for advising and placement purposes.

## Credit (by examination) for Experiential Learning

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

If you wish to earn credit for experiential learning, you must complete either a Challenge Exam Form or a Portfolio Assessment Form from the Admissions Office and submit it to the appropriate academic department for approval. Upon approval, arrangements will be made for completing either a standardized or departmental test or other assessment procedure for determining if credit will be granted. The Academic Advising Center will notify you of credit awards. As per Board Policy, no more than fifty percent of an approved program may be awarded for prior experiential learning. All work must be completed within one year from the initial date of the request.

## CLEP/DSST Examinations

The College Level Examination Program (CLEP) and DSST (DANTES) exams are widely accepted credit-by-examination programs, which allow you to earn college credit by demonstrating college-level knowledge gained through prior academic study, independent study, or professional experience.

Exams are 90 minutes in length and cover a wide range of academic subjects. Upon successful completion, you will be granted credits determined by HCC. These credits will appear on your transcript but are not used for calculating your Grade Point Average or your eligibility for Academic Honors designation at graduation. For more information or to schedule an appointment, contact the Academic Support Center (B116) at (203) 332-5217.

## Admissions to Special Programs

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

Nursing	.65
Occupational Therapy Assistant	.66
Physical Therapist Assistant	.67

## Students with Disabilities

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

## Students with Medical Problems

It is the student's responsibility to notify the Dean of Students Office, the Health Services Office, and instructors of any chronic medical problem which may require accommodations or adjustments. Such accommodations and adjustments will be considered when appropriate.

## Non-degree, Non-matriculated Students

*(Not Currently in High School)*

Non-degree, non-matriculated students (not currently in high school) are individuals who have not yet selected a program, although they have been formally admitted to the College. Non-degree, non-matriculated students are not required to submit an official high school or college transcript until they enroll into a degree or certificate program. They may register only as part-time students (11 or less credits per semester) and enroll on a course-by-course basis. These students may have the credits applied toward a degree or certificate upon declaration of degree status. Non-degree, non-matriculated students are not eligible for financial aid. A student who has accumulated 12 or more credits is required to declare a degree or certificate program and become a matriculated student in order to continue enrollment at the College.

## Programs for High School Students

Housatonic offers a number of programs which provide access to the College for high school students.

## High School Partnership Program (HSP)

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

## Middle College Program for High School Students

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

## College Career Pathway Program (formerly Tech Prep)

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

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

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

## Summer Programs for High School Students

The College offers summer academic programs for Gear-Up students who are entering their senior year and new high school graduates who will enter college in the fall.

These courses include additional enrichment and academic support services.

For more information, contact the Dean of Students Office.

## All Other High School Students

In order for other high school students (including non-HSP and all others without a high school diploma or GED) to be admitted to Housatonic, they must demonstrate sufficient scholastic ability as demonstrated by meeting the following minimum scores on the Accuplacer placement test: Reading (score of 52 or higher); Sentence Skills (score of 60 or higher); Arithmetic (score of 36 or higher). Students must achieve the minimum scores in all three skills areas in order to meet the standards for ability to benefit. For consistency purposes, these are the same minimum scores used by the Federal government in determining financial aid eligibility for certain students. Students must achieve the minimum scores in each skills area in order to meet the standards for ability to benefit and therefore enrollment at Housatonic. A letter of recommendation from their high school principal or a designated representative also must be submitted with the

application to the Admissions Office. These students are required to pay tuition and fees for any courses taken.

All high school students may be admitted to courses of study for which they satisfy the prerequisites. These students should have such maturity and other qualities indicating ability to profit from a program offered by the College. Maturity level may be determined through a personal interview. The credits earned shall be held until graduation from high school, at which time credits may be used to satisfy appropriate degree requirements or may be transferred to other colleges.

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

## Admission of Senior Citizens & Veterans

### Waiver of Tuition for Senior Citizens, Qualified Veterans and the Children of Certain Servicemen

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

### Admission of Veterans

Housatonic's Veteran's Affairs Representative is located in B109 and is available to answer questions regarding Veteran's tuition benefits.

Qualified veterans, who were residents of Connecticut when accepted for admission to Housatonic Community College, may be exempt from payment of tuition. Persons who believe they may qualify for this waiver of tuition should speak with the Veterans Affairs Office for further information about eligibility requirements.

In addition, veterans eligible to receive educational benefits must bring a copy of their DD-214 (separation papers) and MBR-4. Veterans eligible to receive military educational benefits under the GI Bill must bring a legible copy of their DD-214 discharge if there was prior active duty on their current Notice of Basic Eligibility (NOBE) if the student is a member of the CT Guard or Reserves.

Tuition waivers are granted to all current CT Guard personnel in good standing as well as veterans who served during Desert Storm or other military operations and were discharged honorably.

The dependent children of certain servicemen who have been declared missing in action, 100% disabled by the V.A., or prisoners of war may be eligible for benefits.

## Admission of Foreign Students

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

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

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

2. You are also required to include a copy of your High School Diploma or Official High School Transcripts. High School Diplomas (only) can be submitted in another language. Official transcripts must be in English showing your academic course work completed at your high school and each college where applicable. (Official transcripts - all course work must be translated into English in order to be evaluated.) These credentials are evaluated in accordance with the College's general admissions requirements.

*continued*



3. A notarized letter of residence must be submitted stating your intended local residential address in Connecticut while attending Housatonic.
4. You, the prospective international student, friend, relative or sponsor must provide a (notarized) financial affidavit letter. A letter stating "who" will be responsible for your total college expenses. (**IMPORTANT:** This letter "must" state the total and exact expense amount.) The government requires this to cover your cost of living expenses, tuition, fees and books.) **Note:** Housatonic is a commuter school; there are no housing facilities for students.
5. Financial Proof: Referring to #4, The Sponsor for the applicant must provide "financial proof" they are able to do this. Financial proof: recent bank statements, notarized letter from the bank stating you presently have sufficient funds and/or equity, scholarship certificates as proof of financial support totaling the exact tuition and fee amount. This must be in US Dollar equivalency.
6. Copy of Current passport/I-94 card (only for students who have a passport). You must bring original and we will make copies of the front and back.
7. The College awards no financial aid, nor does the College make housing available.
8. International students are required to attend full time and will pay out-of-state tuition and fees.

## Admission for a Second Degree

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

For further information contact Admissions at 203-332-5100.

## New England Regional Student Program

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

For more information go to the New England Board of Higher Education web site at [www.NEBHE.org/tuitionbreak](http://www.NEBHE.org/tuitionbreak).

## Transfer Students

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

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.
2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.

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

5. This policy shall appear in all college catalogs.

*(Adopted January 16, 1973; amended November 19, 1979; May 16, 2005; May 21, 2007)*

## Receiving Transfer Credit

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

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

See page 11 for a checklist for receiving transfer credit.

# FEES & FINANCIAL AID

## Checklist for Receiving Transfer Credits

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

- 1. New and Transfer students:** notify the Admissions Office immediately about transfer credits from previous college(s). Re-Admit and Returning students can bring copies of the unofficial transcript(s) to Academic Advising for evaluation. Official transcripts need to be sent to the Admissions Office. Please see #2.
2. Request "Official" college transcript(s) from previous college(s) be mailed directly to the Admissions Office. Official transcripts are imprinted with a raised college seal and can be mailed or hand delivered directly to the Admissions Office in a sealed envelope.
3. Check with the Admissions Office 332-5100 and ask if your transcripts have arrived. Once receipt of transcript(s) is confirmed, contact the Academic Advising Center at 332-8556 to schedule an appointment. An academic advisor will evaluate the transcript(s) and award transfer credit. Courses accepted as transfer credit will appear on your HCC transcript which can be found online at **myCommNet**. Academic Advising will send a letter notifying you of the credits accepted for transfer. **Note:** Not all credits accepted may apply to your major. Please see an academic advisor for details.
4. What if my "Official" transcripts are not available at this time? You must submit an "Unofficial" transcript to be evaluated unofficially for advising purposes. "Unofficial" transcripts can be photocopies of transcript or semester final grade reports. (You must follow up with Steps 2 and 3.)
5. What if I change my major and I have transfer credits from another college? Declaration of Major forms are located in A102 and A108. Complete the top portion of the form and bring it to A102.
6. **Graduating Students:** Make sure you visit the Registrar's Office and fill out a Graduation Evaluation Form. Check with Academic Advising (A102) to insure all transfer credit has been awarded.
7. BHSN Graduates, please provide a copy of your BHSN Official Transcript. Credits will not be transferred unless an official graduation evaluation has been completed by the Registrar's Office.
8. The Academic Advising Center evaluates transcripts as they are received from the Admissions Office, as expeditiously as possible.

[www.hcc.commnet.edu](http://www.hcc.commnet.edu)

## Tuition & Fees

Regional Community College Schedule of Tuition & Fees

Academic Year 2008-2009

### Tuition Fees<sup>1</sup>

(Effective Fall 2008)

**Full-time student** (12 semester hours or more)

- a. Connecticut resident.....\$ 1,320.00
- b. Non-resident .....3,960.00
- c. NEBHE .....1,980.00

**Part-time student** (per semester hour)

- a. Connecticut resident.....\$ 110.00
- b. Non-resident .....330.00
- c. NEBHE .....165.00

**Excess Credits Tuition Charge** - An additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester.

### Extension Fees

Credit courses: per semester hour:\$ 125.00

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

### General Fees

#### College Services Fee - Connecticut resident

- Full-time student - per semester ..\$ 162.00  
Part-time student  
(Cost determined by credit load)  
per semester  
(1 through 11 credits).....\$ 54.00-150.00

#### Student Activity Fee

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

## Special Fees

Application Fee.....	\$ 20.00
Program Enrollment Fee <sup>2</sup> .....	20.00
Late Registration Fee.....	5.00
Graduation Fee.....	42.00
Replacement of Lost ID Card.....	1.00
CLEP Examination Fee <sup>3</sup> Each Exam.....	70.00
CLEP Service Fee.....	15.00
Academic Evaluation Fee.....	15.00
Portfolio Assessment Fee.....	50.00
Returned Check.....	25.00
Late Payment Fee.....	15.00
Installment Plan Fee.....	\$25.00

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

**Special Fees are NON-REFUNDABLE**

## Additional Mandatory Usage Fees

### Effective Fall 2007

Laboratory Course Fee - Per registration in a designated laboratory course .....\$ 66.00

Studio Course Fee - Per registration in a designated studio course .....\$ 72.00

Clinical Program Fee - Level 1 - Per semester (Fall and Spring only) Level 1 - allied health programs .....\$ 227.00

Clinical Program Fee - Level 2 - Per semester (Fall and Spring only) Level 2 - allied health programs .....\$ 163.00

See the Full Grid of Tuition and Fees on the web at [www.hcc.commnet.edu](http://www.hcc.commnet.edu)

## Explanation of Notes

1. Waivers - per general statutes of CT, Sec. 10A - 77; Sec. 27 - 103A and Board of Trustees policies.
  - a. Complete waiver of tuition for dependent child of a Connecticut resident who was later declared missing in action or a prisoner of war after 1/1/60.
  - b. Tuition is waived for eligible veterans who are Connecticut residents at the time of admission if they served on active duty as defined in C.G.S. Sec. 27-103(a) in the Armed Forces of the U.S. or any government associated with the U.S. during the following conflicts and were released from service under honorable conditions: **Persian Gulf War** 8/2/1990 until ending via Presidential proclamation, the invasion of Panama (12/20/1989 - 1/31/1990), Operation Earnest Will (2/1/1987 - 7/23/1987), the invasion of Grenada (10/25/1983 -

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

c. Tuition, general fees and the application fee are completely waived for those Connecticut residents 62 years of age or over provided, at the end of regular registration, there is space available in the course. Special fees other than the application fee must still be paid.

d. Tuition may be waived or remitted by the President or a designated appointee for any in-State student who demonstrates substantial financial need and who is enrolled on a full- or part-time basis in a degree or certificate program or a pre-college remedial program.

e. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a law enforcement program of the Academy that is offered in coordination with a Regional Community College that accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the College.

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

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

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

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

### **Fees are subject to change.**

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

## **New England Regional Student Program**

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

## **Tuition and Fees Payment Schedule**

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

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

## **Continuing Education Courses**

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

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

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

Qualified veterans, who were residents of Connecticut when accepted for admission to Housatonic Community College, may be exempt from payment of tuition. Persons who believe they may qualify for this waiver of tuition should speak with the Veterans Affairs Office for further information about eligibility requirements.

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

## **Registration and Fee Deposit**

Students registering for credit general fund/ tuition account courses prior to the tuition due date must pay a non-refundable deposit of applicable College services and student activity fees to hold their registration.

The total tuition and any mandatory usage fees are payable in one installment and are due no later than the announced deadline. Failure to have made all payments by the announced deadline will result in the cancellation of the student's registration unless an installment payment plan option has been approved.

All registrations between the announced deadline and the first day of classes shall be accompanied by full payment of all tuition and fees applicable to the course unless an installment payment plan option has been approved.

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

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

## **Refunds of Tuition Only**

Requests for the refund of tuition must be made in writing. Requests made by telephone or email will not be accepted. Fees will not be refunded. All refunds take 2 to 3 weeks for processing. Please refer to the appropriate schedule of classes for the semester that lists specific dates for registration, tuition payment deadline and refund dates.

## **Fall and Spring Semester Courses**

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

If written notice of complete withdrawal from the College, indicated by completion of an official withdrawal form, is received by the last business day prior to the first day of classes for that semester, 100 percent of the total tuition, lab and studio fees for all courses in which one has registered will be refunded. If a notice of withdrawal is received through the first 14 calendar days of the semester, a 50 percent refund of tuition, lab and studio fees will be granted both full-time and part-time students. No refunds will be granted either full-time or part-time students beyond the 14th calendar day of the semester. The College Services Fee and Student Activity Fee are not refundable.



## Summer School Courses Supported by the Educational Extension Account

In the event the College cancels a summer school course, students will receive a complete refund. A student who withdraws from a summer school course prior to the first day of the session will receive a full refund of credit tuition, lab and studio fees, provided that a written request for refund shall have been received by the Registrar's Office not later than 4 p.m. on the last business day preceding the first day of the session (requests must be received by 4 p.m. Friday for sessions that begin on the following Monday).

No refunds are granted if withdrawal is made on or after the first day of the session. Program fees are non-refundable.

## Financial Assistance to Students

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

### General Guidelines

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

### Applying for Financial Aid

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

Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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

The Student Aid Report that the student will receive after filing the FAFSA need not be submitted to the Financial Aid office. The Financial Aid office will download reports electronically.

## Requirements for Student Financial Aid

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

- A citizen or permanent resident of the U.S. or Trust Territories;
- In good academic standing and making satisfactory academic progress according to the standards and practices of HCC (see Appendix XI for Satisfactory Academic Progress Policy For Student Financial Aid Recipients);
- In compliance with draft (Selective Service) registration requirements;
- Not in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution.

## How Financial Aid Works

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

Students should remember that:

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

## Student Responsibilities

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

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

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

The only formal announcement of financial aid is an official award letter or e-mail sent by the Financial Aid Office. Information online at **myCommNet** is not official unless you have received an official e-mail award notification or have been sent an award letter.

### Please Note...

Applicants are responsible for completing all Federal eligibility and file completion requirements as soon as possible. Under NO circumstances will financial aid be available for the fall semester unless ALL requirements are satisfied by November 15; or for the spring semester by April 15.

## Satisfactory Academic Progress Policy For Student Financial Aid Recipients

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

The current Financial Aid Satisfactory Academic Progress Policy is available online at **myCommNet**, in Appendix XI of the College Policies section, or in the Financial Aid Office.

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

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

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

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

## How Financial Aid Credit Balances Are Processed

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

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

## What Programs Are Available

### Federal Programs -

**Pell Grant** is a federal grant based on need and restricted to students pursuing a first undergraduate degree.

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

**Federal Work Study** - a federal program for students with financial aid eligibility which provides an opportunity for students to work and earn an income. It is expected that any earnings will be used for costs relating to attendance at the College.

**Federal Family Educational Loan Program** - Federal Stafford and Federal Unsubsidized Stafford Loans. Financial aid eligibility must be determined before loan applications can be processed.

Contact the Financial Aid Office regarding any additional requirements for these programs.

### State Programs -

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

**Connecticut Community College Grant Program** - a state program awarded by the College as a grant for full- or part-time students with demonstrated financial need. Students must be Connecticut residents in order to qualify.

**State Work Study** - A State program for students with Financial Aid eligibility which provides an opportunity for students to work and earn an income. Students must be Connecticut residents.

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

## Veterans' Educational Benefits

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

Housatonic, through the State of Connecticut, is also able to offer veterans tuition waivers for General Fund courses. To be eligible, a veteran must have served honorably on active duty during qualified war eras and fulfill residency requirements. Please refer to the Admissions section for more information.

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

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

## Tax Credit Programs

The Hope Scholarship provides up to \$3,300 for qualified education expenses. Eligible students can receive up to a \$1,650 tax credit for each of the first two years of college.

The Lifetime Learning Program helps students offset the cost of education by providing a Lifetime tax credit of 20% of qualified tuition and fee expenses, up to \$2,000 per year.

For more information on these programs, consult your tax advisor, the IRS, or ask for a free HCC brochure.

## Scholarships

### Housatonic Community College Foundation, Inc. Scholarships

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

Information about scholarship applications and deadlines is publicized regularly throughout the HCC community. Preference is given to students in good academic standing with a GPA of 3.0 or higher and who have completed at least 9 credits at Housatonic. Students are notified when applications are available and when the deadlines are for submitting them.

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

### Awards & Scholarships for Incoming Students

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

## Awards & Scholarships for Incoming and Current Students

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

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

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

**The William Pitt, III Foundation Scholarship** - awarded to full-time Housatonic students who are in good academic standing with a GPA of 2.3 or better and who are not receiving financial aid. Students are not required to have 9 credits for this particular scholarship.

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

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

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

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

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

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

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

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

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

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

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

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

Additional scholarship information for graduating students can be found on page 27.

### Supplemental Assistance Fund

The Housatonic Community College Foundation has established a Supplemental Assistance Fund for students who experience unexpected financial problems directly related to their ability to continue their studies at Housatonic. Applications are available each semester and are reviewed by a committee on a case-by-case basis. Students are limited to a maximum of \$500 during their Housatonic career.

### Early Childhood Laboratory School Funds

The Foundation may assist students with tuition for their children at the Housatonic Early Childhood Laboratory School.





# ACADEMIC PROCEDURES

## Registration

New and currently enrolled students have several registration options if they choose to register early for the upcoming semester. Early registration will permit students to have first choice of courses and class times. Payment of the appropriate College fees will hold these classes until full payment is made no later than three weeks before the start of classes. Fees are not refundable. Delaying registration until the beginning of the semester may result in desired classes and times being unavailable.

Before new, readmit or transfer students register for classes, they must be advised by an academic advisor or counselor. In addition, students must be in full compliance with all other College policies and requirements.

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

## Auditing Courses

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

Students must obtain the written approval of the instructor in order to audit a class. An Audit form signed by the class instructor must be completed within four weeks of the start of classes for a standard semester and earlier for summer or winter sessions. Forms are available at the Registrar's office. Full tuition and fees are due for any audited classes. While the student may ask to have papers critiqued, the instructor is not required to grade an auditor's course work. Audited classes are listed on the student's transcript as AU. While a student may in succeeding semesters take for credit a class previously audited, students may not petition to receive credit for an audited class and may not change to a credit basis during the semester.

## Change of Major/Add a Secondary Program

Students who wish to change their enrollment from one major to another (for example, to change from General Studies to Fine Arts - Art) or add a secondary program should obtain the proper form from the Counseling Office or the Academic Advising Center. The completed Change of Major form needs to be submitted to the Academic Advising Center, A102.

## Attendance

With enrollment in College, students accept responsibility to take full advantage of their educational opportunity by regular attendance in classes and laboratories.

The College does not administer a uniform system of attendance regulations. At the beginning of each semester the instructor will provide a course outline and what he/she considers necessary for the successful completion of the subject matter. Students are expected to meet academic obligations or to assume the risks of failure.

The instructor will extend make-up of work missed because of absence or other reasons only when there is sufficient justification. Lack of attendance cannot be the sole ground for exclusion from a course.

## Repeating a Course/ Higher Grade Prevails

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

## Incomplete Work

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading may request a grade of "I." from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. If the work for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the "I" automatically converts to the default grade provided by the faculty member. (Grades of "I" received at the end of the spring semester would automatically become the default grade at the end of the fall semester.)

The student is responsible for meeting with the instructor to make arrangements to complete course work.

If an extension of time beyond one semester is needed, a written request must be filed in the office of the Academic Dean prior to the end of the 10-week period. Extensions will be at the discretion of the instructor and the Academic Dean.

## Withdrawing from College or Dropping a Course

A student who wishes to drop a course or to withdraw from the College should follow the official procedure outlined below. Students who do not officially drop courses or withdraw from the College or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

1. Contact a counselor in the Counseling Office, The Academic Advising Center, or a faculty advisor and follow his or her instructions.
2. Obtain an add/drop notice form from the Registrar's Office.
3. Students who cannot appear in person to withdraw from the College should attempt to work with a counselor. No drop or withdrawal requests can be accepted by telephone.
4. During Fall and Spring semesters, for all students who withdraw from the College or drop a course prior to or during the first two weeks of class of the semester the course will not appear on the student's transcript. Courses withdrawn from or dropped prior to the Summer or Winter sessions will not appear on the student's transcript.
5. Students who drop a course or withdraw from the College after two weeks, but prior to the end of six weeks after the start of classes for a standard semester are entitled to receive a grade of "W" in each course from which they have officially dropped or withdrawn. After that time, through the 12th week of a standard semester, the faculty member has the option to assign a grade of "W" or "E." Before dropping a course, it is recommended that the student discuss the matter with the faculty member. (Refer to the section on Grading.) After the 12th week, no course can be dropped.

## Online and Hybrid Courses

### Online Courses

Online courses provide all instructional components in a distance learning environment except for some orientation and assessment sessions which may be held on campus.

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

If you think you might be interested in taking an online course but aren't sure, take the self-assessment at [www.hcc.commnet.edu/webct/DL/orientation\\_new.asp](http://www.hcc.commnet.edu/webct/DL/orientation_new.asp) to help you decide whether online learning is right for you. Students should review the system technical computer requirements to ensure that they have the correct equipment for a successful online educational experience. Additional resources for online learning can be found at [www.hcc.commnet.edu](http://www.hcc.commnet.edu) under the Distance Learning heading.

### Online Environment Demonstration

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

### Accessing an Online Course

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

Please go to the <http://my.commnet.edu>, login and select the Blackboard Vista icon. You can log in to **myCommNet** using the 8 digits of your Banner ID @student.commnet.edu and your chosen password.

If you have never signed on before please follow the directions found at [www.hcc.commnet.edu/webct/DL/login\\_mycommnet.asp](http://www.hcc.commnet.edu/webct/DL/login_mycommnet.asp).

## Hybrid Courses

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

### Hybrid Course Schedule

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

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

## Terms You Need to Know

**Freshman** - a student who has earned fewer than 30 credits

**Sophomore** - a student who has earned at least 30 credits

**Credit or Credit Hour** - a standard of measure of the amount of instruction time required to successfully complete a course

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

**Auditing** - enrolling in and attending a course on a non-credit basis. The instructor's permission is needed and an audit form must be properly completed within the specified time limits for that semester or session.

**Dropping a course** - officially withdrawing from a course. Drop procedures require filing a "drop" form available from the Registrar's Office. Following the proper procedures can help prevent a failing grade or negative effect on the student's grade point average.

**Withdrawing from College** - officially withdrawing from all classes in a semester. Following the proper procedures (see the Registrar) can help the student return to Housatonic in good standing. Withdrawal procedures require the filing of a drop form for all courses.

## Grading

### Grades are available at myCommNet

Semester grades can be obtained by the student in their **myCommNet** account at <http://my.commnet.edu>. Mid-term grades are posted mid-semester, final grades are posted at the completion of each semester. Unofficial transcripts may be printed from **myCommNet** for free.

### Explanation of Grading System

*Adopted May 1983, amended April 1990, April 2000, April 2001, April 2002.*

#### I. Credits

A credit is a unit of academic achievement which is awarded upon the successful completion of a course.

#### II. Semester Hours

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

#### III. Grades

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

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

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

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

## Academic Standard Grades

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
# following grade indicates	
Developmental Studies course	0
I	0
M (developmental courses only)	0
N	0
P (for CEU courses only)	0
W	0
S (Satisfactory progress, mid-term grade only)	0
U (Unsatisfactory progress, mid-term grade only)	0

## Administrative Marks

AU	0
N	0

## IV. Mid-Term Grades

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

Students are assigned mid-semester grades in each subject. These are merely estimates of the students' progress and are not entered on permanent records. However, grades of "W," and "AU" are considered permanent final grades when awarded either as mid-semester or final grades and entered on permanent records.

The only mid-term grades assigned are "S," "U," and "M." Grades are not generally changed after one year of their issuance.

## V. Statement on Satisfactory Progress

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

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

## Definition of Grades & Administrative Marks

### A-F

**Academic Standard Grades.** A letter grade of "A" through "F" indicates a student's performance in terms of the quantity and the quality of that work performance. Only these grades are considered in the determination of a grade point average (GPA) for a student. Any grade followed by the # sign indicates a Developmental Studies course and will not contribute any points to the student's GPA.

### I

**Incomplete.** May be awarded by an instructor only when a majority of course requirements and assignments has been successfully completed. The "I" grade is a deferred grade, neither passing nor failing, on the official transcript. Incomplete work must be submitted to an instructor at least 14 days before the 10th week of the following regular semester so that grades can be submitted no later than the 10th week of the following regular semester, fall or spring.

### M

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

### N

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

### P

**Passing.** "P" is used for students enrolled in non-credit courses. The CEU is a measurement (one unit equals ten class contact hours) nationally recognized by business, industry and professional organizations for evaluating an individual's effort toward professional growth. When "P" is used, it may reflect performance at any of the passing levels (A, B, C, D). Permanent records of CEUs are kept by the Office of Continuing Education programs.

### S

**Satisfactory progress,** mid-term grade only

### U

**Unsatisfactory progress,** mid-term grade only



## AU

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

## W

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

## Transcripts

Students wishing to have an official copy of their transcript may request one online by accessing their **myCommNet** account or fax or mail the request form from our website. No telephone requests can be accepted. Transcripts, official or unofficial, will not be faxed. Transcript requests are normally processed within 10 working days. There is no charge for official transcripts; any questions contact the Registrars Office at 332-5088

## Grade Point Average (GPA)

Grade points are calculated by multiplying the number of points of each grade by the total number of credit hours assigned to that course. The GPA is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. Only the academic standard grades of “A,” “B,” “C,” “D,” “F” including plus and minus are used in calculating the GPA.

A student’s transcript identifies two different Grade Point Average (GPA) ratios. The first is the Semester GPA which is based upon the courses a student has taken during the current semester. The second is a Cumulative GPA which consists of all of the courses a student has taken at the College and the grades received for these courses:

### Example:

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

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

## Fresh Start for Readmit Students

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

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

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

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

## Definition of Readmit Student

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

## Definition of a New Student

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

## Appeal of Grades

A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days from the time the Registrar posts grades. If the student is not satisfied with the outcome of that conference, the student may submit a written appeal with the Academic Dean who will consult with the faculty member and the appropriate department chair. The written appeal must include the grade attained, the grade the student believes was earned in the course and the exact reason(s) the grade is incorrect. Reasons that a grade is incorrect are mathematical error or grade assigned on basis other than the criteria cited in the course syllabus.

The appeals process is described in detail in the College Policies section, Appendix II, Section 3: Review of Academic Standing.

## Academic Honors

### Dean’s List

There shall be a Dean’s List of full-time students who earn a semester grade point average of 3.4 or higher. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. A course Withdrawal or Incomplete shall make the student ineligible for Dean’s List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

## Academic Standards Criteria

### Satisfactory Progress

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

### Student Academic Standing

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

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

### Written Warning:

**Description:** Student's cumulative grade point average is low, and the student is at risk of continued poor performance at the College. (See chart for explanation)

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

### GPA Probation:

**Description:** Student's cumulative grade point average has fallen below the required level. (See chart for explanation)

**Result:** A student is limited to two (2) courses totaling no more than 7 credit hours including any required remedial courses. If the student has registered for more than 2 courses, s/he must contact the Counseling Office (A108) or the Advising Center (A102) immediately or student's course load may be automatically reduced for him or her.

### Progress Probation:

**Description:** Student has not satisfactorily completed a minimum of 50 percent of student's class credits and is not making satisfactory progress towards the completion of his or her coursework, degree, and/or certificate. Grades of F, F#, W, N and N# are considered unsatisfactory completions and can result in a student being placed into Progress Probation status. (See chart for explanation.)

**Result:** A student is limited to four (4) courses totaling no more than 13 credit hours including any required remedial courses. If student has registered for more than four (4) courses, student must contact the Counseling Office (A108) or the Advising Center (A102) immediately or student's course load may be automatically reduced for the student.

### GPA and Progress Probation:

**Description:** Students who are on both GPA and Progress probation should read the two descriptions above. (See chart for explanation.)

**Result:** A student is limited to two (2) courses totaling no more than 7 credit hours including any required remedial courses. If the student has registered for more than 2 courses, s/he must contact the Counseling Office (A108) or the Academic Advising Center (A102) immediately or student's course load may be automatically reduced for the student.

### GPA Suspension (prohibits registration):

**Description:** Student's accumulated credits and cumulative grade point average are below the required level. Students who have been placed on GPA Probation for one semester and who have not attained the overall GPA to move back into good standing are placed on GPA suspension. (See chart for explanation.)

**Result:** The student is suspended and is not permitted to register for classes at Housatonic for the upcoming semester, without prior approval. If student has already registered for the upcoming semester, student will be automatically dropped from all classes one week before the start of classes.

### Progress Probation and GPA Suspension (prohibits registration):

**Description:** Students who are on both Progress Probation and GPA Suspension should read the two descriptions above. (See chart for explanation.)

**Result:** A student is not permitted to register for classes at Housatonic for the upcoming semester, without prior approval. If student has already registered for the upcoming semester, s/he will be automatically dropped from all classes one week before the start of classes.

## Confidentiality of Student Records

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

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

These rights are included in the College Policies section in Appendix XVII.

## Policies

Please refer to the Faculty/Staff Reserve shelf in the Library or to the College Policies section beginning on page 135 for the complete policies and texts concerning the following:

### Academic Dishonesty

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

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

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

### Housatonic Community College Copyright Policy for Students

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

Students may not make additional copies of any copyright-protected materials given to them in the classroom.

Students may make one copy of materials placed on Course Reserve for them in a library or tutoring center. The copy may only be used for personal use, and additional copies may not be made for distribution to others.

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

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

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

### Media Allowable Portion under Fair Use

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

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

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

See Appendix XVII for the complete Policy.

### Class Cancellations

Housatonic has the right to cancel any class or to change instructors. Upon course cancellation, a student will be notified and referred to an advisor or counselor who will meet with the student to select another ongoing course in which the student will be enrolled provided he/she meets the pre-requisites/parallels. Restrictions apply in equipment-related courses, and ENG\* 101 and ENG\* 102.

Occasionally classes have to be cancelled because of extreme weather conditions or other emergencies. The most detailed information is on the HCC website ([www.hcc.commnet.edu](http://www.hcc.commnet.edu)).

### Faculty Absences

If a faculty member is going to be late or cannot meet a class because of an emergency, he or she will make every effort to have someone inform you. Many faculty members will inform you during the first class sessions what to do in such an event. However, if any faculty member is late arriving for class (more than 20 minutes), you can:

1. Go to the Academic Dean (A204a), the Evening Division Office (A102) or the office of the department chair for that academic area (refer to "Where To Go For Help," page 32) and ask for guidance;

2. Circulate an attendance sheet with the course number and section for each student to sign. Provide this information to the offices listed in paragraph 1 when you leave the classroom. At that point you are free to leave if you have received no other directions.

### Computer Policies

Using computers can be a very important part of your education. The HCC computer laboratories are available for registered student use.

The College, Board of Governors for Higher Education, and State of Connecticut have endorsed uniform policies regarding computer use and computer software ownership. Under these policies, you cannot use the laboratory facilities to create software for any illegal activity nor can you use these facilities for personal work whether for a profit or non-profit purpose. You cannot duplicate or load software unless the duplication or loading is directly related to a course and is under the direct supervision of a faculty member. Further, College policy forbids viewing pornographic or other potentially offensive material on the College computers. Willful violation of any of these policies may result in disciplinary action.

For the complete policy see Appendix IV.

### Bringing Your Children to School

Generally, visitors are not allowed in the classroom. However, if, in an emergency situation, you would like to have your child with you at the College when you are attending class, you are required to receive permission from the instructor. If approved, you must have the child or children with you in the classroom at all times. You cannot leave your children unattended anywhere in the College.

### Drug-Free Workplace

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

No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the College campus or off the College campus at a College-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

These include CT Statutes, CT Policy for a drug-free workplace, Drugs with Addictive Potential, Description of Health Risks, and Federal Trafficking Penalties.

For the complete policy see Appendix XII.



## Standards and Procedures for Student Discipline

The Board of Trustees of Community-Technical Colleges has adopted the policy on student discipline for the system of community colleges.

For the complete policy see Appendix I.

## Student Rights

As a student, you are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher/student relationship. This includes the right to be evaluated solely on academic performance and not on any matter irrelevant to that performance. As a student you are free to take reasoned exception to the data or views offered in any course, but you are responsible for learning the content of the course of study as defined by official College publications, such as the *College Catalog*.

For the complete policy see Appendix II.

## Change of Address

It is important that the College have your correct address and your correct name at all times. Therefore, you are required to report any change of address or name to the Registrar's Office immediately, using a change of personal data form.

If you do not report address and name changes promptly you will not receive your grades and other important information from the College.

## Cellular Telephones/Pagers

Cellular telephones/pagers are a wonderful convenience. However, they can be disruptive in the classroom. When in class or in the library, cellular telephones and pagers must be turned off or muted. Receiving or making calls during class not only interrupts your classmates and professors, but is discourteous. Please turn off all cellular telephones and paging devices before class begins. Students may be asked to leave the classroom if a cellphone, pager or other electronic device becomes a distraction.

## Gambling

Gambling of any type on the College campus or at a College sponsored activity, function, or event subjects you to disciplinary action.

Connecticut General Statutes state that "any person who plays at any game for any valuable thing, or solicits another to do the same, upon any public conveyance, or wins or loses any valuable thing by so playing or betting on such play or by sharing in any stake or wager of those who bet or play, shall be fined not more than two hundred dollars and imprisoned not more than six months."

## Smoking

Smoking is not permitted anywhere in Housatonic Community College.

## People with Disabilities

This policy is put forth to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus.

For the complete policy see Appendix VI.

## Racism and Acts of Intolerance

The community colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness.

See Appendix VI for the complete policy.

## Sexual Harassment

Sexual harassment can take many forms, such as physical (touching, kissing, pinching), verbal (jokes or sexual innuendoes), visual (display of offensive pictures whether printed or computer displayed), or threatening harassment (implied or explicit abuse which threatens a person who does not comply with sexual requests).

Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak with the Academic Dean, the Dean of Students, the Director of the Counseling Center, or the Director of Human Resources/Affirmative Action Officer.

Any of these people will advise you of appropriate channels available to you and will respect the confidentiality of the situation.

Sexual harassment, as well as any reprisal or retaliation by an offender, is illegal and punishable by law.

Use of the Internet for viewing pornographic material or carrying on "chat" sessions of sexual nature is considered sexual harassment and is forbidden.

For the complete policy see Appendix VI.

## Violence in the Workplace Prevention

The Board of Trustees for the Connecticut Community-Technical Colleges has adopted a zero tolerance violence in the workplace policy. "Violence" is defined as an overt act or threat of harm to any person or property, or any act that poses a substantial threat to the safety of any person or property.

Persons in possession of firearms, fireworks, dangerous weapons, or unauthorized chemicals will be subject to disciplinary action.

For the complete policy see Appendix VII.

## Domestic Violence

Domestic Violence knows no gender, class, religion, education, or economic standing. In the past, domestic violence had been perceived as a personal and private problem that happened only to people within a certain socio-economic group. Now, domestic violence is seen as the devastating social problem that it is and programs have been established to combat this far too common form of abuse. Chances are that someone you know such as a friend, neighbor, classmate, or colleague is a victim of domestic violence. Domestic violence will often come onto campus under a blanket of silence and shame. Remember this is not a private issue!! At Housatonic we are a community, and this is a societal problem that needs to be addressed by the community. Knowledge and understanding are important and effective tools that faculty, students and staff can call upon to help a victim stay safe.

The following staff members are Safety Network Liaisons and are trained in domestic violence facilitation:

- Deloris Curtis  
Director, Admissions  
332-5102, Room A102a
- Janet Lanci  
Assistant Professor,  
332-8548, Room A206
- Pat Dicks  
Head Counselor,  
Counseling Center  
332-5039, Room A108c
- Mickey Reed  
Coordinator, OTA Program  
332-5214, Room C226
- Heidi Szobota  
Director, Early Childhood Lab School  
332-5030, Room B137a

In addition, resource material is available for viewing or loan in the Women's Center.

## AIDS and Other Communicable Diseases

The community college system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal antidiscrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college community.

For the complete policy see Appendix V.

# ACADEMIC SUPPORT & STUDENT SERVICES

## Advising

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

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

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

Students seeking information on transferability of coursework and articulation agreements with the four state universities and private colleges in the state of Connecticut can utilize the services of the Transfer Counselor in the Counseling Center (A108).

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

## Academic Support Center

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

Some of the specific services are:

### Tutoring Center *We Help You Help Yourself!*

- One-on-one tutoring with master and peer tutors in approximately 90 percent of the courses listed in each semester's schedule.
- Online Tutoring: Students can receive a free account to log on and work with a tutor in real time or via email. Log on to [www.etutoring.org](http://www.etutoring.org)
- Mega Math Fridays: No appointment necessary and stay as long as you would like! Get the help you need in any level of math from excellent math tutors.
- Group Tutoring: Meet with your classmates and your professor here at the ASC for a special supplemental tutoring session.
- Computers available: Eight state-of-the-art computers are available for student use. Type and print your paper, insert your course CD, or log in to the internet for research purposes.

### Disability Support Services

The program for students with disabilities may provide accommodations, academic tutoring, and technology to assist students with all varieties of disabilities. The program is designed to assist students in developing their talents to the fullest by providing assistive services which may include evaluation of individual learning styles, counseling and course advising, alternative administration of examinations, tutoring, audio-visual and computer learning equipment and group support. The DSS's professional staff assists students in developing ways to cope with their disabilities and achieve academic success without altering the nature of the college courses.

- Students with disabilities are encouraged to meet with the Disability Support Services Coordinator, located in B120, to view documentation and determine accommodations.
- Also located in B120 is the Adaptive Technology Center that contains computers with software such as JAWS, WYNN and a closed circuit TV.

## Testing Services

Placement testing takes place throughout the year. See pages 7 and 8 for additional information.

CLEP and DANES testing is offered on a limited basis.

When extreme circumstances arise, instructors may allow students to complete a makeup exam. Make up exams are scheduled through the Testing Coordinator and are proctored by video camera.

## The Writing Across the Curriculum Center

Writing is a skill that can be improved through practice. The Writing Across the Curriculum Center is a place where students of all writing abilities can receive help to improve their skills. Students can make appointments or drop in for help with writing from faculty and tutors who work in the Center. In addition to individual tutoring sessions, group tutoring sessions and workshops are held on aspects of writing at various skill levels.

## Counseling Center

The Counseling Center is dedicated to encouraging and assisting all students to achieve their maximum academic, career and personal development. The College provides a number of services that are geared to helping students meet this objective. The Counseling Center is available to discuss issues with students and help them achieve success at Housatonic.

Counseling services can be used as follows:

Academic advising helps you select courses to ensure that your Housatonic certificate and associate degree program requirements are satisfied. Counselors work closely with program advisors to make this process as easy as possible.

If you want to change your academic program, you can work with counselors to make sure that your progress toward your career goals is uninterrupted. This is a very important aspect of your education and by giving careful attention to the process; you can save time and effort.

If you want to transfer to a four-year institution, Counseling Center counselors can make the transition easier by guiding you through the steps of the process. You can be assisted in checking admission and program requirements and transfer credit information.

If you experience an academic problem, come to the Counseling Center and discuss your options with a counselor. Counselors can

act as intermediaries among students, administrators, and faculty. Counselors can help with academic advising regarding mid-term grades, probation/suspension, graduation requirements and ways to improve your study skills.

The Strong Interest Inventory is available in the Center Resource Room, A108b. This computer program can help you assess work preferences. Counselors assist in interpreting the results and talk with you about career options, relating these options to educational programming. Resources and information concerning occupational opportunities are available in the Career Resource Center, A108b. Opportunities for employment are posted regularly.

Personal counseling is available. Sometimes you want to just sit down and talk about personal or non-academic concerns. We recognize that many students are trying to balance work, school, and family responsibilities as well as personal needs. We understand that overwhelming pressures can build. We offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.

## Computer Laboratories

Computer labs are available for all registered students. Generally, the labs are open during the spring and fall semesters from 8:30 a.m. to 9:00 p.m. Monday through Thursday, from 8:30 a.m. to 3:30 p.m. on Friday and from 9:00 a.m. to 3:00 p.m. on Saturday. Lab hours may vary and are subject to change.

The labs are equipped with state-of-the-art computers and laser printers. A variety of software is installed to assist students taking computer science, office automation, and general study courses. Internet access for academic purposes only is available, but is limited to one hour at a time. The computer lab equipment may not be used for personal or commercial purposes.

Lab assistants will provide students with a copy of the Computer Lab Operating Guide. Failure to follow the operating guide rules may result in a loss of lab privileges.

## English as a Second Language

Housatonic Community College offers a six-semester sequence of English as a Second Language courses designed to accommodate the needs of non-native speakers of English at basic, intermediate, and advanced levels of proficiency. Placement in each level is based upon the results of an ESL interview and reading and writing evaluation.

The six-hour courses are intensive and stress the development of listening and reading comprehension, speaking and writing skills to help students gain confidence and proficiency in the use of English to succeed in academic and career programs. Students entering the lowest level, ESL\* E010, Combined Skills I, should have a little experience speaking and writing English before enrolling at the College. Students must demonstrate mastery of skills before progressing to the next level. After successful completion of the ESL sequence, students progress to ENG\* 043 or ENG\* 101.

## Independent Study

Outstanding students may study a particular topic or set of topics outside of the classroom under the supervision of a full-time faculty member. The faculty member determines if the student is qualified to undertake the project and provides guidance to the student.

The project must be of an advanced nature and cannot duplicate an existing Housatonic course.

To register for an independent study course, a written study outline or contract must be submitted by the student and approved in writing by the faculty member supervising the project, the department head and the Academic Dean. Full tuition and fees are charged for independent study courses.

## Library

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

The library maintains an open stack book collection of over 50,000 volumes and a periodical collection of approximately 180 current titles. Books, with the exception of those in the Reference and Reserve sections, may be

checked out. Periodicals are for use in the library only. The Media Services Department of the library maintains a substantial multi-media collection of videos and compact discs, most of which may be checked out. Media that may not be checked out may be viewed and/or listened to by patrons in the library. The video collection offers feature films and educational titles in both VHS and DVD formats. Educational titles relate to all areas of the curriculum.

Electronic information services offered by the library include many on-line databases providing full-text access to journal and newspaper articles and other reference sources. The databases cover the major curricular areas including literature, health, business, the social sciences, current news, and general information. The ReQuest database permits the patron to search the holdings of more than 300 Connecticut libraries.

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

Students may go to **myCommNet** ([my.comnet.edu](http://my.comnet.edu)) for remote access to the catalog and to most of the online databases as well as to other library-related information. InfoAnyTime, an after-hours supplemental reference service, is also available from the library web page.

## Summer Sessions

Three summer sessions are designed to serve the needs of a variety of students. These courses are open to new students who will be attending Housatonic in the fall, students from other colleges, current Housatonic students who wish to accelerate their academic program, and individuals seeking specific knowledge. Generally, Summer session classes meet either four days each week for five weeks, or twice each week for eight weeks. Classes are scheduled both day and evening.

## Winter Session

Winter session classes are held during the period between Christmas and the start of the spring term and are open to Housatonic students, students from other colleges, or new students. Generally, classes are held Monday through Friday from 9:00 a.m. to 12:00 noon. Laboratory time follows immediately after class for science courses. Students can earn 3 or 4 credits a course. Waivers of tuition are not honored for winter session courses.

More information is available in the winter/spring course schedule, by calling the Registrar's Office, 332-5088 or at the HCC website.



## Online Access to College Services and Information

### myCommNet Portal

Via the Internet on- or off-campus, **myCommNet** (<http://my.commnnet.edu>) will be the source of information and services for students, faculty and staff of the Connecticut Community Colleges. **myCommNet** makes it easier to conduct college business, communicate with others in your classes, and participate in online class opportunities. It's where you can register for classes, check your academic progress, interact with classmates, and manage your college finances, all with a single sign-on. You only have to remember one user ID and one password to reach all of your college's online services.

In addition to activities for existing students, **myCommNet** also provides links to submit an application for admission and to search for courses offered by semester.

To access **myCommNet**, please go to <http://my.commnnet.edu> and enter your NetID. The format is as follows:

User name:

8765432@student.commnnet.edu

(your Banner number @student.commnnet.edu)

Password (Example): Jan&5678\*\*

\*\*If you have never logged in to [my.commnnet.edu](http://my.commnnet.edu) your password defaults to the first three letters of your birth month, The "&" symbol, and the last 4 digits of your social security number. Once you have entered this information you will be prompted to change your password. (your 8-character or longer complex password)

Instructions for users can be found at [hcc.commnnet.edu](http://hcc.commnnet.edu).

## Inside myCommNet STUDENT SELF-SERVICE

On November 21, 2007, Student Online Services (SOS) became Student Self-Service a part of the **myCommNet** internet service which allows you to view and print important information that is essential in planning your registration. This online alternative allows you to access both secured and public academic information via the internet. Students can access the system from any computer lab on campus or via a World Wide Web browser when off-campus.

### Type of Information Available

(login is required)

- **Course Search** - Check the status of courses, what is available, when they meet, number of seats available.

- **Registration** - Display your semester course schedule; check your registration status.

- **Student Records** - View your holds, if any exist; display your grades and academic history; review your charges, payments and fee information.

If your record shows an Accounts Receivable hold, please contact the Bursar's Office at (203) 332-5004 or by email at [ho-bursar@hcc.commnnet.edu](mailto:ho-bursar@hcc.commnnet.edu).

- **Financial Aid** - View overall status of your financial aid at HCC; check your eligibility, view document requirements, academic progress, holds; review your award information, view award by year; award payment schedule, history of loan applications.

- **Personal Information** - View the records the College maintains for you regarding address and telephone number. Contact the Registrar's Office whenever your records are incorrect or changes are necessary.

### Accessing myCommNet

You can access **myCommNet** virtually any time, from anywhere in the world. The web site is [www.my.commnnet.edu](http://www.my.commnnet.edu). Once you have located the site, navigate your way to Student Self-Service. Be sure you follow all instructions. See the next section for specific directions to help you in planning your registration and confirming your registration status.

### Course Search and Student Detail Schedule

In planning your registration, especially if you are considering mail, fax, drop-off, or online registration, you should utilize Student Self-Service to determine course availability.

**Course Search** is available in the Student Self-Service. Click on **Course Search** and follow in order:

1. Term: Select (current term)
2. College: Select "Housatonic C.C."
3. Subject: Select "all"
4. Title: Leave blank
5. Level: Select "all"
6. By: Select "Open"
7. Instruction Type: Select "all"
8. Start Time: End Time: Days: Leave blank
9. Click "Get Courses"

All open courses (courses with seats remaining) will be displayed in alphabetical order according to course prefix (ACC for Accounting appears first and THA for Theater Arts appears last). Scrolling right will provide all available information regarding the course including time, day, room, seats remaining, and instructor's name.

If you have registered by mail, fax, drop-off or online, you can check your registration status by logging into the Student Self-Service area of **myCommNet**. In order for you to gain access to this area, you must know your Banner ID number. Login instructions are provided on the site. Once you have gained access, click on "Housatonic" and follow in order:

1. Click on "Registration, Student Records and Financial Aid"
2. Click on "Registration & Payment"
3. Click on "Student Detail Schedule"
4. Term: Select (current term)
5. Click on "Submit Term"

Your "Student Detail Schedule" will appear and this schedule confirms your registration. Since this schedule must be produced in order to purchase textbooks at the College Bookstore and secure a parking permit for the garage, you should print this schedule.

## Graduation

Housatonic Community College awards the Associate in Arts (AA) and Associate in Science (AS) degrees and certificates to qualified candidates as authorized by the General Assembly of the State of Connecticut.

### Graduation Is Not Automatic

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

### Catalog Selection

Students are evaluated according to the curriculum printed in the catalog when they first enrolled except:

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

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

### Graduation Process:

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

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

### Transfer Credits:

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

#### Graduation Requirements:

- Official enrollment in a certificate or degree program.
- Completion of a minimum number of semester hours for the certificate or degree program with an Academic Average of 2.00 GPA or above.
- Most degree programs require a minimum of fifteen 200-level credits. Consult individual program requirements.
- At least 25% of the graduation credit requirements must be granted by Housatonic Community College.
- Satisfactory completion of all courses required in the student's program.

- Prompt and timely payment of the graduation fee.
- Fulfillment of all financial obligations to the college.

### Graduation Honors:

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

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

All graduation honors are recorded on the student's academic record. See "Awards for Graduating Students" in the **FEES & FINANCIAL AID** section of this catalog.

### Earning Multiple Degrees:

Students may earn a second degree in a different curriculum at Housatonic Community College. This will require that a student complete all program requirements of the second degree with 25% of the credits earned in the new curriculum as new credit hours at the college through which the second degree is to be conferred. A student may earn two degrees simultaneously at HCC by fulfilling all requirements as stated above.

A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate program and apply for graduation prior to earning the degree.

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

### Completing HCC Degree Requirements at Other Colleges

Students enrolled in a degree program who wish to complete Housatonic Community College degree requirements at other colleges or universities should request approval, when possible, from the Office of the Academic Dean prior to undertaking such work. This procedure is referred to as "reverse transfer."

## Transfer from Housatonic to Other Colleges

### Housatonic Community College Articulation & Transfer Agreements

Transfer agreements have been completed with a variety of four-year baccalaureate institutions for transfer students who have completed associate degrees at Housatonic Community College. Most of these agreements provide that these graduates in specified programs will be admitted with full junior class status if they have achieved a specified grade point average. Additional information regarding these agreements is available in the Academic Dean's office, Student Services, the Academic Advising Center and the Counseling Center.

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

- **University of Connecticut Guaranteed Admission Program (GAP)** (Stamford, Waterbury, Storrs)  
The Guaranteed Admission Program is an agreement between the University of Connecticut and the Connecticut Community College system. It is designed for students who are enrolled in a Liberal Arts transfer program at one of the Connecticut community colleges and plan to earn a bachelor's degree in the College of Liberal Arts and Sciences and/or the College of Agriculture and Natural Resources at the University of Connecticut.  
**Agriculture and Natural Resources:** 11 majors including Allied Health, Environmental Science, Nutrition; **College of Liberal Arts & Sciences:** 42 majors including American Studies, Biological Sciences, Communications, Economics, History, Human Development & Family Studies, Maritime Studies, Mathematics, Psychology, Statistics, Women's Studies as well as Bachelor of General Studies, General, Business Administration, Accounting, Business Law

#### Business and Technology Transfer Pathway Program

If you are earning the associate degree in business at Housatonic, you may be eligible to enter the School of Business to pursue a Bachelor of Science degree in Business and Technology. Students are able to complete this major at University of Connecticut campuses in Stamford, Greater Hartford, Waterbury, and Torrington. To qualify for admission to the Business and Technology program as part of the Transfer Pathway, you must:

Complete your associate degree in the appropriate business program at one of the participating community colleges;

Earn a minimum cumulative grade point average of 3.0;

Achieve a 3.0 or higher in courses being used to meet junior/senior-level major requirements;

Complete and submit an application for transfer admission to the University of Connecticut by the stated deadline.

**The Connecticut College of Technology**  
The Engineering Science Pathway program allows community college students to follow a specific course of study leading to an associate degree, preparing for the ultimate goal of earning a bachelor's degree in Engineering at the University of Connecticut.

- **Albertus Magnus College**  
General, Human Services
- **Bridgeport Hospital School of Nursing**  
Nursing (Cooperative Agreement)
- **Connecticut State University System**  
Central Connecticut (New Britain)  
Eastern Connecticut (Willimantic)  
Southern Connecticut (New Haven)  
Western Connecticut (Danbury)
- **Fairfield University**  
Engineering, Liberal Arts and Sciences, College of Arts & Sciences, School of Business, School of Nursing, School of Continuing Education
- **Marymount College**  
Graduates in all Associate Degree Programs
- **New York University**  
Education, Nursing, Health, and Arts
- **Quinnipiac University**  
Accounting, Business Administration, Early Childhood Education, Human Services, Clinical Lab Tech, Liberal Arts and Sciences, Humanities/Social Science, Data Processing
- **Sacred Heart University**  
General, Business, Criminal Justice
- **Post University**  
Criminal Justice
- **University of Bridgeport**  
General, Dental Hygiene, Human Services, Business, Computer Science/Engineering, Math, Accounting, Biology, Computer Applications & Information Systems, Marketing, Management, Journalism, Banking, Fine Arts, and Graphic Design
- **University of New Haven**  
Dual admission in all programs
- **Wheelock College**  
Human Development (Children, Family and Culture)

## Transfer Course Agreements

- **Charter Oak State College**
- **Eastern Connecticut State University**
- **Fairfield University**
- **Quinnipiac University**
- **St Joseph College**
- **University of Connecticut**
- **University of Connecticut**  
Stamford/Waterbury/Hartford (with core courses also available in Torrington/School of Business) Business & Technology

## Guaranteed Admissions Agreement between the Connecticut Community Colleges and The Connecticut State University System

Graduates of an associate degree program within Connecticut's community colleges with a GPA of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System.

There is no guarantee that all course credits earned at a Connecticut community college will be accepted for transfer to a university within the Connecticut State University System. However, all Guaranteed Admission students are guaranteed junior status and guaranteed that a minimum of 60 transfer credits will be applied toward a baccalaureate degree at the university. Graduates of a community college who meet the requirements for guaranteed admissions must still make application by the date and on the forms prescribed by each university within the CSU System, including the submission of all the required transcripts, documents, and fees.

For more information on this agreement and the procedures, contact the Counseling Office at (203) 332-5097.

## Scholarships for Graduating Students

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

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

## Awards

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

**The Beverly G. Anderson Memorial Award\*\*** - established in memory of HCC and Harding High School counselor and presented to an outstanding graduate who graduated from a Bridgeport high school.

**Greater Bridgeport Chapter of the Connecticut Society of CPAs Accounting Prize** - presented by this local professional group to an outstanding accounting student continuing his or her education.

**Burt Chernow Scholarship\*\*** - established in memory of the founder of the Housatonic Museum of Art and presented to a graduate continuing his or her education in art or art education at a four-year institution.

**Connecticut Post Award** - presented by Post Publishing Company and the *Connecticut Post* to outstanding journalism students.

**Salvatore Curiale Scholarship\*\*** - established in memory of the director of admissions at Housatonic and presented to a student continuing his/her education in nursing.

**Jeanne DuBois Scholarship\*\*** - established in memory of an alumna of the first graduating class who served in many important positions at the College including manager of the Museum, and presented to a graduate continuing his or her education in art or art history.

**Ralph Fabrizio Scholarship\*\*** - established in memory of a professor of psychology and awarded to an outstanding student in the behavioral sciences.

**Flint Prize\*\*** - established in honor of the Flint family and presented to the student receiving the Dean's Academic Award.

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

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

*continued*



# STUDENT LIFE & ACTIVITIES

**Jane Mahoney Memorial Award\*\*** - established in memory of a professor of English and presented to a student who began his or her studies in developmental English classes.

**Robert Gerard Naples Scholarship\*\*** - established in memory of a Housatonic student and presented to an outstanding student who plans to continue their studies in math or science at a four year institution.

**Marshall Rachleff Scholarship Award\*\*** - established in memory of a professor of history and presented to an outstanding student in history, government, economics, or labor studies.

**Frank J. Scallon Foundation Scholarship\*\*** - awarded to a graduating student or students who are pursuing an education in the field of psychology or medicine at a four-year institution in Connecticut.

**David Susskind Memorial Scholarship Award\*\*** - established in memory of David Susskind and awarded to an outstanding student in the social sciences who intends to pursue a bachelor's degree in political science, history, or public administration.

**Swain Prize\*\*** - established in honor of a local English professor and awarded to the outstanding student in English.

**Dale Ward Scholarship** - established by the Student Senate in honor of a Housatonic professor and Senate advisor and presented to the graduates with the highest cumulative averages planning on continuing their education.

**Dale Ward Endowed Scholarship Fund\*\*** - awarded to the highest-ranking students planning to continue their education. This scholarship complements the HCC Senate Scholarship named in honor of former professor Dale Ward.

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

HCC is dedicated to providing comprehensive support services for its students. The College has developed a variety of opportunities for students. These services and the departments that administer them are:

## Academic

### Academic Support Center

Located in B118, it includes the Testing Center, The Writing Center, The Disabilities Support Services Center, and tutoring services.

See page 23 for detailed information.

### Academic Advising Center

The Academic Advising Center, located in A102, offers guidance for registration, transfer, program requirements, graduation preparation.

See page 23 for detailed information.

### Evening Division

The Evening Division in 116 is open every night that classes are in session until 9:30 p.m. This office can refer you to those who help you with academic counseling, handle emergency situations, or provide information about the College. You can also leave messages in the office for part-time faculty members.

## Other

### Bookstore

Located on campus at the Broad Street entrance to Beacon Hall. For information and hours see the Bookstore's web site at <http://www.htc.bkstr.com/> or through a link on the HCC home page.

### Cafeteria

There are two cafeterias on campus located in C wing of Lafayette Hall and one the first floor of Beacon Hall. The cafeterias are open during Fall and Spring semesters when classes are in session (hours vary).

### Campus Safety

Located off the main lobbies in Lafayette Hall (A105) and Beacon Hall (110).

### Early Childhood Laboratory School

Located in B137, near the Broad Street entrance.

## Housatonic Museum of Art

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

## Messages for Students

Housatonic Community College strives to provide an atmosphere of access and success for our students during their classroom time on campus, and we make every effort to reduce the number of classroom interruptions for students. College staff will deliver messages to students only in cases of serious emergency, as determined by the Dean of Students Office, or the Evening Division after hours. It will be necessary for us to ask the caller about the nature of the emergency, so that we can determine if it is a qualifying emergency. If there is a qualifying emergency (such as illness or death), the Dean of Students Office or the Evening Division will make an attempt to locate the student in class. However, we cannot guarantee that a message will reach the intended recipient and generally do not confirm delivery status of a message. Additionally, it is the general practice of the College and its staff not to release information regarding the whereabouts of a student on campus or their attendance status at the College. If someone must reach you in the event of a serious emergency, please make arrangements in advance for them to contact you or make sure you provide them with your exact class schedule including day and time of class, instructor name, and room location. For more information, contact the Dean of Students Office at 332-5184.

## Student Life

The Office of Student Life is located in 317, Beacon Hall in the Student Activities area along with Student Clubs and the Student Senate offices.

## Women's Center

The Housatonic Women's Center is located in Beacon Hall room 371 (phone 332-5268) and is an informal drop-in center open to all women, and the Center also welcomes men. It was created as a "safe haven" where students, faculty, and staff might go for advice and advocacy. The Center also functions as an educational resource with books, journals, magazines, and videos, and offers a variety of programs and workshops on women's issues.

## Early Childhood Laboratory School

The nationally accredited Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting and resource for HCC's Early Childhood Education Program and other disciplines in the College.

To enroll, children must be three years of age by December 31 of the calendar year in which they enter the School. The School is open Monday through Friday from 7:30 a.m. to 5:30 p.m., 50 weeks a year.

As a laboratory setting, the Early Childhood Education faculty assigns students to a variety of activities and observations that need to be completed at the Laboratory School. The director, teachers, and teacher assistants evaluate these activities and/or answer any questions that the College students may ask. Students from related fields also use the Laboratory School as a resource for fieldwork and papers.

Applications for children are available in the Early Childhood Laboratory School, the Business Office and the Admissions Office. Limited Housatonic Community College Foundation Scholarships are available for the children of students. Children are accepted into the Program on a first come first served basis. The Program serves children with disabilities and from diverse racial, ethnic, economic and ability backgrounds. For further information, call the director of the Early Childhood Laboratory School at 332-5030.

## Health Services

The Health Services office is located on the first floor of Lafayette Hall (A113). Generally, the office is open Monday through Friday, 8:30 - 4:30. Hours are subject to change so please call ahead for specific hours. A registered nurse is available to provide first aid, emergency care, health education, health counseling, and referrals to health care providers, and assistance with medical insurance information. The nurse can be reached at 332-5062. In case of emergencies before or after office hours, students may call the Security Office at 332-5025.

All full-time students are automatically covered under a "school time only" accident insurance. Through the same company, an optional twenty-four hour accident and sickness insurance is available to full-time students for an annual premium payment.

You can get additional information on insurance coverage for part time students, enrollment, premiums, and claim forms in the Health Services Office (A113).

## Student Life

Many activities and events enhance student life at Housatonic, making it a very special place. Student activities, events and programs enrich the total student educational experience by providing a broad range of social, cultural, and recreational events. Students who are involved in the planning and implementation of such activities have the opportunity to develop skills in human relations, group process, legislative procedures, program planning and evaluation, and financial management. Those who participate in college activities and events often develop lasting friendships with their fellow students and faculty. The Director of Student Life & Activities, can be reached in the Student Life office, on the 3rd floor in Beacon Hall in the Student Activities area along with Student Clubs and the Student Senate offices.

### Student Senate

The Student Senate is the leadership and government arm of the student body. It represents the entire student body on matters relating to the welfare of students. Its committees and the clubs/organizations which it charters, offer social, cultural, and recreational activities funded by student activity fees. Procedures for scheduling these activities are available from the Director of Student Activities and in the College Policies section.

### Student Publications

The College's student newspaper is funded with student activities monies. Housatonic student editors, reporters and photographers publish the newspaper, *Horizons*, four times each semester. *Horizons* covers College activities and outside events of interest to students. The College's literary magazine, *Images*, is published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration.

## Student Clubs

College is more than just classes, homework and exams. It is making new friends, meeting new people and learning new skills.

Participating in Housatonic's student activities can help you feel more at home. You will find people with common interests. You will experience new things and gain leadership and management skills.

Housatonic clubs are open to all interested students. Watch for signs announcing meetings and events or contact the faculty/staff advisors for information. Clubs plan speakers, films, trips, parties, social events and community service activities. All student clubs and organization are required to have a faculty or staff advisor. Please contact the Student Life Office for an updated list of student clubs, organizations and their advisors.

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

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

### African Student Alliance (ASA)

Contact the advisor for information.

### Art Club

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

### Biology Club

The Biology Club is a group of students who meet to discuss current topics in Science. We have discussions and presentations on Biology, Ecology, and Science Research. Our club offers educational field trips to Aquariums, Special Biology Exhibitions, Science Museums, and Research Centers. We sponsor and participate in community events related to science and education.

## **Black Student Union (BSU)**

The Black Student Union's mission is to form a sense of unity and togetherness making the organization into something positive that represents black students. The group works to develop a positive academic and scholastic atmosphere for black students, teaching them about their history and heritage. The BSU promotes students in all activities of the College, using meetings as a forum for students to discuss issues that affect them. Finally, the BSU develops leadership skills, cultural education to abolish stereotypes, and stimulation of a healthy and positive environment for students of color.

## **Business Club**

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

## **Christian Studies Club**

The Christian Studies Club seeks to unite the student body by meeting to discuss the Bible and to relate Christian aspects to all religions. The members also coordinate gospel concerts and purchases books and music that are available in the library.

## **Early Childhood Club**

The Early Childhood Club meets and plans events and activities with ECE Majors. We plan trips to world renowned places such as the Bronx Zoo and the NYC Rose Planetarium. Visit unique ECE education schools and programs, provide community services to enrich and enliven classroom experiences.

## **Friends of the Environment (FOE)**

The Friends of the Environment Club (FOE) provides all members of the HCC student body with the opportunity to broaden their perspective on the environment, as well as to enlighten students and the HCC Community on scientific, economic and social aspects of environmental problems and solutions.

## **Game Club**

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

## **Gay/Straight Alliance (GSA)**

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

## **Graphic Design Club**

This Club was organized to provide the student body with the opportunity to broaden their perspective on the graphic design industry and its computer software.

## **Human Services Club**

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

## **Literary Club**

Established to encourage participation in cultural events of a literary or artistic nature and promote the reading and discussion of books and themes which go beyond the normal classroom discussions.

## **Multi-Cultural Club**

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

## **Music Club**

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

## **Occupational Therapy**

The Occupational Therapy Association helps students learn what it is like to work with people that are in physical and occupational rehabilitation.

## **Performing Arts Club**

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

## **Photography Club**

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

## **The Outing Club**

The Outing Club seeks to provide the student body with the opportunity to explore the outdoors, experience the healthful and relaxing nature of the outdoors, increase the student body's awareness of the natural beauty of both Connecticut and New England, and to provide outdoor education to the community at large.

## **Activities**

### **If You Want to Plan or Publicize a Student Activity**

Any event planned by a student or student club or organization should comply with the policies, procedures, and guidelines as set forth by the Student Life Office and the Dean of Students. Student clubs are required to consult their Faculty Advisors in the planning process, submit the appropriate and required forms for planning and room reservations, and receive final approval from the Student Life Office and the Dean of Students. Events that do not follow these policies, procedures, and guidelines will be ineligible for funding through the Student Senate and may be subject to cancellation. All publicity by any student or student club or organization should be submitted to the Student Life Office for approval prior to distribution or posting. For more information, contact the Director of Student Activities.

### **Scheduling Rooms for Activities**

College areas may be used by any College club or organization for its activities. However, the limited number of rooms requires careful scheduling.

To reserve a room, the individual in charge of the group should contact the Student Life Office to fill out the appropriate forms and obtain the necessary signatures. Areas are assigned on a first-come, first-served basis.

Housatonic also has facilities for outside groups to rent. Groups not affiliated with the College who wish to use College facilities should call 332-5058 for information.



## Kiosks and Bulletin Boards

Kiosks and bulletin boards announcing items of importance to you are located throughout the building. Official notices and announcements of coming events and many student activities are posted for your information.

If you wish to post fliers, notices, or posters pertaining to events or activities planned by student clubs and organizations, you must have each notice approved and stamped by the Director of Student Activities (332-5045) prior to posting. All unapproved student, club, or organization postings will be removed.

If a student or outside contact wishes to post other materials unrelated to student activities or events, the materials must be approved through the Dean of Outreach Services at 332-5085.

## Inviting Speakers to Campus

Any student club or organization recognized and funded by the Student Senate may request use of College facilities for meetings or events that include invitations to outside speakers or performers. Student clubs and organizations must comply with the College's Policy for Inviting Speakers to Campus, Appendix VII in the College Policies section. The speaker and event must have the approval of the club membership and the Faculty Advisor, and the requesting club or organization must complete the required paperwork. Speaker-related events that do not comply with the campus speaker policy may be subject to cancellation. A copy of this policy is available in the policies section or from the Director of Student Activities or the Dean of Students Office.

## Charging Admission

Student organizations may not charge admission to events without prior approval of the Dean of Students. The determination of admission charges will be based upon: 1) the organization's budget provided from the Student Activity Fund and 2) the projected cost of the event. It is expected that all social events will provide social and cultural opportunities.

## Using Housatonic's Name

Only recognized student clubs and organizations may use the name, sponsorship and facilities of the College. Prior authorization is required.

## Cafeteria

The spacious Housatonic cafeteria in Lafayette Hall overlooks the courtyard containing the sculpture garden. The grill offers sandwiches, snacks, and hot meals. An additional, smaller cafeteria is located in Beacon Hall. Cafeteria hours are subject to change. Check the cafeteria bulletin board for specific hours. Vending machines have sodas and snacks at all times. The sculpture garden has picnic tables and is a pleasant place to eat when the weather is fine.

## Bookstore

You can purchase the books you need for courses at the Follett Bookstore on the HCC campus. The Bookstore also has notebooks and other supplies, laboratory equipment, newspapers, paperbacks, t-shirts, cards, candy, and other items. During registration and the first two weeks of classes, the Bookstore is open extended hours\*. At the end of each semester, the Bookstore will buy back textbooks.

\*Students should check the Bookstore web site (<http://www.hctc.bkstr.com>), the bulletin board outside the Bookstore, or call 203-335-2949 for hours of operation.

## Parking and Security

Free parking is available for students in the parking garage. You enter the garage from Lafayette Boulevard. You must obtain a parking hangtag in order to park in the garage. The Garage Security Office issues hang tags upon verification of registration.

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

Handicapped parking is available on all floors in the garage. All handicapped parking areas are restricted to individuals with current Connecticut handicapped certificates.

Temporary Special Parking permits are available for short-term parking needs (resulting from an injury, surgery, etc.). Contact the Director of Public Safety, A105.

Housatonic assumes no responsibility for vehicles or the contents therein which are parked on College property. Parking is strictly at the owner's risk.

## Public Safety

The main Public Safety Office is located in Lafayette Hall, A105. There are satellite Public Safety Offices located throughout the campus.

Security patrols both the campus and the parking garage.

The Police Officers, Building and Grounds Patrol Officers, and Security Guards will assist students in security related matters, including providing an escort for any person that requests one. Stop by the office or call Public Safety for more information about escorts or any of the security functions.

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

If you lose anything, you should check with the Security Office on the first floor. If your item is not there, you should fill out a lost property form available from the Security Office.

Please turn in any found items to the Security Office.

Please be careful with your belongings. Develop the habit of making sure you have all your books, notebooks, and other personal belongings with you before you leave a classroom, the library, lounge or cafeteria.

At any time, it is always best to carry with you only those items you are going to need and to leave unneeded items including cash and credit cards at home.

Call the Department of Public Safety at 332-5025 or dial \*\* from any of the voice over IP phones located throughout the campus to report any suspicious person or activity you may see.

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

## Academic Honor Societies

### Phi Theta Kappa

A chapter of Phi Theta Kappa, the international honor society for two-year colleges, is active at Housatonic. Students are inducted into the Chi Rho chapter each spring at a formal induction ceremony. To be eligible for membership, students must have completed 30 semester hours at Housatonic with a Grade Point Average of 3.5 or better, receive recommendations from faculty members, and have a record of good citizenship and involvement with the College and the community.

### Psi Beta©

Psi Beta is the national honor society in psychology for community and junior colleges. It is the first two-year honor society approved for membership in the Association of College Honor Societies, which regulates membership requirements. Psi Beta was founded for the purpose of stimulating, encouraging, and recognizing students' outstanding scholarship and interest in psychology. Psychology students become members by invitation of the College chapter.

### Alpha Beta Gamma

Housatonic has a chapter of Alpha Beta Gamma, the International Business Honor Society. This society encourages scholarship among two-year college students in business. To be eligible for membership, a student must be enrolled in a business curriculum and must have completed 40 academic credit hours in courses leading to a degree. Additionally, the student must have attained a 3.2 GPA in business courses and a 3.2 overall cumulative average. Members are eligible for scholarships at four-year institutions, and have networking and leadership opportunities available through a variety of activities.

## Where To Go For Help

When classes are in session, campus offices are generally open between 8:30 a.m. and 4:00 p.m. or later Monday through Friday. Please check in advance with individual offices for specific hours. During the day, contact the Information Desk at 332-5000 for general information. During evening hours, contact the Evening Division Office, 116 at 332-5056, for information and assistance with advising, adding or dropping a class, and many other matters.

All room numbers in Lafayette Hall are preceded by a letter (A, B, C) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the first floor and 2 for the second.

Room numbers in Beacon Hall are indicated simply by a number. The first number of the room indicates the floor it is on.

### Absences from Class

Your Instructor

### Academic Calendar

College Catalog

### Academic Matters

Academic Dean, A204a

### Academic Catalog

Admissions Office, A106  
or Library, B114

### Academic Advising Center

Director, A102a

### Academic Standing

Registrar's Office, B109

### Academic Support

Director, B118

### Accidents - Student

Health Office, A113  
or Campus Security, A105, 110

### Activities/Activities Authorization

Director of Student Life, 317

### Admissions

Admissions Office, A106

### Advising

Academic Advising Center, A102

### Affirmative Action

Human Resources Office, A204c

### Housatonic Museum of Art

Director, Museum of Art, A112

### Behavioral & Social Science Department

Chair, 257

### Bookstore

Bookstore Manager, 137

### Bursar

Bursar's Office, A104

### Business Administration Department

Chair, 338

### Cafeteria Concerns

Dean of Administration, A205a

### Career Development

Counselor, A108

### Change of Name or Address

Registrar's Office, B109

### Change of Program

Academic Advising Center, A102  
Counseling Center, A108

### Clubs

Student Life Office, 317

### Computer Labs

Lab Assistants, A232a

### Continuing Education

Coordinator, C108

### Counseling - Personal

Counseling Center, A108

### Dean's List

Academic Dean, A204a

### Developmental Studies Department

Chair, B108

### Disabilities Support Services

Coordinator, B120a

### Discrimination

Affirmative Action Officer, A204c

### Discipline

Dean of Students, A110

### Dropping a Course

Registrar's Office, B109

### Early Childhood Laboratory School

Director, B137

### Employment (off-campus)

Counseling Center, A108

### Employment (work/study)

Financial Aid, A111

### Evening Division

Coordinator, 116

### Faculty Offices

Information Desk

### Faculty Office Hours

Academic Dean, A204a

### Financial Aid

Financial Aid Office, A111

### Financial Emergency Assistance

Dean of Students, A110  
or Foundation Office, A202

### Foreign Students

Admissions Office, A106

### Grades & Records

Registrar's Office, B109

### Graduation - Evaluation & Requirements

Registrar's Office, B109

### Grants (non-student)

Grant Writer, A203

### Grievances

Dean of Students, A110

### Honors Program

Coordinator, B220

**Humanities Department**  
Chair, 215

**Identification Cards**  
Student Life Office, 317

**Illness or Immunizations**  
Student Health Office, A113

**Library Services**  
Library, B114

**Lost & Found**  
Campus Security Office, A105, 110

**Math/Science Department**  
Chair, B239

**Parking Tags, Student**  
Parking Garage Office  
or Campus Security Office, A105

**President**  
President's Office, A201

**Publications**  
Publications Coordinator, 281

**Public Relations**  
Public Relations Coordinator, 279

**Registration Procedures**  
Registrar's Office, B109

**Regulations, College**  
Dean of Students, A110

**Scheduling of non-College Events**  
Coordinator, 284

**Scholarship Information**  
Counseling Center, A108  
or Foundation Office, A202

**Security**  
Campus Security Office, A105, 110

**Student Health Insurance**  
Health Office, A113

**Student Newspaper**  
*Horizons'* Office, B234

**Student Senate**  
Student Life Office, 317

**Testing Services**  
Academic Support Center, B116

**Transcripts**  
Registrar's Office, B109

**Transfer to other Colleges**  
Counseling Center, A108

**Transfer from other Colleges**  
Academic Advising Center, A102

**Tuition & Fees**  
Bursar's Office, A104

**Tutoring**  
Academic Support Center, B116

**Veteran's Affairs**  
Registrar's Office, B109

**Withdrawing (Course or College)**  
Registrar's Office, B109

**Women's Center**, 371

**Writing Across the Curriculum**  
Academic Support Center, B120



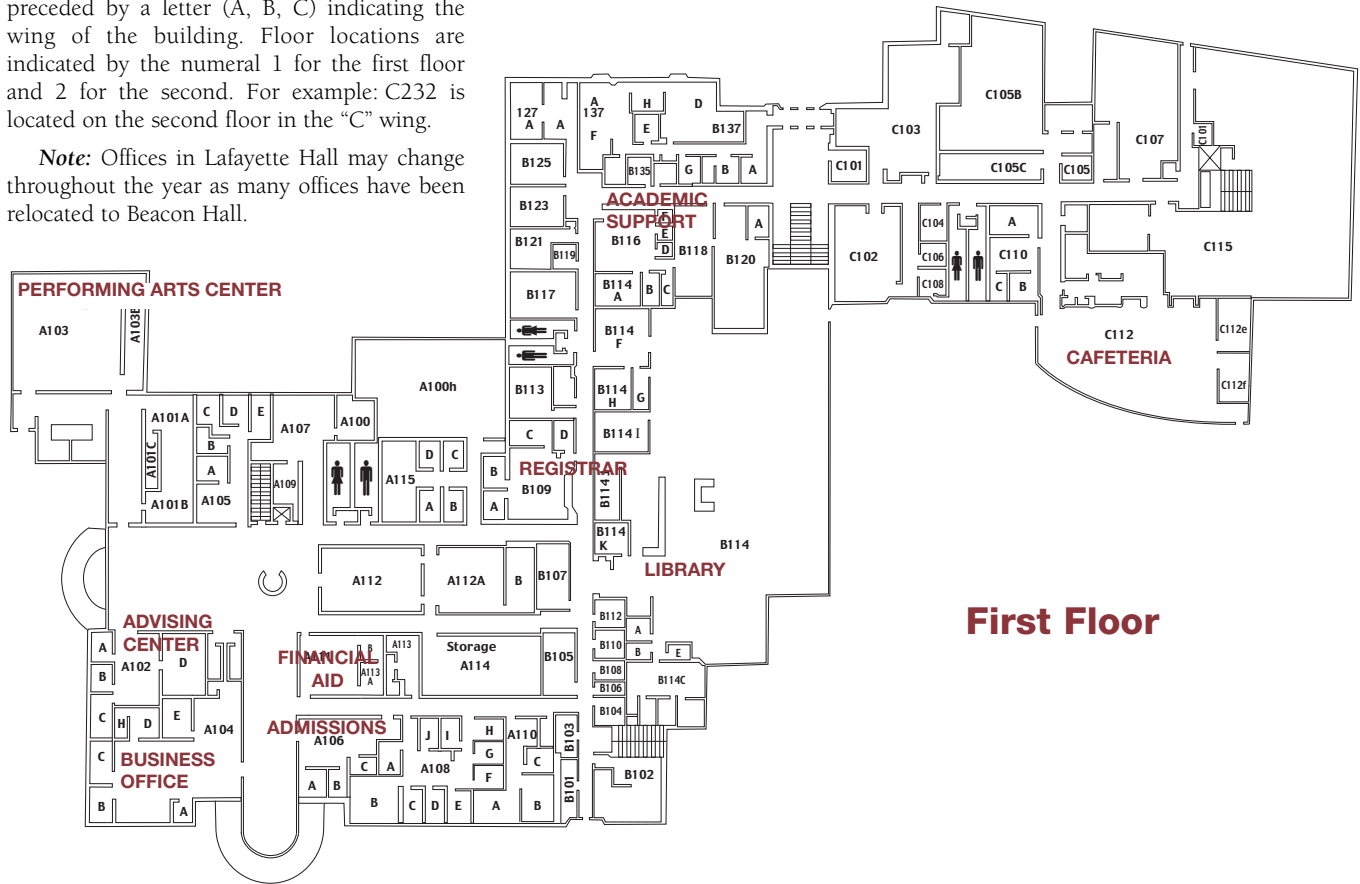


# FLOOR PLANS

## Lafayette Hall

All room numbers in Lafayette Hall are preceded by a letter (A, B, C) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the first floor and 2 for the second. For example: C232 is located on the second floor in the "C" wing.

*Note:* Offices in Lafayette Hall may change throughout the year as many offices have been relocated to Beacon Hall.

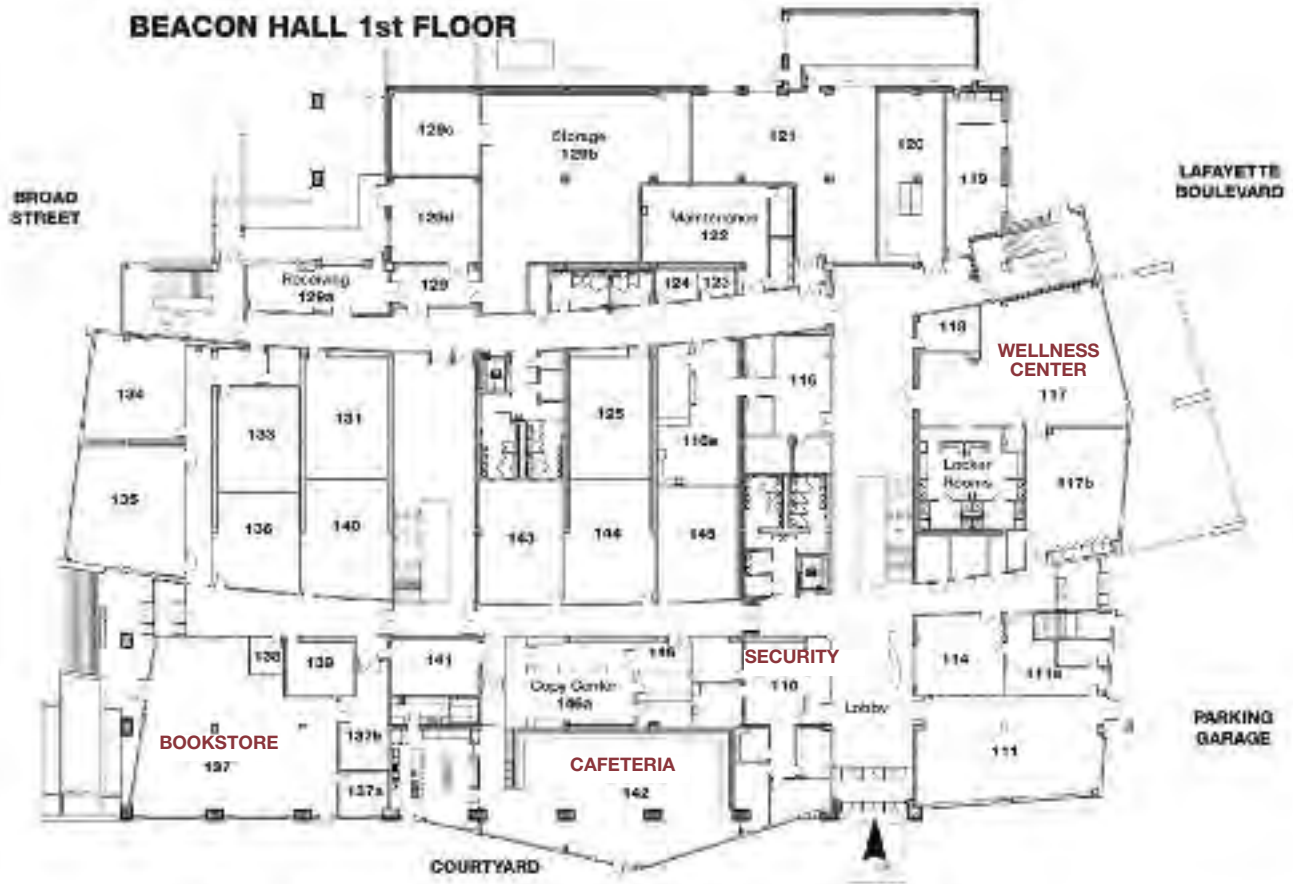


**First Floor**



**Second Floor**

## BEACON HALL 1st FLOOR



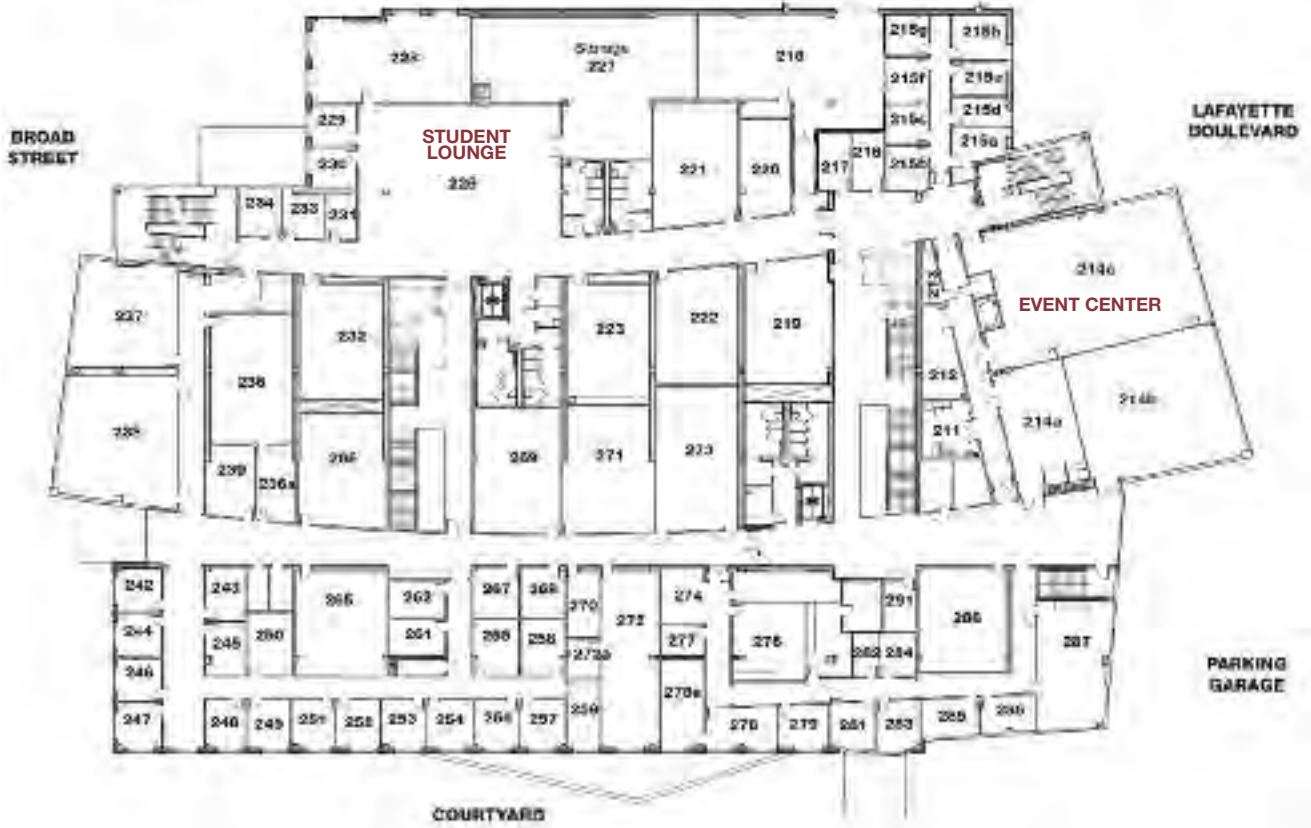
## Beacon Hall

Room numbers in Beacon Hall are indicated simply by a number. The first number of the room indicates the floor it is on. For example: 317 is located on the third floor.

Beacon Hall floors two and three are on the following page.



## BEACON HALL 2nd FLOOR



## BEACON HALL 3rd FLOOR





# DEGREES and CERTIFICATES

## General Education Core

All degree programs at HCC share a common core of learning. This core, considered General Education, is that aspect of the College's instructional program that develops and integrates the student's knowledge, skills, and experiences so that the student can engage effectively in a lifelong process of inquiry and critical thinking.

### General Education Core\* courses are:

ENG* E101 and ENG* E102	6 credits
Mathematics	3-4 credits
Science	3-4 credits
Fine Arts	3 credits
Social Science	3 credits
Behavioral Science	3 credits
Humanities	3 credits

**Total 24 - 26 credits**

\*In addition to the General Education core students must complete a computer fundamentals requirement.

### Goals and Objectives of the General Education Core

The student will be able to:

1. Demonstrate a general knowledge of the liberal arts and sciences:
  - 1.1 Demonstrate a knowledge of the humanities and their methods;
  - 1.2 Demonstrate a knowledge of the behavioral and social sciences and their methods;
  - 1.3 Demonstrate a knowledge of the sciences and their methods;
  - 1.4 Demonstrate a knowledge of fine arts and their methods;
2. Develop the ability to think critically:
  - 2.1 State a problem clearly;
  - 2.2 Observe data accurately;
  - 2.3 Analyze and organize facts and ideas;
  - 2.4 Draw reasonable inferences from facts and ideas.
3. Develop the ability to communicate effectively:
  - 3.1 Write and speak clearly in standard English;
  - 3.2 Receive and comprehend written and oral information;
  - 3.3 Develop and explain a main idea;
  - 3.4 Develop an argument to persuade an audience.
4. Develop the ability to use print and electronic information systems:
  - 4.1 Collect and organize information about a topic;
  - 4.2 Access information from libraries using printed and electronic sources;
  - 4.3 Know the fundamentals of computer operation.
5. Develop the ability to make informed judgments concerning ethical issues:
  - 5.1 Recognize both personal and public ethical issues;
  - 5.2 Understand the consequences of a decision or a course of action.
6. Develop the ability to reason quantitatively
  - 6.1 Apply arithmetic and basic algebraic skills to problem-solving;
  - 6.2 Interpret numerical information as presented in charts and graphs.

## Computer Fundamentals Requirement

All students enrolling in a degree program are required to demonstrate basic computer literacy. The College has defined the fundamentals of computer literacy as "the ability to use computers effectively. At the basic level, this means knowing how to turn a computer on and off, how to start, manipulate and stop simple application programs, and how to save and print information." Students must satisfy this computer requirement before they graduate from the associate degree program in which they are enrolled. This requirement can be met in any one of the following ways:

- Successful performance on a College-administered computer literacy exam;
- Completion of a high school computer course with a grade of "C" or higher (an official high school transcript must be submitted with course description);
- Successful performance on a CLEP or DSST (DANTES) exam in computer science and applications;
- Successful completion of a computer applications course from another accredited college or university (an official transcript must be submitted);
- Successful completion of any one of the Housatonic computer-related courses, identified in Course Descriptions.
- Completion of any of these courses can be used to satisfy another degree requirement. Fulfillment of the Computer Fundamentals Requirement does not increase the total number of credits needed to finish a degree. This requirement affects all degree students who enrolled for the first time during the Fall 1997 semester or later.

## Course Elective Codes

All degree and certificate programs require various courses that must be completed to meet graduation requirements. Many programs include elective courses in addition to specific courses.

The following codes are used after course titles to help you and your advisor determine which elective the course will meet upon its successful completion. In addition to the codes indicated, all courses except those with course numbers less than 100 (ENG\* E073, as example) qualify as open electives. You are advised to pay special attention to program footnotes when planning your electives.

### Codes:

<b>B</b>	Business elective
<b>BS</b>	Behavioral Science elective
<b>C</b>	Computer Fundamentals (satisfies requirement)
<b>CS</b>	Computer Science Elective
<b>F</b>	Fine Arts elective
<b>H</b>	Humanities elective
<b>M</b>	Mathematics elective
<b>S</b>	Science elective
<b>SS</b>	Social Science elective
<b>Open Elective</b>	All courses numbered 100 or higher

## TERMS YOU NEED TO KNOW

**Certificate programs** - short-term programs, usually 30 credits or less, intended for occupational training, upgrading, or retraining. Students receive a Certificate upon successfully fulfilling all requirements and applying for graduation.

**Degree programs** - academic programs requiring 60 to 68 credit hours to complete and which earn Associate in Arts and Associate in Science degrees.

**Distance Learning or Online Courses** - courses offered through computer Internet connection, no regularly scheduled on-campus classes. For more information, Students should contact the Director of Distance Learning, (203) 332-8571. Orientation or final assessment may be scheduled on campus.

**Electives** - credit courses selected by the student to supplement the required courses in the program of study. Students should consult with their faculty advisors when choosing electives. The courses from which electives may be selected are specified in the program of study.

**Hybrid** is a name given to describe courses that combine traditional classroom lecture with online coursework.

**Prerequisite Course** - a course that must be successfully completed before a student can enroll in the next course. Often a grade of "C" or higher is required.

**Parallel Course** - a course that must be taken either before the course or during the same semester.

**Behavioral Sciences electives** - courses included in the behavioral sciences (anthropology, psychology, sociology).

**Social Sciences electives** - courses included in the social sciences (economics, geography, government, history) and SOC\* E220 and SOC\*E222.

**Business electives** - courses included under the following headings: accounting, business administration, business office technology, computer science, and economics.

**Fine Arts electives** - courses in ART\* (except ART\* E209 and ART\* E290), music, theater (except THA\* E120), and creative writing (ENG\* E281).

**Humanities electives** - courses in humanities, literature (except ENG\* E281), philosophy, religion, and foreign languages.

**Mathematics electives** - any mathematics course (except MAT\* E075 and MAT\* E095).

**Open electives** - courses whose credits can be applied toward graduation, numbered 100 or higher.

**Computer Science electives** - any computer science course *except* CSA\* E106, CSA\* E163, CSA\* E220, CSA\* E231, and CST\* E112.

**Science electives** - any course listed under biology, chemistry, engineering, natural science, and physics. Students planning to transfer should seriously consider selecting a science elective with a laboratory.



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## Accounting:

### Parent Program (EA03)

#### Associate in Science Degree

This program provides students with basic accounting knowledge necessary for an entry-level position in that area, and it also provides the preliminary knowledge required for transfer to a four-year institution.

##### Outcomes:

- Demonstrate proficiency in accurately observing and organizing financial data.
- Demonstrate analytical and problem-solving skills.
- Demonstrate the use of accounting principles and procedures as they apply to the recording and reporting of financial information.
- Demonstrate proficiency in valuing, recording, and reporting the business entity's assets, liabilities, and equity.
- Demonstrate proficiency in the use of financial data in planning, controlling, and evaluating entity performance.

##### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

##### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BES* E118 <b>2</b>	Small Business Management	3
or BBG* E101	Introduction to Business	
ACC* E113	Principles of Financial Accounting	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
Business <b>3</b>	Elective	3
ACC* E117	Principles of Managerial Accounting	3
ACC* E123	Accounting Software Applications	3

##### Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
ACC* E275	Principles of Intermediate Accounting I (Fall only)	4
BFN* E201	Principles of Finance	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
BBG* E210	Business Communication (Spring and Summer only)	3
ACC* E276	Principles of Intermediate Accounting II (Spring only)	4
Business <b>3</b>	Elective	3
BBG* E232	Business Law II	3
Behavioral Science	Elective	3

**Total Credits: 62 - 64**

**1** MAT\* E137 or higher.

**2** Alternate may not be taken as a Business elective.

**3** ACC\* E125 or ACC\* E241 are suggested for your Business Electives. See Accounting Academic Advisor for career objective advisement.

Note: A minimum of 15 credits must be taken in 200-level courses.

## Accounting: Accounting

### (for Small Business Management) (EA06)

#### Associate in Science Degree

This program is designed to qualify the student for employment as a full-charge bookkeeper or accounting assistant and to enable the student currently employed in these positions to enhance his or her knowledge for advancement purposes. The basic mechanics of bookkeeping and accounting theory are complemented by extensive study of computers and computer applications relative to the bookkeeping and accounting process.

##### Outcomes:

- Demonstrate analytical and problem-solving skills.
- Demonstrate the use of accounting principles and procedures as they apply to the recording and reporting of financial information.
- Demonstrate proficiency in applying financial accounting data in the preparation of the business entity's Federal and State payroll tax, sales tax, and income tax returns.
- Demonstrate proficiency in the use of accounting and spreadsheet software
- Demonstrate the use of financial data in controlling and evaluating entity performance.

##### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

##### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BES* E118	Small Business Management	3
ACC* E101 <b>2</b>	Accounting Procedures I	3
CSA* E106	Introduction to Computer Applications	4
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
ACC* E125	Accounting Computer Applications I	3
ACC* E102 <b>2</b>	Accounting Procedures II	3
ACC* E117	Principles of Managerial Accounting	3

##### Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
ACC* E123	Accounting Software Applications	3
Humanities	Elective	3
BFN* E201	Principles of Finance	3
BBG* E210	Business Communication (Spring and Summer only)	3
Business <b>3</b>	Elective	3
ACC* E241	Federal Taxes I	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
Behavioral Science	Elective	3

**Total Credits: 61 - 63**

**1** MAT\* E103 or higher.

**2** ACC\* E101 and ACC\* E102 are open to Accounting for Small Business Management associate degree and certificate students only.

**3** See Accounting Academic Advisor for career objective and advisement. ACC\* E113 CANNOT be used as an elective.

Note: A minimum of 12 credits must be taken in 200-level courses.

## Aviation Maintenance:

### Parent Program (EA30)

#### Associate in Science Degree

The goal of this program is to expand higher education opportunities for the graduates of the FAA certified post-secondary airframe and powerplant mechanics program. Enrollment in this program is restricted to students who have successfully completed a Federal Aviation Administration Program in Airframe and Powerplant Mechanics and have an active FAA license.

#### Outcomes:

- Pass the certification examination administered by the Federal Aviation Administration.
- Complete the general education courses in satisfaction of the associate degree requirements.
- Students receive 30 college credits for the Airframe and Powerplant Mechanics coursework provided they have passed the certification examination administered by the Federal Aviation Administration.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
Mathematics	Elective	3 - 4
Science	Elective	3 - 4
Social Science	Elective	3
ENG* E102	Literature & Composition	3
Open	Elective	3 - 4
Humanities	Elective	3
Behavioral Science	Elective	3
Open	Elective	3 - 4
Fine Arts	Elective	3
AIR <b>I</b>	Airframe and Powerplant Mechanics Coursework	30

**Total Credits: 60 - 64**

**I** Students receive 30 college credits for the Airframe and Powerplant Mechanics coursework provided they have passed the certification examination administered by the Federal Aviation Administration.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** For degree completion, the student must complete the computer fundamentals requirement.

## Banking:

### Parent Program (EF08)

#### Associate in Science Degree

This degree program is offered as a career development program for employees currently working in all types of financial service organizations. It prepares employees of savings banks, commercial banks, savings and loan associations, and credit unions for supervisory and middle-management positions.

#### Outcomes:

- Demonstrate an understanding of the basic theory and practice of business administration and banking.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical problem-solving and decision-making skills applicable to business administration and banking.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and banking.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
ACC* E113	Principles of Financial Accounting	3
CSA* E106	Introduction to Computer Applications	4
BFN* E125	Principles of Banking	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3

#### Sophomore Year

COM* E173	Public Speaking	3
BMK* E123	Principles of Customer Service	3
BMG* E202	Principles of Management	3
BFN* E211	Money & Banking (Fall only)	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
BBG* E210	Business Communication (Spring and Summer only)	3
Behavioral Science	Elective	3
Science	Elective	3 - 4
Restricted <b>I</b>	Elective	3
Humanities	Elective	3

**Total Credits: 61 - 62**

**I** Selection of restricted elective (BFN\* E203, BBG\* E232, or BMK\* E106) should be made after consultation with the Program Advisor. BFN\* E203 is only offered in the spring semester.

## Business Administration:

### Parent Program (EA67)

#### Associate in Science Degree

This program provides the student with the basic general business knowledge necessary for the start of a business career, and it provides the student with the preliminary knowledge required for transfer to a more specialized four-year business major.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business and business administration.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business and business administration.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101 <b>2</b>	Introduction to Business	3
or BES* E118	Small Business Management	
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business (Fall only)	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
Business <b>3</b>	Elective	3
Science	Elective	3 - 4
BMG* E202	Principles of Management	3
BBG* E210	Business Communication	
	(Spring and Summer only)	3
Business <b>3</b>	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
Humanities	Elective	3

**Total Credits: 61 - 63**

**1** MAT\* E137 or higher.

**2** Alternate may not be taken as a Business elective.

**3** Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration:

### Customer Service/Marketing Option (EB55)

#### Associate in Science Degree

This program provides students with knowledge, techniques, and perspectives in the theory and practice of customer service and marketing. The program prepares students for careers in customer service and marketing.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and customer service marketing.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration, customer service and marketing.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration, customer service and marketing.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101 <b>2</b>	Introduction to Business	3
or BES* E118	Small Business Management	
ACC* E113	Principles of Financial Accounting	3
BMK* E106	Principles of Selling	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
BMK* E123	Principles of Customer Service	3
CSA* E106	Introduction to Computer Applications	4
Science	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMK* E207	Consumer Behavior	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
BBG* E210	Business Communication	
	(Spring and Summer only)	3
BMK* E205	Business to Business Marketing	3
or BMK* E241	Principles of Advertising	
Humanities	Elective	3
Behavioral Science	Elective	3

**Total Credits: 61 - 63**

**1** MAT\* E137 or higher.

**2** BBG\* E101 is highly recommended. Please see your academic advisor.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Finance Option

(EA56)

### Associate in Science Degree

This program provides the student with an understanding of the principles and concepts of finance within the general framework of basic general business knowledge. It is designed for the student planning a career in financial or general business management. This program provides the preliminary knowledge required for transfer to a four-year institution and for an entry-level position in finance.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and finance.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and finance.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and finance.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BMK* E201	Principles of Marketing	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
ACC* E117	Principles of Managerial Accounting	3
BFN* E201	Principles of Finance	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
BFN* E211	Money & Banking (Fall only)	3
BMG* E202	Principles of Management	3
ECN* E101	Principles of Macro-Economics	3
BBG* E210	Business Communication (Spring and Summer only)	3
ECN* E102	Principles of Micro-Economics	3
Science	Elective	3 - 4
BFN* E203	Investment Principles (Spring only)	3
Humanities	Elective	3

**Total Credits: 61 - 63**

**1** MAT\* E137 or 1m of 15 credits must be taken in 200-level courses.

## Business Administration: Global Business

(EA65)

### Associate in Science Degree

The increasing internationalization of business is requiring managers to have a global business perspective gained through experience, education or both. Competition from global competitors is mounting. The huge increase in import penetration moreover, the massive amounts of overseas investment means that firms of all sizes face competitors from everywhere in the world. International business differs from its domestic counterpart in that it involves three environments-domestic, foreign, and international-instead of one.

#### Outcomes:

- Describe our global environment.
- Depict the challenges of globalization.
- Portray the diversity and competitiveness of international business.
- Compare/contrast the social, cultural, political, economic, religious and legal aspects of each country with which we wish to trade.
- Explain the differences in the environmental focus of the markets in which they operate.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business (Fall only)	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
BBG* E271	Basics in Importing	3
CSA* E106	Introduction to Computer Applications	4
Science	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E272	Export Documentation	3
BMK* E214	International Marketing	3
BFN* E235	International Finance	3
BBG* E210	Business Communication (Spring and Summer only)	3
Behavioral Science	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
PHL* E151	World Religions	3

**Total Credits: 61 - 63**

**1** Must be MAT\* E137 or higher.

**Note:** A minimum of 15 credits must be taken in 200-level courses.



## Business Administration: Health Care Management Option (EB58)

### Associate in Science Degree

This program provides students with knowledge of, techniques, and perspectives in the theory and practice of health care management. It prepares students for careers in health care management and administration.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and health care management.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and health care management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and health care management.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101 <b>2</b>	Introduction to Business	3
or BES* E118	<i>Small Business Management</i>	
ACC* E113	Principles of Financial Accounting	3
BBG* E120	Introduction to Health Systems Management	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
Science	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BFN* E225	Health Care Financial Management	3
BBG* E210	Business Communication	3
	(Spring and Summer only)	
Behavioral Science	Elective	3
BMG* E234	Strategic Health Care Management	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	<i>Principles of Micro-Economics</i>	
Humanities	Elective	3
Total Credits: 61 - 63		

**1** MAT\* E137 or higher.

**2** BBG\* E101 is highly recommended. Please see your academic advisor.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Human Resource Management Option (EB56)

### Associate in Science Degree

This program provides students with knowledge of, techniques, and perspectives in the theory and practice of human resource management. It prepares students for careers in human resource management and administration.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and human resources.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and human resources.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and human resources.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101 <b>2</b>	Introduction to Business	3
or BES* E118	<i>Small Business Management</i>	
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business (Fall only)	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
ACC* E117	Principles of Managerial Accounting	3
Science	Elective	3 - 4
Humanities	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BBG* E240	Business Ethics (Fall only)	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMG* E202	Principles of Management	3
BBG* E210	Business Communication	3
	(Spring and Summer only)	
BMG* E220	Human Resources Management	3
BMG* E226	Negotiation	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	<i>Principles of Micro-Economics</i>	
Behavioral Science	Elective	3
Total Credits: 61 - 63		

**1** MAT\* E137 or higher.

**2** BBG\* E101 is highly recommended. Please see your academic advisor.

**3** BMG\* E220 and BBG\* E240 will alternate semesters between day and evening.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Management Option (EA60)

### Associate in Science Degree

This program provides students with knowledge, techniques and perspectives in the theory and practice of management. It prepares students for careers in management and administration.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and management.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and management.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business (Fall only)	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
Business <b>2</b>	Elective	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BBG* E240 <b>3</b>	Business Ethics (Fall only)	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	<i>Principles of Micro-Economics</i>	
BMG* E220 <b>3</b>	Human Resources Management	3
BBG* E210	Business Communication (Spring and Summer only)	3
BMG* E202	Principles of Management	3
Science	Elective	3 - 4
Humanities	Elective	3

**Total Credits: 61 - 63**

**1** MAT\* E137 or higher.

**2** Business elective must be selected in consultation with a Business Program advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, or Business Office Technology.

**3** BMG\* E220 and BBG\* E240 will alternate semesters between day and evening.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Small Business Management/ Entrepreneurship Option (EA89)

### Associate in Science Degree

This program is designed to develop, through its varied course offerings, an understanding of the economic and social environment within which small businesses function. Most of the course offerings afford practice in decision making under conditions of uncertainty, the same conditions prevalent in the business world.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of small business administration and entrepreneurship.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to small business administration and entrepreneurship.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in small business administration and entrepreneurship.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BES* E118	Small Business Management	3
ACC* E113	Principles of Financial Accounting	3
BMK* E201	Principles of Marketing	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E103	Principles of Retailing	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
ACC* E125	Accounting Computer Applications I	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	<i>Principles of Micro-Economics</i>	
BBG* E210	Business Communication (Spring and Summer only)	3
Business <b>2</b>	Elective	3
BES* E218	Entrepreneurship	3
Humanities	Elective	3
Science	Elective	3 - 4

**Total Credits: 61 - 63**

**1** MAT\* E137 or higher.

**2** Business electives should be selected in consultation with a business program advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology. BBG\* E101 may not be taken as a Business Elective.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: UCONN-Stamford/Waterbury Transfer Program

(EA67tr)

### Associate in Science Degree

#### UCONN-Stamford/Waterbury Transfer Agreement

Students may have determined their intent to attend the University of Connecticut School of Business at Stamford. Graduates of HCC receiving the Associate in Science Degree in Business Administration may enter the UConn School of Business to pursue a Bachelor of Science degree in Business and Technology at the University of Connecticut Stamford. Students who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieve a B (3.0) or higher in courses being used for 200-level major requirements are guaranteed admission to the School of Business in the Business and Technology major. Those students who have determined to seek admission to this program should follow these course requirements:

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business and business administration.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business and business administration.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
BBG* E101 <b>2</b> or BES* E118	Introduction to Business <i>Small Business Management</i>	3
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business (Fall only)	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
PSY* E111	General Psychology I	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
ECN* E102	Principles of Micro-Economics	3
Science (with Lab) <b>3</b>	Elective (with Lab)	4
BMG* E202	Principles of Management	3
BBG* E210	Business Communication (Spring and Summer only)	3
Business <b>4</b>	Elective	3
ECN* E101	Principles of Macro-Economics	3
PHL* E101	Introduction to Philosophy	3

**Total Credits: 62 - 63**

**1** MAT\* E137 or higher.

**2** Alternate may not be taken as a Business elective.

**3** The science elective may be met with any lab course (4 credits) in Biology, Chemistry, or Physics.

**4** Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.

## Business Office Technology: Executive Assistant Option

(EB18)

### Associate in Science Degree

This program provides students with the skills necessary to excel in an office environment. Students become proficient in keyboarding, word processing, office procedures, office management skills, interpersonal skills, and customer service or help desk orientation as well as decision-making and problem-solving techniques. Students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

#### Outcomes:

- Read, understand, and prepare standard types of documents with speed and accuracy.
- Compose business documents that are clear, concise, complete, and courteous.
- Possess appropriate skills in the following software applications: operating system, word processing, spreadsheet, database management, integrated office applications, presentation graphics and other software appropriate for the office environment.
- Employ appropriate administrative office procedures and office management decision-making and problem-solving skills and techniques.
- Apply communication skills related to the occupation, including, but not limited to, reading, writing, listening, verbal, and nonverbal communication.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
BOT* E112	Keyboarding for Information Processing II	3
BOT* E137	Word Processing Applications	3
Fine Arts	Elective	3

#### Sophomore Year

Business (restricted) <b>2</b>	Elective	3
ECN* E101 <i>or ECN* E102</i>	Principles of Macro-Economics <i>Principles of Micro-Economics</i>	3
BBG* E231	Business Law I	3
BOT* E215	Word Processing Applications II	3
Business <b>3</b>	Elective	3
BOT* E260 <i>or BMG* E202</i>	Administrative Management <i>Principles of Management</i>	3
BOT* E251	Administrative Procedures	3
BBG* E210	Business Communication (Spring and Summer only)	3
Business <b>3</b>	Elective	3
Behavioral Science	Elective	3

**Total Credits: 60 - 62**

**1** MAT\* E075 and MAT\* E095 not acceptable. MAT\* E103 is preferred if going to a 4-year school, see your BOT Academic Advisor.

**2** Restrictive Business electives must be chosen from BOT\* E216, BOT\* E218, CSA\* E220.

**3** Approval of BOT advisor required.



## Business Office Technology: Word/Information Processing Specialist Option

(EA92)

### Associate in Science Degree

This program provides students with the skills necessary to excel in a word/information processing environment. Students become proficient in keyboarding, word processing, language arts skills, help desk activities and they are introduced to desktop publishing and office integration skills. Word Processing students are encouraged to develop individual areas of interest through part-time and summer employment.

#### Outcomes:

- Demonstrate speed and accuracy in keyboarding and computer application skills that will meet current industry standards.
- Generate complex and integrated documents using current word processing, spreadsheet, database, presentation graphics, and desktop publishing software as well as other software appropriate for the office environment.
- Use logic to make decisions, solve problems, acquire and use information, and evaluate outcomes for clarification.
- Apply mathematical skills in solving problems related to the design, format, tabulation, and presentation of business documents.
- Demonstrate a knowledge and understanding of the automated office including managing the office environment, and its systems and issues.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
BOT* E112	Keyboarding for Information Processing II	3
BOT* E137	Word Processing Applications	3
Fine Arts	Elective	3

#### Sophomore Year

BMG* E202 <b>2</b>	Principles of Management	3
or BOT* E260	<i>Administrative Management</i>	
ACC* E125	Accounting Computer Applications I	3
BOT* E216	Spreadsheet Applications	3
BOT* E215	Word Processing Applications II	3
BOT* E217 <b>3</b>	Desktop Publishing	3
or CSA* E220	<i>Web Graphics</i>	
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	<i>Principles of Micro-Economics</i>	
BBG* E210	Business Communication	
	(Spring and Summer only)	3
BOT* E251	Administrative Procedures	3
Behavioral Science	Elective	3
BOT* E218	Database Management	3

**Total Credits: 60 - 62**

**1** MAT\* E075 and MAT\* E095 not acceptable. MAT\* E103, Mathematics of Finance, preferred if going to a 4-year school. See your BOT advisor before taking MAT elective.

**2** Either BMG\* E202 or BOT\* E260 is required.

**3** Either BOT\* E217 or CSA\* E220 is required.



## Clinical Laboratory Technology:

### Parent Program (EA97)

*This program is no longer accepting new students.*

### Associates in Science Degree

The Clinical Laboratory Technology Program is designed to prepare graduates for employment in hospitals, commercial laboratories, physician office laboratories and pharmaceutical companies. Clinical Laboratory Technicians follow specific procedures to perform a variety of routine diagnostic tests on blood and other body fluids in chemistry, hematology, urinalysis, immunohematology, microbiology, and immunology. Thus, CLTs, in cooperation with other laboratory personnel, provide physicians with valuable information needed in the care of patients. The curriculum combines the general college core courses in the humanities and sciences with clinical courses. Area hospital laboratories provide the environment where students perform all laboratory procedures, learn interpersonal skills, study diseases, and relate laboratory medicine to other aspects of health care. Upon program completion, students are eligible to take national certification examinations.

#### Outcomes:

- Collect and prepare clinical specimens for analysis.
- Operate laboratory instruments.
- Monitor and assess the quality of data generated.
- Recognize problems that may occur during testing.
- Describe principles, reactions, and reagents for each method studied.
- Relate test results to other patient information to the extent required for understanding the analyses.
- Demonstrate behavior and attitudes consistent with those of laboratory professionals.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
BIO* E211	Anatomy & Physiology I	4
CHE* E111	Concepts of Chemistry	4
CLT* E101	Introduction to Clinical Laboratory Technology I	2
ENG* E102	Literature & Composition	3
BIO* E212	Anatomy & Physiology II	4
CLT* E102	Introduction to Clinical Laboratory Technology II	2
BIO* E235	Microbiology	4
CHE* E112	Principles of Organic & Biochemistry	4

#### Summer Session

CLT* E201	Laboratory Practicum I	4
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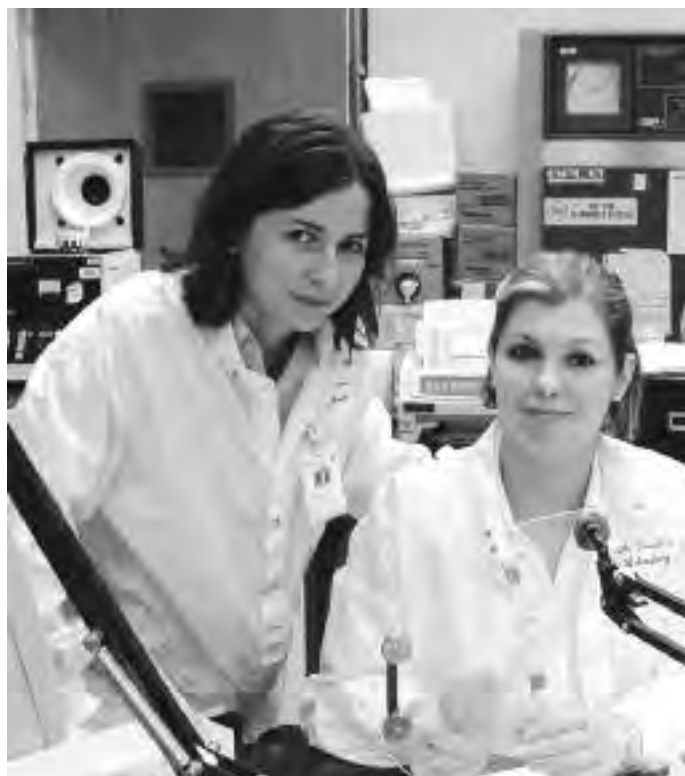
#### Sophomore Year

CHE* E220	Biochemistry	4
Mathematics <b>1</b>	Elective	3 - 4
CLT* E202	Laboratory Practicum II	4
CLT* E204	Clinical Laboratory Seminar I	3
Behavioral Science <b>2</b>	Elective	3
Humanities	Elective	3
CLT* E203	Laboratory Practicum III	4
CLT* E205	Clinical Laboratory Seminar II	3
Total Credits: 64 - 65		

**1** MAT\* 137 or higher acceptable

**2** PSY\* E111 or SOC\* E101

**Note:** For degree completion the student must complete the computer fundamentals requirement.



## Clinical Laboratory Technology: Biotechnology Option

(EA98)

*This program is no longer accepting new students.*

### Associates in Science Degree

The Clinical Laboratory Technology Option in Biotechnology is designed to prepare graduates with the necessary skills, knowledge, and attributes for a career in biotechnology as a Biotechnology Laboratory Technician. Students who complete this program may wish to further their education at four-year institutions or seek employment as technicians in pharmaceutical, agricultural, environmental, forensic or medical industries.

#### Outcomes:

- Operate laboratory instruments.
- Perform a variety of experiments according to prescribed methodology.
- Recognize problems that may occur during experiments.
- Describe principles, reactions, and reagents for each method studied.
- Relate results to other information to the extent required for understanding the experiments.
- Demonstrate behavior and attitudes consistent with those of laboratory professionals.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
BIO* E121	General Biology I	4
CHE* E111	Concepts of Chemistry	4
ENG* E102	Literature & Composition	3
BIO* E235	Microbiology	4
CHE* E112	Principles of Organic & Biochemistry	4
CLT* E101	Introduction to Clinical Laboratory Technology I	2
CLT* E102	Introduction to Clinical Laboratory Technology II	2

#### Summer Session

CLT* E201	Laboratory Practicum I	4
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#### Sophomore Year

CHE* E220	Biochemistry	4
Mathematics <b>1</b>	Elective	3 - 4
BIO* E211	Anatomy & Physiology I	4
BIO* E212	Anatomy & Physiology II	4
CLT* E212	Molecular Biotechniques	4
SCI* E225	Special Problems in the Natural Sciences	3
CLT* E213	Biotechnology Laboratory Seminar	3
Behavioral Science <b>2</b>	Elective	3
Humanities	Elective	3
Total Credits: 64 - 65		

**1** MAT\*137 or higher acceptable

**2** PSY\* E111 or SOC\* E101

**Note:** For degree completion the student must complete the computer fundamentals requirement.

## College of Technology Pathway Program: Engineering Science Option (EB16)

### Associate in Science Degree

Transfer Program: The pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. In addition to the 64-hour core of courses listed below, the student must maintain a "B" or better average with no grade less than a "C" for continuation in the engineering program at the University of Connecticut.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

**Note:** Not all courses are offered at HCC.

**Note:** For students interested in Chemical Engineering, Computer Science and Engineering, or Electrical Engineering, additional technical coursework is needed prior to the junior year in the UConn curriculum. This coursework may be completed at one of the regional UCONN campuses while progressing through the Pathway Program or may be obtained through the use of the electives prescribed in the core listed above.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

Art <b>1</b>	Elective	3
Economics <b>1</b>	Elective	3
History <b>1</b>	Elective	3
Philosophy <b>1</b>	Elective	3
CSC* E106	Structured Programming	3
MAT* E254	Calculus I	4
MAT* E256	Calculus II	4
MAT* E268	Calculus III: Multivariable	4
MAT* E285	Differential Equations	3
CAD* E133	CAD Mechanical AutoCad	3
MFG* E102	Manufacturing Processes	3
PHY* E221 <b>2</b>	Calculus-Based Physics I	4
PHY* E222 <b>2</b>	Calculus-Based Physics II	4
CHE* E121	General Chemistry I	4
CHE* E122	General Chemistry II	4
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
EGR* E211 <b>3</b>	Engineering Statics	3
EGR* E212 <b>3</b>	Engineering Dynamics	3

**Total Credits: 64**

**1** For students pursuing Mechanical Engineering degree at Fairfield University the following courses must be taken as electives: ART\* E101, ECN\* E102, HIS\* E101, PHL\* E151.

**2** This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.

**3** Course is not offered at Housatonic, may be taken at Fairfield University (Engineering Statics ME 201, Engineering Dynamics ME 203), Gateway Community College, or Norwalk Community College.

## College of Technology Pathway Program: Technological Studies (EA90)

### Associate in Science Degree

Transfer Program: The pre-technology pathway offers a core of courses that will provide the foundation for the bachelor of science degree in Engineering Technology, Industrial Technology or Technology Education at Central Connecticut State University. Continuation requirements include a minimum grade of "C" and 64 hours of college credit as listed below.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.

**Note:** Not all courses are offered at HCC.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3
Fine Art/Humanities	Elective	3
History	Elective	3
CHE* E111	Concepts of Chemistry	4
or CHE* E112	Principles of Organic & Biochemistry	4
PHY* E121	General Physics I	4
or PHY* E122	General Physics II	4
MAT* E137	Intermediate Algebra	3
ECN* E102	Principles of Micro-Economics	3
SOC* E101	Principles of Sociology	3
CSA* E106	Introduction to Computer Applications	4
BBG* E101	Introduction to Business	3
BBG* E281	Writing and Research in Business and Industry	3
MAT* E186	Precalculus	4
MFG* E230	Statistical Process Control (SPC)	3
CAD* E133	CAD Mechanical AutoCad	3
MFG* E102	Manufacturing Processes	3
Directed Electives (4 courses) <b>1</b>		12

**Total Credits: 67**

**1** These electives are courses which may not be available at HCC.

**Note:** A minimum of 15 credits must be taken in 200-level courses.





## College of Technology Pathway Program: Technology Studies: Electrical Option

(EF06)

### Associate in Science Degree

Transfer Program: The pre-technology, electrical option pathway offers a core of courses that will provide the foundation for the bachelor of science degree in Electrical Engineering Technology at Central Connecticut State University. Continuation requirements include a minimum grade of "C" and 64 hours of college credit as listed below.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.

**Note:** Not all courses are offered at HCC

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

Behavioral Science	1 Elective	3
Fine Arts	2 Elective	3
Humanities	(2 courses) Electives	6
Social Science	(2 courses) 3 Electives	6
ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
CSA* E106	Introduction to Computer Applications	4
CAD* E133	CAD Mechanical AutoCad	3
MAT* E137	Intermediate Algebra	3
MAT* E186	Precalculus	4
COM* E173	Public Speaking	3
CHE* E121	General Chemistry I	4
PHY* E121	General Physics I	4
MFG* E209	Engineering Processes	3
Directed Electives	(5 courses) 4	15

**Total Credits: 67**

**1** Psychology or Sociology

**2** Art or Music

**3** History or Economics

**4** These electives are courses not available at HCC.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## College of Technology Pathway Program: Technology Studies: Industrial Technology Option

(EA08)

### Associate in Science Degree

Transfer Program: The purpose of the program is to provide students with a general education core and industry specific courses (specialized core) which will permit students to enter directly into employment and provide the basis for a transfer opportunity. Students selecting this program may be recent high school graduates, particularly those students who completed their education at a technical high school, and current employees in local industries seeking to advance their careers.

#### Outcomes:

- Demonstrate the ability to research, develop reports, and prepare oral and written presentations applicable to Business and Industry.
- Apply appropriate mathematical and scientific principles in the manufacturing setting.
- Demonstrate understanding of the impact of social and economic systems on the manufacturing industry.
- Demonstrate proficiency in current manufacturing processes including CAD, CAM, and CNC.
- Develop dimensional measurement ability as applied in the manufacturing environment.
- Demonstrate the ability to define structure and properties and tensile strength of materials and their impact in selection and utilization of materials for manufacturing processes.
- Demonstrate ability to complete an analysis of environmental safety, risk factors, problem identification, and management controls within State and National environmental guidelines for business and industry.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
MAT* E137	Intermediate Algebra	3
CSA* E106	Introduction to Computer Applications	4
CAD* E133	CAD Mechanical AutoCad	3
History	Elective	3
ENG* E102	Literature & Composition	3
MAT* E186	Precalculus	4
CHE* E111	Concepts of Chemistry	4
or CHE* E121	General Chemistry I	
COM* E173	Public Speaking	3
MFG* E102	Manufacturing Processes	3

#### Year

BBG* E101	Introduction to Business	3
MFG* E209	Engineering Processes	3
MFG* E230	Statistical Process Control (SPC)	3
PHY* E121	General Physics I	4
or PHY* E221	Calculus-Based Physics I	
ECN* E102	Principles of Micro-Economics	3
MFG* E120	Metrology	3
MFG* E226	Environmental, Safety, and Health Management	3
Fine Art/Humanities Elective		3
BBG* E281	Writing and Research in Business and Industry	3
MFG* E258	Computer Numeric Control (CNC)	3
SOC* E101	Principles of Sociology	3

**Total Credits: 67**

## Computer Information Systems:

### Parent Program (EB60)

#### Associate in Science Degree

This program provides instruction in business-related computer information technology for persons who wish to upgrade their current professional skills or for those actively seeking employment in various computer positions.

#### Outcomes:

- Demonstrate understanding of information technology necessary for entry-level employment and advancement.
- Demonstrate desirable attitudes and work habits, including creative thinking, the ability to solve problems, cooperation, good judgment, responsibility and self-reliance.
- Communicate clearly both verbally and in writing.
- Demonstrate knowledge of terminology and structure of various programming languages, personal computers, and the use of software tools in the workplace.
- Troubleshoot common programming and software problems and test for solutions.
- Develop, write, debug, and test simple programs in Visual BASIC and other languages.
- Demonstrate a commitment to professional organizations and continuing education.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
CSA* E106	Introduction to Computer Applications	4
CST* E145	Digital Circuits and Logic	4
CSC *E105	Programming Logic	3
ENG* E102	Literature & Composition	3
CSC* E205	Visual Basic I	3
CST* E184	Network Administration I	3
Behavioral Science	Elective	3
Humanities	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
CST* E150	Web Design and Development I	3
CST* E210	Operating Systems	3
Science	Elective	3 - 4
CSC* E231	Database Design I	3
CST* E231	Data Communications & Networks	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	
Computer Science (2 courses) <b>2</b>	Electives	6 - 7
BBG* E210	Business Communication (Spring and Summer only)	3
Total Credits: 62 - 65		

**1** Must be one of the following: MAT\* E137, MAT\* E186, MAT\* E254

**2** Computer Science electives must be selected in consultation with the program advisor based on the student's concentration, e.g., applications, hardware, programming, or networking. See CIS certificate program.



## Criminal Justice:

### Parent Program (EB13)

### Associate in Science Degree

This program is designed as an occupational career program to provide students with the professional knowledge, skills, and techniques required in the area of criminal justice. Students may specialize in the following options: law enforcement; administration, corrections, investigation, and security and loss prevention. Course offerings are transferable to four-year institutions having programs in criminal justice, public administration, social sciences, etc.

#### Outcomes:

- Identify and explain the basic structures and functions of the American criminal justice system, and the impacts of sociological, psychological, political, and legal conditions on the system.
- Identify and explain the basic theories and applications of criminology.
- Identify and explain the basic concepts and functions of criminal law.
- Identify and explain the major instruments of data collection in the criminal justice system.
- Identify and explain the current problems facing the criminal justice system.
- Recognize and apply the relevant elements of the United States Constitution to criminal justice practices.
- Integrate the theoretical, practical, and ethical issues and applications within the criminal justice system.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
POL* E111	Introduction to American Government	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3
ENG* E102	Literature & Composition	3
HIS* E201	US History I	3
or HIS* E202	US History II	
Mathematics <b>1</b>	Elective	3 - 4
CJS* E201	Criminology	3
Criminal Justice <b>2</b>	Elective	3

#### Sophomore Year

CJS* E211	Criminal Law I	3
Criminal Justice <b>2</b>	Elective	3
Science	Elective	3 - 4
Fine Arts	Elective	3
Restricted <b>3</b>	Elective	3
CJS* E213	Evidence and Criminal Procedure	3
CJS* E290	Practicum in Criminal Justice	3
CJS* E259	Writing and Research for Law Enforcement	3
Open	Elective	3 - 4
Humanities	Elective	3

**Total Credits: 60 - 63**

**1** MAT\* E075, MAT\* E095 not acceptable.

**2** Criminal Justice electives should be based on the student's career objectives and should be made after consultation with the program advisor.

**3** Restricted electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** For degree completion the student must complete the computer fundamentals requirement.



## Early Childhood Education:

### Parent Program (EA95)

#### Associate in Science Degree

This program is designed to prepare qualified students to become teachers and teachers' assistants in the field of early care and education. This program equips students with the skills and competencies to work effectively with young children in a variety of educational settings. Instruction is designed to be practical and heavily supplemented with field observations, internships, workshops, and seminars.

#### Outcomes:

- Identify the theoretical and philosophical approaches to early childhood education within the context of children's diverse cognitive, linguistic, physical, social, emotional, and cultural needs.
- Plan curricula consistent with developmentally appropriate practices based on knowledge of child development and observation, individual children's needs, and the environment.
- Implement a learning environment that supports all aspects of the well-being of all children including those with special needs and diverse backgrounds.
- Define collaborative strategies that help in establishing and maintaining relationships with families and the community to support children's growth and development.
- Communicate effectively with other professionals to support children's development, learning and well-being. Examine professional responsibilities including professional development, advocacy, and ethical conduct.
- Demonstrate the ability to link theory and practice in early childhood settings.
- Access professional literature, organizations, and other resources to inform and improve practice.

**Note:** To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT\* E137 or higher; History must be HIS\* E201. Transfer students must have a 2.7 GPA and pass the state-mandated skills examination (PRAXIS I) before they can be admitted into a university education program.

**Note:** Fingerprinting and a background criminal check are required for any job working with children.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
Science <b>2</b>	Elective	3 - 4
ECE* E101	Introduction to Early Childhood Education	3
ECE* E103	Creative Experiences	3
ENG* E102	Literature & Composition	3
SOC* E101	Principles of Sociology	3
PSY* E202	Child Psychology & Development	3
ECE* E190	ECE Behavior Management	3
ECE* E210	Observation, Participation and Seminar	3

#### Sophomore Year

Humanities <b>2</b>	Elective	3
Mathematics <b>1</b>	Elective	3 - 4
HIS* E201	US History I	3
ECE* E207	Natural Science and Safety for Children	3
ECE* E215	The Exceptional Learner	3
Fine Arts <b>2</b>	Elective	3
ECE* E222	Methods & Techniques in ECE	3
ECE* E231	Early Language and Literacy Development	3
ECE* E295	Student Teaching Practicum	6
Total Credits: 60 - 62		

**1** MAT\* E075 or MAT\* E095 not acceptable.

**2** All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

**Note:** For degree completion the student must complete the computer fundamentals requirement.





## Early Childhood Education: Special Education Option (EB14)

### Associate in Science Degree

This option prepares students for a career in educational programs designed for exceptional and special learners. Students participate in internships in special education environments.

#### Outcomes:

- Identical to those of the Early Childhood Education Program with an emphasis focused on special needs children.

**Note:** To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT\* E137 or higher; History must be HIS\* E201; Open: Computer Science course recommended. Transfer students must have a 2.7 GPA and pass the state-mandated skills examination (PRAXIS I) before they can be admitted into a university education program. Special Education degree students must take ECE\* E101 and ECE\* E222 to meet transfer requirements.

**Note:** Fingerprinting and a background criminal check are required for any job working with children.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
Science <b>2</b>	Elective	3 - 4
ECE* E101	Introduction to Early Childhood Education	3
ENG* E102	Literature & Composition	3
Mathematics <b>1</b>	Elective	3 - 4
ECE* E103	Creative Experiences	3
SOC* E101	Principles of Sociology	3
ECE* E210	Observation, Participation and Seminar	3
ECE* E215	The Exceptional Learner	3

#### Sophomore Year

ECE* E190	ECE Behavior Management	3
ECE* E207	Natural Science and Safety for Children	3
ECE* E216	Methods & Techniques in Special Education	3
Humanities <b>2</b>	Elective	3
HIS* E201	US History I	3
PSY* E202	Child Psychology & Development	3
ECE* E231	Early Language and Literacy Development	3
ECE* E295	Student Teaching Practicum	6
Fine Arts <b>2</b>	Elective	3

**Total Credits: 60 - 62**

**1** MAT\* E075 and MAT\* E095 not acceptable.

**2** All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

**Note:** For degree completion the student must complete the computer fundamentals requirement.

## Fine Arts: Art Option (EB20)

### Associate in Arts Degree

The following combination of courses allows any student to obtain both an Associate in Arts Degree and to transfer into most four-year colleges offering programs in Fine Art, Art Education, and Art History.

#### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in a variety of artistic media.
- Demonstrate visual thinking and productive problem-solving.
- Enhance visual literacy and esthetic appreciation, through the study of art history, of the culture we have inherited.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
ART* E101	Art History I	3
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
Mathematics <b>1</b>	Elective	3 - 4
ENG* E102	Literature & Composition	3
ART* E102	Art History II	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
Behavioral Science	Elective	3

#### Sophomore Year

Humanities	Elective	3
ART* E103	Art History III	3
Art (sculpture) <b>2</b>	Sculpture Elective	3
ART* E113	Figure Drawing I	3
Science	Elective	3 - 4
Art (painting) <b>3</b>	Painting Elective	3
Social Science	Elective	3
GRA* E111	Introduction to Computer Graphics	3
Art	Elective	3
Open <b>4</b>	Elective	3 - 4

**Total Credits: 60 - 63**

**1** MAT\* E075, MAT\* E095 not acceptable.

**2** Choose from ART\* E131 or ART\* E235

**3** Choose from: ART\* E157, ART\* E253, ART\* E155.

**4** Cannot be an art course. A 200-level course is recommended.

**Note:** There is no minimum requirement for the number of 200-level courses necessary for completion of the Associate in Arts degree.

## General Studies:

### Parent Program (EB30)

#### Associate in Science Degree

This program is designed for those who wish a broader general education background. Programs will be arranged on an individual basis through consultation with the student's advisor. A maximum of flexibility in choice of courses is permitted in this curriculum but the degree will be awarded only to those students whose programs meet the minimum requirements of this curriculum.

#### Outcomes:

- Complete the general education core requirements.
- Complete the computer fundamentals requirement.
- Explore areas of interest via extensive coursework in liberal arts, business, and career areas in anticipation of employment or transfer.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
Science	Elective	3 - 4
Social Science	Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Fine Arts	Elective	3
Science	Elective	3 - 4
Social Science	Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open Electives		24

**Total Credits: 60 - 63**

**1** MAT\* E075, MAT\* E095 not acceptable.

**Note:** For degree completion the student must complete the computer fundamentals requirement.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** It is recommended that students take one year of a foreign language.

## Graphic Design:

### Parent Program (EB33)

#### Associate in Science Degree

The following combination of courses allows any student to obtain both an Associate in Science degree and to transfer into most four-year colleges offering programs in Graphic Design. Students are also prepared for entry-level positions in graphic design and related fields.

#### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Attain an expanded awareness and a critical understanding of graphic design products.
- Become familiar with the computer graphics software products that are industry standards.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
ENG* E102	Literature & Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
Behavioral Science	Elective	3

#### Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	3 - 4
ART* E250	Digital Photography I	3
GRA* E151	Graphic Design	3
Art History <b>2</b>	Elective	3
GRA* E241	Digital Page Design	3
GRA* E221	Illustration I	3
ART/GRA <b>3</b>	Elective	3
Open <b>4</b>	Elective	3 - 4

**Total Credits: 60 - 63**

**1** MAT\* E075, MAT\* E095 not acceptable.

**2** Choose from ART\* E101, ART\* E102, or ART\* E103

**3** It is suggested that students discuss selection of elective with program coordinator.

**4** Suggested course: BOT\* E111, Keyboarding for Information Processing I. Cannot be an ART/GRA course.

## Graphic Design: Computer Graphics Option (EB59)

### Associate in Science Degree

This program prepares students for entry-level positions in graphic design and related fields, especially those pertaining to computer graphics. The program provides the opportunity to transfer to a four-year institution offering programs in graphic design.

#### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Attain an expanded awareness and a critical understanding of graphic design products.
- Become familiar with the computer graphics software products that have become industry standards.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
ENG* E102	Literature & Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
Behavioral Science	Elective	3

#### Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	3 - 4
ART* E243	Studio Photography I	3
or ART* E250	Digital Photography I	
GRA* E151	Graphic Design	3
Art History <b>2</b>	Elective	3
GRA* E241	Digital Page Design	3
GRA* E261	Web Design	3
Art <b>3</b>	Elective	3
Open <b>4</b>	Elective	3 - 4

**Total Credits: 60 - 63**

**1** MAT\* E075, MAT\* E095 not acceptable.

**2** Choose ART\* E101, ART\* E102, or ART\* E103

**3** Choose From: ART\* E101, ART\* E102, ART\* E244, ART\* E157, ART\* E253, ART\* E155, GRA\* E247, GRA\* E271, or GRA\* E221

**4** Cannot be an art course.



## Human Services:

### Parent Program (EB35)

#### Associate in Science Degree

This program is designed to prepare qualified students for a wide variety of community counseling-related employment positions in the urban-suburban region of Greater Bridgeport and surrounding metropolitan areas. Career positions in such fields as counseling, mental health, social services, substance abuse, community outreach, and gerontology. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies.

#### Outcomes:

- Demonstrate knowledge of the range of effective communication and basic counseling strategies/skills necessary to establish a collaborative relationship with the client or patient.
- Apply knowledge of formal and informal assessment practices in order to respond to the needs, desires, and interests of the client.
- Demonstrate knowledge of formal and informal supports available in the community.
- Demonstrate knowledge of the range of participatory planning and outreach techniques associated with the helping professions.
- Demonstrate the ability to match specific supports and interventions to the unique needs of individual clients and recognize the importance of friends, family, and community relationships.
- Demonstrate awareness of the diverse challenges facing clients (e.g. human-rights, legal, administrative, and financial) and be able to identify and use effective advocacy strategies to overcome such challenges.
- Demonstrate knowledge and appropriate application of crisis prevention, intervention and resolution techniques, and be able to match such techniques to particular circumstances and individuals.
- Demonstrate case-management skills with clients including the development of collaborative relationships, assisting with the identification and access to community supports, implementing plans in a collaborative and expeditious manner, promoting an advocacy position, and mobilizing resources and support necessary to assist clients.
- Understand and articulate a systems perspective for the treatment and resolution of individual, family, group, and community human service problems.
- Develop and demonstrate ethical standards and sensibilities.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
POL* E111	Introduction to American Government	3
PSY* E111	General Psychology I	3
Science	Elective	3 - 4
HSE* E101	Introduction to Human Services	3
ENG* E102	Literature & Composition	3
PSY* E245	Abnormal Psychology	3
SOC* E101	Principles of Sociology	3
HSE* E210	Group and Interpersonal Relations	3
HSE* E243	Human Services Skills and Methods	3

#### Sophomore Year

Fine Arts	Elective	3
COM* E173	Public Speaking	3
Mathematics <b>1</b>	Elective	3 - 4
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E291 <b>3</b>	Human Services Internship I	3
Human Services <b>2</b>	Elective	3
HSE* E235	Professional & Ethical Issues in Human Services	3
HSE* E292 <b>3</b>	Human Services Internship II	3
Humanities	Elective	3
Open <b>2</b>	Elective	3 - 4
Total Credits: 60 - 63		

**1** MAT\* E075, MAT\* E095 not acceptable.

**2** It is required that students discuss selection of elective with Program Coordinator.

**3** Internship courses (HSE\* E291 and HSE\* E292) must be taken in separate semesters and approved in advance by the Program Coordinator.

**Note:** For degree completion the student must complete the computer fundamentals requirement.



## Liberal Arts & Sciences: Computer Science Concentration (EB38)

### Associate in Arts Degree

The goal of this program is to prepare computer science majors to transfer to a baccalaureate degree program. Students have the opportunity to explore their interests and meet their first- and second-year requirements in computer science, mathematics, science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Write, compile, and run effective programs in the various structured programming languages.
- Have the ability to write a documented computer program using a data structure.
- Demonstrate competence in basic digital logic.
- Understand the basic principles of the physical and/or natural sciences.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics <b>1</b>	Elective	3 - 4
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	
Science <b>2</b>	Elective	3 - 4
CSC* E106	Structured Programming	3
ENG* E102	Literature & Composition	3
Mathematics <b>1</b>	Elective	3 - 4
Science <b>2</b>	Elective	3 - 4
CST* E145	Digital Circuits and Logic	4
CSC* E107	Structured Programming II	3

#### Sophomore Year

Fine Arts	Elective	3
Mathematics <b>1</b>	Elective	3 - 4
CSC* E240	Data Structures	3
Humanities <b>4</b>	Elective	3
Social Science	Elective	3
Computer Science <b>3</b>	Elective	3 - 4
Behavioral Science	Elective	3
Humanities <b>4</b>	Elective	3
Open (2 courses)	Electives	6

**Total Credits: 61 - 67**

**1** At least 3 mathematics courses from the following: MAT\* E186, MAT\* E254, MAT\* E256, MAT\* E268, MAT\* E285

**2** Any 4-credit science course.

**3** Three credits from CSC\* E205, CSC\* E208, CSC\* E223, CST\* E184, or CST\* E231

**4** One year of foreign language is recommended.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

## Liberal Arts & Sciences: Concentration for Transfer to Elementary Ed/Psychology Specialization (EB45ed)

### Associate in Arts Degree

This transfer program parallels the core requirements of the first two years of most four-year college elementary teacher certification programs in Connecticut. The academic experiences provide the foundation for specialization for psychology majors. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Recognize and explain the relationship between the individual and psychological behavior.
- Identify and explain basic theories of interpersonal and group relationships.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate the ability to communicate orally and in writing.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	
BIO* E105	Introduction to Biology	4
Foreign Language <b>1</b>	Elective	3
MAT* E137	Intermediate Algebra	3
ENG* E102	Literature & Composition	3
PSY* E111	General Psychology I	3
Open <b>5</b>	Elective	3 - 4
Foreign Language <b>1</b>	Elective	3
MAT* E167	Principles of Statistics	3

#### Sophomore Year

Fine Arts <b>2</b>	Elective	3
PSY* E202	Child Psychology & Development	3
ECE* E215	The Exceptional Learner	3
or ECE* E216	Methods & Techniques in Special Education	
HIS* E201	US History I	3
Science (restricted) <b>3</b>	Elective (see footnote)	4
Humanities <b>4</b>	Elective	3
PSY* E205	Adolescent Development	3
COM* E173	Public Speaking	3
Open <b>5</b>	Elective	3 - 4
PSY* E245	Abnormal Psychology	3

**Total Credits: 62 - 64**

**1** Foreign Language Elective: Two semesters of the same language.

**2** Fine Arts Elective: Choose from: ART\* E101, ART\* E102, ART\* E103, MUS\* E 101 or THR\* E102

**3** Science Elective: Chemistry or Physics.

**4** Humanities Elective: English 200 level Literature, ENG\* E281 not accepted.

**5** Open Elective: Social Science, choose one from: Economics, POL\* E101, POL\* E111, GEO\* E111.

**Note:** For degree completion the student must complete the computer fundamentals requirement.

## Liberal Arts & Sciences: Humanities/Behavioral & Social Sciences Concentration (EB45)

### Associate in Arts Degree

The Liberal Arts and Sciences program parallels the first two years of most four-year colleges. The academic experiences in this area provide the foundation for later specialization, graduate study, and professional school. In addition to completing their pre-professional work, future lawyers, teachers, and business people develop their appreciation for the liberal arts before transferring to another institution. Students are advised to review the requirements of the transfer institution prior to course selection. The program also provides enrichment in liberal arts for those wishing to acquire only an associate degree.

#### Outcomes:

- Recognize and explain the relationship between individual and group psychological behavior and sociological conditions.
- Identify and explain basic theories of social and psychological behavior.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate knowledge of the history of the United States and the western world to understand life and events in the past and how they relate to one's own life experiences.
- Demonstrate an understanding of the key institutions of American government, and the process by which people in the American polity create rules and laws to regulate the dynamic relationships of individual rights and societal needs.
- Demonstrate an understanding of the American constitution and of the rights, obligations, and privileges associated with living in a representative democracy.
- Demonstrate the ability to communicate orally and in writing.
- Recognize situations that present ethical issues and understand the personal and social responsibilities of decisions involving ethical issues.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	
Science	Elective	3 - 4
Foreign Language <b>2</b>	Elective	3
Mathematics <b>1</b>	Elective	3 - 4
ENG* E102	Literature & Composition	3
HIS* E201	US History I	3
or HIS* E202	US History II	
Science	Elective	3 - 4
Foreign Language <b>2</b>	Elective	3
Mathematics <b>1</b>	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
Behavioral Science	Elective	3
Open	Elective	3 - 4
Social Science	Elective	3
Humanities	Elective	3
English	Elective	3
Open	Elective	3 - 4
Open	Elective	3 - 4
Behavioral Science	Elective	3
Humanities	Elective	3

**Total Credits: 60 - 67**

**1** MAT\* E075, MAT\* E095 not acceptable.

**2** Foreign Language Elective: Two semesters of the same language.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** For degree completion the student must complete the computer fundamentals requirement.

# Liberal Arts & Sciences: Journalism/Communications Concentration

(EB46)

## Associate in Arts Degree

The following combination of courses within the Liberal Arts Program prepares the student for transfer to a four-year college/university with a major in Journalism/Communications. It provides a background in the basic concepts and practices of contemporary communications and journalism.

### Outcomes:

- Perform the basics of preparing news copy and writing leads.
- Prepare, conduct, and write interview stories.
- Write a variety of opinion pieces.
- Conduct and write in-depth reporting stories.

### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics	Elective	3 - 4
COM* E101	Introduction to Mass Communications	3
COM* E222	Basic News Writing	3
HIS* E101	Western Civilization I	3
ENG* E102	Literature & Composition	3
COM* E223	Feature and Magazine Writing	3
COM* E116	Publications Workshop I	3
Science	Elective	3 - 4
HIS* E102	Western Civilization II	3

#### Sophomore Year

COM* E216	Publications Workshop II	3
Behavioral Science	Elective	3
Science	Elective	3 - 4
Fine Arts	Elective	3
Humanities <b>I</b>	Elective	3
Literature	Elective	3
Behav./Soc.Science	Elective	3
Humanities <b>I</b>	Elective	3
Open (2 courses)	Electives	6

**Total Credits: 60 - 63**

**I** One Year of foreign language recommended.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** For degree completion the student must complete the computer fundamentals requirement.



# Liberal Arts & Sciences: Mathematics/Science Concentration (EB42)

## Associate in Arts Degree

The goal of this program is to prepare science and mathematics majors to transfer to a baccalaureate degree program. Students have the opportunity to explore their interests and meet their first- and second-year program requirements in mathematics, science, computer science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection.

### Outcomes:

- Understand the basic principles of the physical and/or natural sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
Foreign Language <b>1</b>	Elective	3
Mathematics (4-credit) <b>2</b>	Elective	4
Science (4-credit) <b>3</b>	Elective	4
ENG* E102	Literature & Composition	3
HIS* E102	Western Civilization II	3
Foreign Language <b>1</b>	Elective	3
Mathematics (4-credit) <b>2</b>	Elective	4
Science (4-credit) <b>3</b>	Elective	4

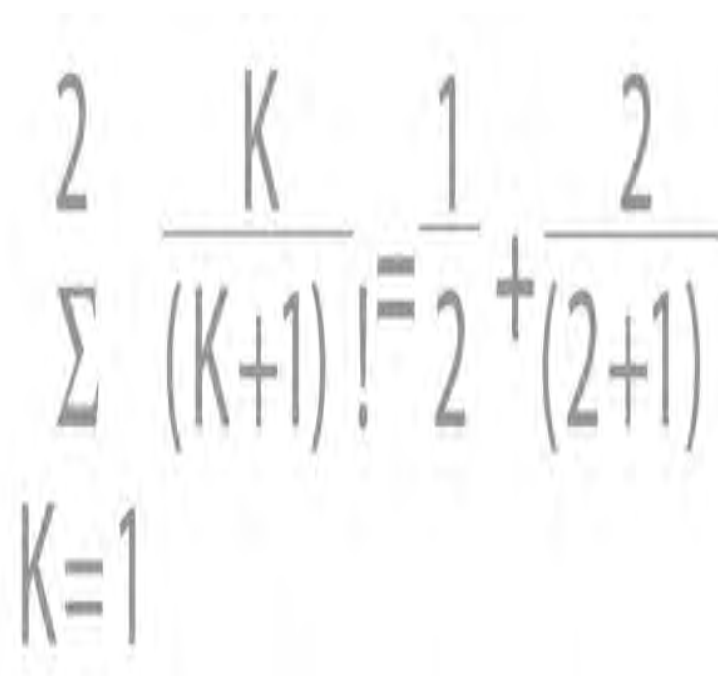
#### Sophomore Year

Mathematics (4-credit) <b>2</b>	Elective	4
Science (4-credit) <b>3</b>	Elective	4
Fine Arts	Elective	3
Foreign Language <b>1</b>	Elective	3
Social Science	Elective	3
Mathematics (4-credit) <b>2</b>	Elective	4
Foreign Language <b>1</b>	Elective	3
Open	Elective	3 - 4
Computer Science <b>4</b>	Elective	3 - 4
Behavioral Science	Elective	3

**Total Credits: 67 - 69**

- 1** Students not presenting two years of a high school foreign language must take 12 credit hours of one language. Students with two years of a high school foreign language may satisfy the 12 hour requirement by taking 6 additional hours of the same language at the intermediate level and 6 hours in open electives.
- 2** Math elective must be chosen from the following courses: MAT\* E186, MAT\* E254, MAT\* E256, MAT\* E268, or MAT\* E285.
- 3** Only four-credit science courses may be used to meet this requirement. MAT\* E137 is required prior to CHE\* E121 or CHE\* E122.
- 4** Recommended from CSC\* E106 or CSC\* E205

**Note:** A minimum of 15 credits must be taken in 200-level courses.





## Liberal Arts & Sciences: Pre-Engineering Science Concentration (EB47)

### Associate in Arts Degree

The goal of this program is to prepare engineering science majors to transfer to a baccalaureate degree program. Students have the opportunity to meet their first- and second-year program requirements by completing engineering science, mathematics, science, computer science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

**Note:** Students planning to enter this program should have a strong background in high school algebra, geometry, trigonometry and functions, and in physics and chemistry. Their total high school record should indicate an ability to succeed in the Engineering Program. One year of foreign language is recommended.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
MAT* E254	Calculus I	4
PHY* E221 <b>1</b>	Calculus-Based Physics I	4
CHE* E121	General Chemistry I	4
ENG* E102	Literature & Composition	3
MAT* E256	Calculus II	4
PHY* E222 <b>1</b>	Calculus-Based Physics II	4
CSC* E106	Structured Programming	3
CHE* E122	General Chemistry II	4

#### Sophomore Year

Fine Arts	Elective	3
MAT* E268	Calculus III: Multivariable	4
Social Science	Elective	3
Humanities	Elective	3
MAT* E285	Differential Equations	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open (2 courses)	Electives	6

**Total Credits: 61**

**1** This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.

## Liberal Arts & Sciences: Pre-Environmental Science Concentration (EB48)

### Associate in Arts Degree

The goal of this program is to prepare environmental science majors to transfer to a baccalaureate degree program. Students have the opportunity to meet their first- and second-year program requirements in biology, chemistry, mathematics, computer science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Understand the basic principles of the physical and/or natural sciences.
- Perform a scientific experiment and interpret the results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
MAT* E254	Calculus I	4
Social Science	Elective	3
Science (restricted) <b>1</b>	Elective (see footnote)	4
Science (restricted) <b>1</b>	Elective (see footnote)	4
ENG* E102	Literature & Composition	3
MAT* E256	Calculus II	4
Behavioral Science	Elective	3
Science (restricted) <b>1</b>	Elective (see footnote)	4
Science (restricted) <b>1</b>	Elective (see footnote)	4

#### Sophomore Year

Fine Arts	Elective	3
Mathematics <b>2</b>	Elective	3 - 4
Humanities	Elective	3
Restricted <b>3</b>	Elective	3
Computer Science <b>4</b>	Elective	3 - 4
Humanities	Elective	3
Behav./Soc.Science	Elective	3
Mathematics <b>2</b>	Elective	3 - 4
Open	Elective	3 - 4
Restricted <b>3</b>	Elective	3

**Total Credits: 66 - 70**

**1** After consultation with an advisor, science electives should be chosen from BIO\* E121, BIO\* E122; CHE\* E121, CHE\* E122, CHE\* E211, CHE\* E212; PHY\* E121, PHY\*122, PHY\*221, PHY\*222.

**2** MAT\* E075, MAT\* E095 not acceptable.

**3** Restricted electives to be chosen after consultation with an advisor; recommended electives are appropriate mathematics and science courses.

**4** Should be chosen from CSC\* E106 or CSC\* E205

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** For degree completion the student must complete the computer fundamentals requirement.

## Nursing:

### Parent Program (EB30n)

#### Associate in Science Degree

The goal of this program is to expand higher educational opportunities for graduates of the Bridgeport Hospital School of Nursing (BHSN) by applying the courses taken in its program towards satisfaction of associate degree requirements at Housatonic. The program provides for students entering BHSN in September 1984, and after the opportunity to receive an associate in science degree in nursing from Housatonic.

#### Outcomes:

- Graduate from Bridgeport Hospital School of Nursing.
- Pass the NCLEX-RN examination for nursing licensure.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Special Admissions

The Nursing Program is a cooperative program with Bridgeport Hospital School of Nursing. Students expressing an interest in nursing should enroll at Housatonic in the General Studies Program. By separate application to BHSN, one becomes eligible for the specific nursing course taught there.

Prospective students interested in the cooperative program must have graduated from the Bridgeport Hospital School of Nursing and passed the licensure examination for nursing before applying specifically for the Nursing Degree Program.

#### Special Requirements

**Note:** This Associate in Science Degree program is a collaborative effort between The Bridgeport Hospital School of Nursing (BHSN) and Housatonic Community College. It provides for students entering BHSN in September 1984 and after to receive an Associate in Science Degree in Nursing from Housatonic after they graduate from the BHSN Nursing Diploma Program and satisfy the requirements specified by the College. It does not require that the College requirements be satisfied in order for the BHSN graduate to sit for the NCLEX-RN Examination for nursing licensure, but students must pass the licensing exam before applying for the associate degree and being formally admitted to the Nursing Degree Program.

**Note:** Students should initially and frequently consult with the Coordinator of the Nursing Program at HCC in order to assure proper sequencing and progression through the college core courses before applying to BHSN.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Courses to be taken at HCC

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
PSY* E111	General Psychology I	3
PSY* E202	Child Psychology & Development	3
SOC* E101	Principles of Sociology	3
COM* E173	Public Speaking	3
Humanities 1	Elective	3
BIO* E211 2	Anatomy & Physiology I	4
BIO* E212 2	Anatomy & Physiology II	4
BIO* E235 2	Microbiology	4

#### Nursing specialty courses to be taken at the Bridgeport Hospital School of Nursing

Level I 3	Nursing I **	6
Level II 3	Nursing II **	8
Level III 3	Nursing III, IV, and V ***	19

**Total Credits: 66**

1 See Coordinator for appropriate choices.

2 Specific math and science prerequisites apply. Please see program coordinator.

3 \*\*The credit award for the hospital diploma program is based on an assessment conducted by the New York State Board of Regents' National Program on Noncollegiate Sponsored Instruction.

**Note:** A minimum of 15 credits must be taken in 200-level courses.

**Note:** For degree completion the student must complete the computer fundamentals requirement.



## Occupational Therapy Assistant: Parent Program (EA77)

### Associate in Science Degree

The Occupational Therapy Assistant Program is designed to prepare graduates for employment in hospitals, long term care facilities, rehabilitation centers, clinics, and schools. Upon program completion, students are eligible to take state licensure exams and the national certification examinations administered by the National Board for Certification in Occupational Therapy (NBCOT).

Occupational Therapy Assistants develop, administer and modify treatment plans based on the assessment and recommendation of Registered Occupational Therapists. The purpose of Occupational Therapy is to assist people in maximizing independence after illness, trauma, disability, or injury has altered their physical, emotional, or mental abilities.

The curriculum combines the general college core courses in the humanities and sciences with clinical courses. Area school and health care facilities provide the environment where students study occupation, dysfunction, interpersonal skills, treatment planning, and intervention skills.

#### Outcomes:

- Demonstrate an understanding of the essential role of occupation in treatment.
- Utilize treatment planning principles and techniques that demonstrate sensitivity to the whole person including physical, cognitive, social, emotional, economic, and cultural diversity factors.
- Develop and implement a plan of treatment using appropriate modifications and grading.
- Demonstrate effective communication techniques with patients, families, caregivers, peers, and supervisors.
- Understand how OT service provision is influenced by social responsibility.
- Recognize, assess, take action, and accommodate unique treatment situations as they arise.
- Demonstrate professional behaviors with patients, families, caregivers, peers, and supervisors.
- Collaborate with patients, families, and teams to provide efficient, effective, and respectful care plans and treatment.

#### Special Admissions

Students who wish to be considered for admission to the Occupational Therapy Assistant Program must present credentials matching the following guidelines:

All students must have completed all required developmental course work and have earned 12 college credits. A minimum GPA of 2.5 is required for entrance into this program. Regardless of courses taken, students must score a 7 on the Accuplacer essay. All students must attend a mandatory program information session.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-OTA courses, date of application, and date of completion of exploratory assignments may be used in the decision process. Additional admissions requirements include an interview, approved volunteer experiences and a structured report of an observation of an Occupational Therapist (Please see application packet for guidelines). Application deadline is May 15th prior to the anticipated fall entry date. Late applications are considered on a space available basis only.

### Special Requirements

Students are required to obtain a grade of "B" or higher in Science and Kinesiology and a grade of "C" or higher in all other OTA courses for progression in the program. Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination within six months prior to entering the practicum, students must also provide evidence of immunity to Hepatitis B, and certification in CPR and First Aid before starting Level 2 practicum. All students placed on fieldwork assignments are required to show proof of health insurance.

In addition to academic requirements, students must meet non academic essentials and technical standards in order to complete the program. A separate Occupational Therapy Assistant Student Handbook details additional requirements specific to the program.

Students must complete all Level 2 Practicum work within 18 months following the completion of academic preparation. For more information on the program and to download an application packet visit the OTA program page on the HCC web site.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
BIO* E117	Biological Basis of Health and Disease	4
PSY* E111	General Psychology I	3
OTA* E111	Foundations of Occupational Therapy	3
OTA* E115	Occupational Therapy Assistant I	4
ENG* E102	Literature & Composition	3
OTA* E121	Kinesiology	4
OTA* E123	Occupational Therapy Assistant II	4
OTA* E113	Task Analysis	1
OTA* E125	Group Dynamics in Occupational Therapy	3

#### Sophomore Year

Fine Arts	Elective	3
Mathematics	Elective	3 - 4
Psychology <b>1</b>	Elective	3
OTA* E213	Occupational Therapy Assistant III	4
OTA* E217	Case Studies in Occupational Therapy	4
Social Science <b>2</b>	Elective	3
OTA* E219	Occupational Therapy Assistant Seminar	2
OTA* E127	Occupation in Treatments	1
OTA* E221	Professional Preparation	1
OTA* E231	Clinical Practicum - Level IIA	5
OTA* E233	Clinical Practicum - Level IIB	5

**Total Credits: 66 - 67**

**1** Upper level Psychology course required. PSY\* E245 (Abnormal Psychology) or PSY\* E202 (Child Psychology & Development) highly recommended.

**2** SOC\* E220 (Racial and Ethnic Diversity) highly recommended.

## Physical Therapist Assistant: Parent Program (EA79)

### Associate in Science Degree

The Physical Therapist Assistant Program is designed to prepare graduates for employment in hospitals, rehabilitation centers, private practices, schools, and home care agencies. Physical Therapist Assistants (PTAs) provide a variety of skilled physical therapy treatment to patients following a care plan designed by the Physical Therapist (PT) and under the supervision and direction of a PT. Upon program completion, students are eligible for licensure.

The program is offered through a collaborative agreement between HCC and Naugatuck Valley Community College. The two-year course of study begins in January and includes 67-68 credits. The PTA core courses are taken at Naugatuck Valley Community College during the day. All other courses are taken at HCC.

The curriculum combines general college courses in the humanities and sciences with clinical skill courses and clinical internship. Hospitals, out-patient departments, geriatric, and general facilities provide the environment where students practice techniques under the supervision of experienced clinicians.

#### Outcomes:

- Recognize the role and scope of the field of Physical Therapy and Physical Therapist Assistants including ethical and legal boundaries;
- Communicate appropriately and respectfully with, and educate, patients, personnel, and others;
- Demonstrate required knowledge and skills for observation, data collection, and clinical problem-solving;
- Provide, adjust, and document treatments/interventions according to an established plan of care under the supervision of a physical therapist in a safe and competent manner;
- Participate in planning, supervising, and other departmental, administrative activities as appropriate to the role of the PTA;
- Demonstrate a commitment to the public welfare through self-evaluation, lifelong learning, and advocacy for self and others.

#### Special Admissions

Students who wish to be considered for admission to the Physical Therapist Assistant Program must present credentials matching the following guidelines: All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in PT 125.

All students must submit a high school transcript (or G.E.D.) including one year each of biology and chemistry and two years of algebra with grades of "C" or better within the last five years (equivalent courses taken in college would be acceptable substitutes). Attendance at a Program Information Session is required during the calendar year prior to admission. Application deadline is October 15th of each year.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of related non-PTA courses, date of application, and date of completion of minimum requirements may be used in the decision process.

#### Special Requirements

Students are required to obtain a grade of "C" or higher in science and PTA courses for progression in the program. Students are also required to purchase appropriate clinic attire, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination, CPR certification, Hepatitis B immunization and drug screening may also be required of students prior to entering clinical training. Students should note that internship experiences constitute academic courses, therefore tuition and fees are applied.

The program is accredited by: The Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia, 22314.

**Note:** Clinical internship experiences are scheduled at affiliated clinics throughout the state. Students are not routinely placed out-of-state.

HCC Liaison, Physical Therapist Assistant Program:  
Kathy Cercone, PT, PhD  
(203) 332-5177  
kcercone@hcc.commnet.edu.

Director, Physical Therapist Assistant Program:  
Cindy Lacouture, PT, MA  
Ekstrom Hall # 630  
Naugatuck Valley Community College  
750 Chase Parkway  
Waterbury, CT 06708  
(203) 596-2168  
clacouture@nvcc.commnet.edu.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Prerequisite

BIO\* E211 Anatomy & Physiology I 4

#### Spring I

PTA\* E120 Introduction to Physical Therapy (taught at NVCC) 3

PTA\* E125 Physical Therapy for Function (taught at NVCC) 4

BIO\* E212 Anatomy & Physiology II 4

ENG\* E101 Composition 3

PSY\* E111 General Psychology I 3

#### Summer I

PTA\* E220 Introduction to Physical Therapy Clinic (taught at NVCC) 1

#### Fall I

PTA\* E230 Physical Agents in Physical Therapy (taught at NVCC) 4

PTA\* E235 Kinesiology for Rehabilitation (taught at NVCC) 4

Communications 2 Elective 3

Mathematics 1 Elective 3 - 4

ENG\* E102 Literature & Composition 3

#### Spring II

PTA\* E250 Therapeutic Exercise (taught at NVCC) 5

PTA\* E253 Pathophysiology for Rehabilitation (taught at NVCC) 3

PTA\* E258 PTA in the Healthcare Area (taught at NVCC) 2

Fine Art/Humanities Elective 3

Social Science Elective 3

#### Fall II

PTA\* E260 Physical Therapy Seminar (taught at NVCC) 2

PTA\* E262 PTA Internship II (taught at NVCC) 5

PTA\* E265 PTA Internship III (taught at NVCC) 5

**Total Credits: 67 - 68**

**1** MAT\*137 or higher acceptable

**2** Course choices: COM\*101, COM\*173

**Note:** For degree completion the student must complete the computer fundamentals requirement.



## Theater Arts: Parent Program (EB61)

### Associate in Arts Degree

The objective of the Theater Arts Program at Housatonic Community College is to provide a strong foundation in the Theater Arts as a creative and practical enterprise, to prepare the students for transfer, internship or employment opportunities by ensuring a working knowledge of the responsibilities and requirements of these positions, and to serve as a means to empower the students to develop to their full potential through self-discovery, discipline, teamwork and creative thought inherent in the Theater Arts process.

#### Outcomes:

- Attain an expanded awareness and critical understanding of theater methods, practices and responsibilities.
- Demonstrate competency in theater performance, production, and administrative techniques.
- Demonstrate a creative approach to interpretation and problem solving.
- Identify and construct a collaborative connection between a theater company and its community.
- Apply creative, cooperative and disciplined approach to career and personal challenges.
- Attain an expanded awareness and critical understanding of theater methods, practices and responsibilities.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Freshman Year

ENG* E101	Composition	3
Mathematics	Elective	3 - 4
Humanities	Elective	3
THR* E101	Introduction to Theater	3
THR* E112	Voice and Diction (Fall only)	3
ENG* E102	Literature & Composition	3
Open <b>I</b>	Elective	3 - 4
Science	Elective	3 - 4
THR* E110	Acting I	3
THR* E120	Stagecraft	3

#### Sophomore Year

THR* E102	Theater History (Fall only)	3
Fine Arts	Elective	3
Humanities	Elective	3
Behavioral Science	Elective	3
THR* E114	Modern Dance (Fall only)	3
Fine Arts	Elective	3
Social Science	Elective	3
Open <b>I</b>	Elective	3 - 4
THR* E210	Acting II (Spring only)	3
THR* E225	Directing (Spring only)	3

**Total Credits: 60 - 64**

**I** THR\* E190 and THR\* E290 are strongly recommended.

**Note:** For degree completion the student must complete the computer fundamentals requirement.

**Note:** For Humanities, Fine Arts, and/or Open electives, the Theater Program strongly suggests selecting from the following courses: ART\* E206, BMK\* E118, BMK\* E201, BMG\* E226, BIO\* E111, COM\* E173, ENG\* E233, ENG\* E298.



## Transfer Program: Engineering Science Pathway Program

(Fairfield University) (EB16pfu)

### Associates in Science Degree

#### Academic Alliance for Degree Completion at Fairfield University

Housatonic Community College and the Fairfield University School of Engineering have established an articulation agreement that allows Housatonic graduates to transfer their courses to Fairfield University. By this arrangement, Housatonic students who have earned their A.S. in engineering science and wish to complete a four-year bachelor of science degree in engineering at Fairfield University can do so in minimal time and in a cost-effective manner. Students can enroll in the bachelor's degree program in electrical engineering or mechanical engineering. The articulation agreement allows the transfer of credits as shown on the inside panel. Students interested in completing their degrees in either software engineering or computer engineering should contact Fairfield's School of Engineering directly by calling (203) 254-4147 or e-mailing Associate Dean Bill Taylor at htaylor@mail.fairfield.edu.

At Fairfield University, class sizes are kept small so that students have the opportunity to work closely with their professors and classmates. The engineering faculty at Fairfield have outstanding academic credentials, as well as industrial experience. They assist in transforming their students into professional engineers. They employ hands-on teaching techniques, including in-class projects and computer simulations. Learning in the classroom is reinforced in state-of-the-art laboratories which are upgraded annually with sophisticated instrumentation. The six-credit capstone class, the Senior Design Project, provides a crucial learning experience for all engineering students.

Once at Fairfield, students can take advantage of a full spectrum of academic and career services, including out-of-class assistance by faculty-level tutors, and career counseling at the University's Career Planning Center.

An important feature of the Fairfield University program is the placement of students in paid internships arranged by the School of Engineering.

If you are interested in completing your engineering degree at Fairfield University, please contact the Alliance Coordinator, Prof. Michael Simon, Rm. C218, (203) 332-5158 on the Housatonic campus.

(Course Grid Goes Here, still to be determined)

#### Notes::

- 1** Courses not offered at HCC but may be taken at Fairfield University at a reduced rate for Housatonic Community College students.
- 2** The three calculus courses given by HCC are equivalent to the four calculus courses, MA 125, MA 126, MA 227, and MA 228 given by Fairfield University.
- 3** Several additional core courses may be transferred, but the student should check with Fairfield University first.
- 4** This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ART* E101	Art History I	3
CAD* E133	CAD Mechanical AutoCad	3
CHE* E121	General Chemistry I	4
CHE* E122	General Chemistry II	4
CSC* E106	Structured Programming	3
ECN* E102	Principles of Micro-Economics	3
EGR* E211 <b>1</b>	Engineering Statics	3
EGR* E212 <b>1</b>	Engineering Dynamics	3
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
HIS* E101	Western Civilization I	3
MAT* E254 <b>2</b>	Calculus I	4
MAT* E256 <b>2</b>	Calculus II	4
MAT* E268 <b>2</b>	Calculus III: Multivariable	4
MAT* E285	Differential Equations	3
MFG* E102	Manufacturing Processes	3
PHL* E151	World Religions	3
PHY* E221 <b>3</b>	Calculus-Based Physics I	4
PHY* E222 <b>3</b>	Calculus-Based Physics II	4

**Total Credits: 64**

- 1** Courses offered at HCC via video conferencing, but may be taken at Fairfield University at a reduced rate for Housatonic Community College students.
  - 2** The three calculus courses given by HCC are equivalent to the four calculus courses, MA 125, MA 126, MA 227, and MA 228 given by Fairfield University.
  - 3** This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.
- Several additional core courses may be transferred, but the student should check with Fairfield University first.

# CERTIFICATES

## Business Certificate: Accounting (for Small Business Management) (EJ05)

### Certificate

A study of bookkeeping principles and procedures as they relate to the accounting system of a small business. Emphasis is placed on the recording process, general and subsidiary ledger and financial statements. Attention is also given to the preparation of bank reconciliations, payroll and payroll tax filings. Practice set projects are used to enhance student knowledge and proficiency in applying these principles and procedures. Credits can be applied toward an associate degree in Accounting for Small Business Management option.

**NOTE:** Scheduling conflicts, course availability and/or course difficulty (i.e. some students may not wish to take several courses in one semester) may preclude the completion of this program in three semesters.

### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### First Semester

ACC* E101 <b>1</b>	Accounting Procedures I	3
CSA* E106	Introduction to Computer Applications	4

#### Second Semester

ACC* E102 <b>1</b>	Accounting Procedures II	3
ACC* E123	Accounting Software Applications	3
ACC* E117	Principles of Managerial Accounting	3

#### Third Semester

ACC* E241	Federal Taxes I	3
ACC* E125	Accounting Computer Applications I	3

**Total Credits: 22**

**1** ACC\* E101 and ACC\* E102 are open to Accounting for Small Business Management degree and certificate students only.

## Business Certificate: Administrative Support Assistant (BOT) (EJ09)

### Certificate

This program allows students to specialize in areas of interest and obtain entry-level office positions. The role of the receptionist who must deal with the public will receive emphasis. Students who complete this program will find employment opportunities in professional offices and business firms. Course credits may be applied to an associate degree program in BOT.

### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### First Semester

ENG* E101	Composition	3
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
or BOT* E112	Keyboarding for Information Processing II	
BOT* E137	Word Processing Applications	3
Business <b>1</b>	Elective	3

#### Second Semester

BOT* E112	Keyboarding for Information Processing II	3
or BOT* E210	Computerized Office Applications	
Business <b>1</b>	Elective	3
BOT* E251	Administrative Procedures	3
BBG* E210 <b>2</b>	Business Communication (Spring and Summer only)	3
BOT* E260	Administrative Management	3
or BMG* E202	Principles of Management	

**Total Credits: 30**

**1** Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics, and Business Office Technology. BOT\* E210 can be used as a business elective.

**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.

**Business Certificate:  
Customer Service/Marketing  
(EK03)**

**Certificate**

The objective of this Certificate program is to provide primary skills and knowledge to individuals seeking entry level positions in the area of customer service and marketing. In addition, the certificate will aid those seeking to improve their understanding of customer service and marketing pursuing transfer and or promotion within their organizations. Credits may be applied toward an associate degree in Customer Service/Marketing.

**Outcomes:**

- Demonstrate an understanding of the basic theory, principles and practice of the business function of customer service and marketing.
- Demonstrate the ability to read, understand and prepare types of communication related to customer service and marketing.
- Demonstrate analytical, problem-solving and decision-making skills applicable to customer service and marketing.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in customer service and marketing

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
BMK* E123	Principles of Customer Service	3
BMK* E201	Principles of Marketing	3

**Second Semester**

BMK* E205	Business to Business Marketing	3
BMK* E207	Consumer Behavior	3
BBG* E210 <b>1</b>	Business Communication (Spring and Summer only)	3
Restricted <b>2</b>	Elective	3

**Total Credits: 21**

**1** Three credits are restricted to BMK\* E106, BMK\* E214, BMK\* E241. Choice should be made after consultation with the Program Advisor.

**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.

**Business Certificate:  
Legal Assisting  
(BOT) (EJ70)**

**Certificate**

This program prepares students for employment in, or advancement to, positions where both business office technology as well as formal legal knowledge are desired. A high degree of proficiency in language arts skills and legal terminology is required for the successful completion of this certificate. Students will find employment opportunities in professional offices and business firms that employ legal counsel.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

LAW E101	Legal Writing	3
BOT* E112 <b>1</b>	Keyboarding for Information Processing II	3
LAW E102	Contracts	3
BOT* E137	Word Processing Applications	3
LAW E103	Litigation	3

**Second Semester**

LAW E201	Torts	3
BOT* E240	Machine Transcription	3
BBG* E210 <b>2</b>	Business Communication (Spring and Summer only)	3
LAW <b>3</b>	Elective	3

**Total Credits: 27**

**1** Students may be required to complete prerequisite before taking BOT\*112.

**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.

**3** Must be chosen with the Academic Advisor. Choices are: Real Property, Probate Law, Business, Organization, or Family Law.



**Business Certificate:  
PC Applications  
(BOT) (EJ01)**

**Certificate**

Designed to provide students with introductory skill knowledge in the areas of word processing, spreadsheet applications, and data base management. This program is aimed at those currently using PCs in business operations and wishing to improve their skills in the changing technology of PC software, and those wishing to gain entry-level skills for employment in businesses utilizing PCs.

**NOTE:** Scheduling conflicts, course availability and/or course difficulty (i.e. some students may not wish to take several courses in one semester) may preclude the completion of this program in three semesters.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E043 or ENG* E101	Writing: Paragraph to Essay Composition	3
BOT* E111	Keyboarding for Information Processing I	3
BOT* E216	Spreadsheet Applications	3

**Second Semester**

BOT* E112	Keyboarding for Information Processing II	3
BOT* E137	Word Processing Applications	3

**Third Semester**

BOT* E218	Database Management	3
CSA* E220	Web Graphics	3

**Total Credits: 21**

**Business Certificate:  
Retail Banking  
(EK04)**

**Certificate**

The objective of this certificate program is to provide fundamental knowledge and skills to individuals seeking entry-level positions in Connecticut's retail banking industry - primarily in branch banking and direct customer service/sales. However, completion of the program would help a student obtain an administrative support role in this industry.

Upon successful completion of the Certificate program, students will be able to:

**Outcomes:**

- Explain the fundamental principles of economics, money and banking
- Demonstrate an understanding of the role of retail financial institutions in our society and personal lives.
- Clearly understand the basic retail banking products.
- Engage others in discussions of personal financial management - borrowing, saving, bill paying, etc..
- Evaluate competitive banking products
- Demonstrate analytical, problem-solving and decision-making skills applicable to customer service in a retail banking environment.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
BMK* E123	Principles of Customer Service	3
BFN* E125	Principles of Banking	3
BFN* E211	Money & Banking (Fall only)	3

**Second Semester**

ECN* E101	Principles of Macro-Economics	3
BBG* E210 <b>1</b>	Business Communication (Spring and Summer only)	3
BMK* E106	Principles of Selling	3

**Total Credits: 21**

**1** BBG\* E210 requires permission of the instructor or permission of the Business Academic Advisor.

It is imperative that you see your Business Program Academic Advisor.

**Business Certificate:  
Small Business Management/  
Entrepreneurship  
(EK05)**

**Certificate**

This program is designed to provide students with basic knowledge and skills to operate a small business. The following topics will be covered: market analysis, advertising strategy, and retail site selection, operations management, and financial considerations. Students will become familiar with an automated accounting package. Small business and entrepreneurial skills will encompass problem solving while utilizing analytical skills in decision making. The students will write a business plan for a start-up organization. Credits can be applied toward an associate degree in Small Business Management/Entrepreneurship.

The Small Business Management/ Entrepreneurship certificate will provide the students with the following managerial skills needed for the positions within small business:

**Outcomes:**

- A proficiency to analyze marketing strategy emphasizing competitive advantage and the ability to provide recommendations.
- A proficiency in the selection of advertising methods, pricing strategy and site selection strategy.
- A proficiency in management operations regarding forms of organization, human resource management, and e-commerce.
- The ability to prepare financial statements.
- The ability to produce automated financial statements.
- The ability to write a business plan for a start-up organization.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
BES* E118	Small Business Management	3
ACC* E113	Principles of Financial Accounting	3
ACC* E125	Accounting Computer Applications I	3

**Second Semester**

BBG* E210 <b>1</b>	Business Communication (Spring and Summer only)	3
BES* E218	Entrepreneurship	3
Restricted <b>2</b>	Elective	3

**Total Credits: 21**

**1** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.

**2** Selection of restricted elective (BMK\*E103 Principles of Retailing, BMG\*E220 Human Resource Management, or BBG\*E215 Global Business) should be made after consultation with the Program Advisor.

**Business Certificate:  
Word/Information Processor  
(BOT) (EJ60)**

**Certificate**

The accurate entry and retrieval of data is essential in today's business environment. Many kinds of business organizations are seeking personnel with this training. A high degree of proficiency in language arts and word processing skills is required. Course credit may be applied toward an associate degree program in BOT.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
BOT* E111 <b>1</b>	Keyboarding for Information Processing I	3
BOT* E137	Word Processing Applications	3
BOT* E216	Spreadsheet Applications	3
Business <b>2</b>	Elective	3

**Second Semester**

BOT* E112	Keyboarding for Information Processing II	3
BOT* E251	Administrative Procedures	3
or BOT* E260	Administrative Management	
BOT* E218	Database Management	3
BOT* E217	Desktop Publishing	3
or CSA* E220	Web Graphics	
BBG* E210 <b>3</b>	Business Communication (Spring and Summer only)	3

**Total Credits: 30**

**1** Students meeting requirements of BOT\* E111 via departmental evaluation may select a Business elective ONLY with the approval of BOT program advisor.

**2** Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.

**3** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.

**Computer Information Certificate:  
Network Administrator  
(EJ04)**

**Certificate**

The objective of this Certificate program is to provide a primary level of essential skills and knowledge to individuals seeking a background in the area of network administration. The Network Administration Program provides students with the basic knowledge and skills required to install, configure, manage and support computer networks. Various network operating systems will be discussed as well as network hardware and use of the command line.

At the completion of the program the student will be able to:

- Manage workstation operating systems.
- Manage server operating systems.
- Implement and manage the software services required to support computer networks.
- Demonstrate the administrative skills to manage a corporate network environment.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
CST* E184	Network Administration I	3
CST* E185	Network Administration II	3
CST* E231	Data Communications & Networks	3
CST* E186	Network Administration III	3
CST* E187	Network Administration IV	3

**Total Credits: 18**

**Computer Information Certificate:  
Personal Computer Repair  
Technology  
(EJ02)**

**Certificate**

Designed to prepare personal computer technicians by providing basic instruction in computer applications, microcomputer systems, basic electronics, digital/integrated circuits, trouble-shooting and the use of diagnostic techniques. Qualified individuals will find a variety of opportunities open to them as technicians, including career upgrading and retraining opportunities for those currently in, or seeking employment in, the personal computer field.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
CSA* E106	Introduction to Computer Applications	4
CST* E144	Introduction to Electronics	4
CST* E184	Network Administration I	3
or CST* E231	<i>Data Communications &amp; Networks</i>	
CST* E145	Digital Circuits and Logic	4
CST* E141	Computer Hardware	4

**Total Credits: 22**

**Computer Information Certificate:  
Web Design Technology  
(EK07) (formerly EJ10)**

**Certificate**

This program is designed to provide the technical computer skills required to design business web sites. The program has as its learning outcomes the demonstrated proficiency in these skills, which are the following:

**Outcomes:**

- The ability to create web sites by programming in HTML, the industry standard language for Internet presentation. Students will demonstrate this skill by using HTML programming to create functional web sites that employ the all of fundamental aspects of HTML, including HTML syntax, links, tables, images, frames, forms, and cascading style sheets.
- The ability to create web sites that incorporate the graphical elements required of business web sites. Students will demonstrate this skill by creating web sites that employ all of the major industry standard graphical file formats and graphical compression techniques.
- The ability to produce dynamic web sites that interact with the user. Students will demonstrate this skill by creating web sites that employ the fundamental client side interactive Internet technologies, such as Javascript, Dynamic HTML, and Macromedia Flash.
- The ability to produce web sites that serve as user interfaces to computer programs and databases. Students will demonstrate this ability by designing web sites that pass data to and from databases that reside on a web server.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
CST* E150	Web Design and Development I	3
CSA* E220	Web Graphics	3
CST* E250	Web Design and Development II	3
CST* E258	Fundamentals of Internet Programming	4

**Total Credits: 16**



**Criminal Justice Certificate:  
Corrections  
(EJ62)**

**Certificate**

This program prepares students with the educational background needed for entry into the field of corrections or for advancement possibilities to those currently employed in the field. Credits may be applied to an associate degree program in Criminal Justice.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

**Second Semester**

CJS* E102	Introduction to Corrections	3
COM* E173	Public Speaking	3
Criminal Justice (3 courses) <b>I</b>	Electives	9

**Total Credits: 27**

**I** Electives must be chosen from CJS\* E214, CJS\* E240, CJS\* E243, CJS\* E244 or HSE\* E206.

**Criminal Justice Certificate:  
Criminal Investigation  
(EJ61)**

**Certificate**

This program prepares students for advancement to investigative positions in their current employment or to enter employment as an investigator. Credits may be applied to an associate degree program in Criminal Justice.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

**Second Semester**

CJS* E220	Criminal Investigation	3
COM* E173	Public Speaking	3
Criminal Justice (3 courses) <b>I</b>	Electives	9

**Total Credits: 27**

**I** Electives must be chosen from CJS\* E139, CJS\* E221, CJS\* E222, CJS\* E225, CJS\* E237, CJS\* E295, or PSY\* E217.

**Criminal Justice Certificate:  
Police Management and  
Administration  
(EJ06)**

**Certificate**

The objective of this Certificate program is to provide specialty, in-depth training to students interested in pursuing a career in police management and/or administration. This program may also be used as a training opportunity for professional advancement for individuals already employed in law enforcement-related professions

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3
CJS* E105	Introduction to Law Enforcement	3
CJS* E259	Writing & Research for Law Enforcement	3
COM* E173	Public Speaking	3
CJS* E250	Police Organization and Administration	3
CJS* E251	Police Management Seminar	3

**Total Credits: 27**

**Criminal Justice Certificate:  
Security Operations  
(EJ63)**

**Certificate**

This program prepares students for entry level positions, or advancement for those currently employed, in the field of private security.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

**Second Semester**

COM* E173	Public Speaking	3
CJS* E220	Criminal Investigation	3
CJS* E103	Introduction to Security	3
CJS* E122	Loss Prevention	3
CJS* E296	Contemporary Issues in Private Security	3

**Total Credits: 27**



## Early Childhood Education Certificate: Early Childhood Education (EJ89)

### Certificate

Designed for the student who is interested in, or presently employed in the field of early childhood education. Instruction is designed to provide for teaching methods in early care and education centers. Credits may be applied to an associate degree program in Early Childhood Education.

**NOTE:** Fingerprinting and a background criminal check are required for any job working with children.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
ECE* E101	Intro. to Early Childhood Education	3
ECE* E106	Music & Movement for Children	3

#### Second Semester

ECE* E210	Observation, Participation and Seminar	3
PSY* E202	Child Psychology & Development	3
ECE* E231	Early Language and Literacy Development	3

#### Third Semester

ECE* E190	ECE Behavior Management	3
ECE* E222	Methods & Techniques in ECE	3
ECE* E207	Natural Science and Safety for Children	3

**Total Credits: 30**

## Early Childhood Education Certificate: Infant/Toddler (EJ07) Certificate

This program is designed to serve people who are interested in, or working as child care providers, and who wish to be certified in this area. Some credits may be applied to an associate degree program in Early Childhood Education.

**NOTE:** Fingerprinting and a background criminal check are required for any job working with children.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### First Semester

ENG* E101	Composition	3
ECE* E141	Infant/Toddler Growth & Development	3
ECE* E103	Creative Experiences	3
PSY* E111	General Psychology I	3
ECE* E207	Natural Science and Safety for Children	3

#### Second Semester

ECE* E210	Observation, Participation and Seminar	3
ECE* E231	Early Language and Literacy Development	3
ECE* E241	Methods and Techniques for Infants and Toddlers	3
PSY* E202	Child Psychology & Development	3
ECE* E190	ECE Behavior Management	3

**Total Credits: 30**

## Early Childhood Education Credential: Child Development Associate Credential (CDA) (EJ73)

This option is for Head Start, Day Care, Nursery, or Family Day Care providers who wish to obtain a CDA through the National Credentialing Program. To prepare for a CDA, an individual must successfully complete:

**NOTE:** Fingerprinting and a background criminal check are required for any job working with children.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### Regular CDA Credential

ECE* E101	Introduction to Early Childhood Education	3
Early Childhood Education	Elective	3
ECE* E180	CDA Credential Preparation	3

**Total Credits: 9**

#### Cooperative Preparation Certificate

ECE* E101	Introduction to Early Childhood Education	3
ECE* E210	Observation, Participation and Seminar	3
Early Childhood Education	Elective	3
ECE* E180	CDA Credential Preparation	3

**Total Credits: 12**

**ESL Certificate:  
Advanced English Proficiency  
(EJ03)**

**Certificate**

The Advanced ESL Program is designed for students whose native language is not English. Each of the courses in the program will prepare students in the English language skills necessary for success in academic studies or in careers. After successfully completing the courses in the program with a grade of “C” or higher, students will receive a Competency Certificate in English as a Second Language.

**NOTE:** All but two courses in this sequence are applicable to associate degree programs. ESL\* E150, ESL\* E160, and ESL\* E167 may be used as foreign language/humanities or open electives. ENG\* E101 and ENG\* E102 are required in all transfer programs. COM\* E173 is required in various programs or may be used as an open elective in others.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

ESL* E150	Combined Skills V	6
ESL* E160	Combined Skills VI	6
ESL* E167	Oral Communications VI	3
ENG* E043	Writing: Paragraph to Essay	3
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3

**Total Credits: 27**

**NOTE:** A departmental replacement for one of the first four courses listed above may be approved for certain advanced students whose initial placement test scores or course performance indicates a high degree of language competence. Possible English-medium courses include: ENG\* E222 or above, SOC\* E101, POL\* E111, HIS\* E201, or HIS\* E202.

**Graphics Certificate:  
Graphic Design  
(EJ91)**

**Certificate**

This program is designed to provide the enrolled student with the basic skills of graphic design which include the development of visual arts abilities and graphic media presentations. It also provides students with basic skills to obtain entry-level jobs in the graphic design field or the necessary training to continue in an advanced program of study. Credits may be applied towards a degree program in Graphic Design.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3

**Second Semester**

ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
GRA* E151	Graphic Design	3

**Third Semester**

GRA* E221	Illustration I	3
ART* E243	Studio Photography I	3
ART* E103	Art History III	3
GRA* E241	Digital Page Design	3

**Total Credits: 36**

**Graphics Certificate:  
Web Design-Graphics Foundation  
(EK06)**

**Certificate**

The objective of the proposed Certificate Program is to provide the essential skills necessary to individuals seeking a career in Web Design.

The Web Design- Graphics Foundation Certificate provides students with the basic knowledge and skills required to create and maintain dynamic web pages. It combines the technical and creative aspects of web design into one comprehensive program. This includes developing clean sophisticated layouts, strong use of typography, proficiency with Photoshop, Illustrator, Dreamweaver, and Flash, and a working knowledge of X/HTML and CSS. Students are introduced to server-side programming techniques, developing web sites that interact with servers, managing user session, and storing and retrieving data from databases.

Program content is continuously updated to reflect the current state of the art in internet computing and web programming. Students completing the Web Design - Graphic Foundation Certificate may apply all but two courses to the Graphic Design: Associate Degree Parent Program and all but one course to the Associate Degree in Graphic Design: Computer Graphics Option.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**Required Courses**

ENG* E101	Composition	3
ART* E121	Two-Dimensional Design	3
ART* E109	Color Theory	3
GRA* E151	Graphic Design	3
GRA* E111	Introduction to Computer Graphics	3
GRA* E230	Digital Imaging I	3
CST* E150	Web Design and Development I	3
CST* E258	Fundamentals of Internet Programming	4
GRA* E261	Web Design	3
GRA* E271	Computer Animation	3

**Total Credits: 31**

**Health Careers Certificate:  
Health Careers Pathways  
(EK55)**

**Certificate**

This program is designed to assist the students to achieve success in health care programs. Students will be provided with the foundation necessary for health care professions. Credits from this program may be applied toward health care program requirements within Connecticut's Community College System. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest.

**Outcomes:**

- Upon successful completion of all program requirements, the student should be able to:
- Demonstrate competence in written and oral communication.
- Demonstrate critical thinking, logical reasoning and problem solving skills.
- Effectively utilize and interpret medical terminology.
- Identify a variety of career opportunities and roles available in health care professions.
- Meet most requirements for entrance into health care programs.
- Demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.
- Use and apply scientific methods.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**Required Courses**

HLT* E103	Investigations in Allied Health	3
ENG* E101	Composition	3
MAT* E137	Intermediate Algebra	3
BIO* E105	Introduction to Biology	4
<i>or BIO* E121</i>	<i>General Biology I</i>	
CHE* E111	Concepts of Chemistry	4
PSY* E111	General Psychology I	3
BIO* E211	Anatomy & Physiology I	4
BIO* E212	Anatomy & Physiology II	4

**Total Credits: 28**

**Human Services Certificate:  
Behavioral Healthcare Specialist  
Track I  
(EJ67)**

**Certificate**

This program will prepare individuals for employment in entry-level professional positions in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in the areas of substance abuse and mental health.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E210	Group and Interpersonal Relations	3
HSE* E141	Addiction and Mental Illness in Behavioral Health Care	3

**Second Semester**

PSY* E140	Psychology of Addiction	3
PSY* E245	Abnormal Psychology	3
HSE* E147	Change Theory and Strategies in Behavioral Health Care	3
HSE* E286	Practicum in Behavioral Health Care	3

**Total Credits: 27**

**Human Services Certificate:  
Behavioral Healthcare Specialist  
Track II  
(EJ68)**

**Certificate**

This program will prepare individuals with prior higher education and professional experience for career advancement and certification in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in areas of substance abuse and mental health.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

PSY* E140	Psychology of Addiction	3
HSE* E141	Addiction and Mental Illness in Behavioral Health Care	3

**Second Semester**

HSE* E147	Change Theory and Strategies in Behavioral Health Care	3
HSE* E286	Practicum in Behavioral Health Care	3

**Total Credits: 12**

**Human Services Certificate:  
Children & Youth Mental Health  
(EJ71)**

**Certificate**

This program prepares individuals to work with children, youth and parent populations in a variety of mental health agencies and community-based programs. It is also designed to enhance the skills of professionals currently working with children and families in governmental agencies such as the Department of Children and Families (DCF), Department of Social Services, Department of Health and others. Instruction is also provided to allow for continuation of studies at two- and four-year programs in the areas of human services, mental health, social work, and counseling psychology.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E121	Strategies for Developing Capable Children and Youth	3

**Second Semester**

PSY* E202	Child Psychology & Development	3
PSY* E205	Adolescent Development	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E222	Emotional Disorders in Children and Youth	3
HSE* E285	Practicum in Children and Youth Mental Health	3

**Total Credits: 27**



**Human Services Certificate:  
Disabilities Specialist  
(EJ72)**

**Certificate**

This program prepares individuals for work with citizens with disabilities in a variety of community treatment and supportive environments. It is designed to bridge the gap between a constantly increasing need of programming and community services for people with disabilities, and a well-trained cadre of professionals to meet that need. Further, it is designed to assist community agencies with their requirements for continuing, professional education of their current workforce in this field. Instruction also allows for continuation of studies at two- and four-year programs in the areas of disabilities, human services, mental health, social work, counseling, and psychology.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E161	Disabilities Across the Lifespan	3

**Second Semester**

HSE* E210	Group and Interpersonal Relations	3
HSE* E261	Community Support Skills for Persons with Disabilities	3
HSE* E262	Positive Behavioral Supports for Persons with Disabilities	3
HSE* E266	Professional and Ethical Issues in Disability Services	3
HSE* E280	Practicum in Disability Services	3

**Total Credits: 27**

**Human Services Certificate:  
Mental Health (MERGE)  
(EJ93)**

**Certificate**

This program (MERGE) prepares individuals for employment in entry-level positions in public and private mental health agencies. Instruction is designed to allow for continuation of studies at two- and four-year programs in the areas of mental health, human services, and social work.

**Suggested Sequence of Courses:**

Prerequisite or parallel may be required. Please check individual course descriptions for details.

**First Semester**

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E210	Group and Interpersonal Relations	3

**Second Semester**

PSY* E245	Abnormal Psychology	3
HSE* E243 <b>I</b>	Human Services Skills and Methods	3
or HSE* E132	Peer Training for Behavioral/Mental Health	
or HSE* E141	Addiction & Mental Illness in Behavioral Health Care	
or HSE* E114	Advocacy in Human Services	
HSE* E139	Topics in Mental Health	3
HSE* E287	Practicum in Mental Health	3

**Total Credits: 27**

**I** Alternate course also accepted: HSE\* E161.

## Human Services Certificate: Victim Services

(EJ69)

### Certificate

This program prepares students for positions as victim advocates in both the public and private sectors.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

CJS* E101	Introduction to Criminal Justice	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E243	Human Services Skills and Methods	3
CJS* E280	Victimology	3
HSE* E114	Advocacy in Human Services	3
CJS* E290	Practicum in Criminal Justice	3

**Total Credits: 18**

## Math/Science Certificate: Electrical

(EN12)

### Certificate

This program offers those who have completed the electrical training general education courses that will provide them with the knowledge and skills valuable at the work site and for promotional opportunities. The Directed Electrical courses are available through the Independent Electrical Contractors of Connecticut.

#### Suggested Sequence of Courses:

Prerequisite or parallel may be required. Please check individual course descriptions for details.

#### First Semester

MAT* E137	Intermediate Algebra	3
PHY* E121	General Physics I	4
Computer Science	Elective	3 - 4
Directed Electrical		3
Directed Electrical		3

#### Second Semester

ENG* E101	Composition	3
CHE* E111	Concepts of Chemistry	4
Directed Electrical		3
Directed Electrical		3

**Total Credits: 29 - 30**

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## Housatonic Community College Foundation, Inc.

The Housatonic Community College Foundation was established in 1990 by a group of Greater Bridgeport residents, business and arts leaders. The Foundation provides financial assistance to the College and its students beyond the fundamentals provided by the State of Connecticut. It assists the College in becoming a unique educational resource for its students and the community. The Foundation also serves as a vehicle generating funding for Housatonic student scholarships, student emergency assistance, child care assistance for parents enrolled at Housatonic, program enhancements and support of the Housatonic Museum of Art.

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Stamford Police Department  
HCC Instructor

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### Early Childhood Education

Thomas Coakley, Independent Consultant  
Infant/Toddler; Special Needs; Family  
Involvement

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Coordinator, Family Resource Center

Whanetta Edmonds  
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M.S., University of Bridgeport
- Jane Wampler, Associate Professor of  
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B.S., University of Alabama, Huntsville  
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- Shirley Zajdel, Professor of Biology  
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- Janet Zamparo, Associate Professor of English  
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Financial Aid

Linda Anzaldi,  
Business Office

Diane Artis, Payroll Officer I  
Business Office

Aida Ayala, Cash Accounting Clerk  
Business Office

Anita Bennett, Cash Accounting Clerk  
Student Life Office

Mildred Bost, Office Assistant  
Admissions

Robert Boswell, Lead Custodian  
Maintenance

Edward Brickett, Associate Accountant  
Business Office

Heidi Burgos, Clerk Typist  
Financial Aid

Magaly Cajigas, Secretary II  
Resource Development

Julie Calderon, Building and Grounds Officer  
Public Safety

Angelo Caputo, Maintainer  
Facilities

Ada Carbone, Administrative Assistant  
Office of the Dean of Administration

Ixia Caribe, Secretary II  
Financial Aid

Rudolfo Carranza, Maintainer  
Facilities

Scott Corcoran, Storekeeper  
Facilities

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Rosalee Creighton-Gordon, Secretary II  
Counseling Center

Anna Cruz, Administrative Assistant  
Office of the Dean of Students

Clopha Deshotel, Clerk Typist  
Academic Support Center

Lou Ann Doehrer, Personnel Aide  
Business Office

Timothea Douglas, Clerk-Typist  
Information Desk

David Duberry, Maintainer  
Facilities

Veetra Fields, Clerk Typist  
Information Desk

Robert Gonzalez, Police Officer/Shift  
Supervisor  
Public Safety

Christopher Gough, Director of Security  
Public Safety

Jeffrey Harrison, HVAC  
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Priscilla Jefferson, Registration Clerk  
Office of the Registrar

Patricia Kurowski, Purchasing Services Officer I  
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Drazenko Magazin, Maintainer  
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Continuing Education

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Business Office

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Facilities

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Office of the Dean of Outreach Services

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Business Office

Elaine Sansonetti, Secretary II  
Business Office

Angela Skyers, Weekend Coordinator  
Evening Division

Patria Spignolio, Secretary  
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Julie Calderon, Building and Grounds Officer  
Public Safety

Rich Strobel, Building and Grounds Officer  
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Carlos Torres, Maintainer  
Facilities

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Business Office

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Early Childhood Laboratory School

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School Assistant  
Early Childhood Laboratory School

Veesha Dash, Early Childhood Laboratory  
School Assistant  
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Library

Lisa Elwell, Part-time Librarian  
Library

Ekaterina Giotsas, Part-time Librarian  
Library

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Nadine Krohley, Career Services Counselor  
Student Development Office

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Richard Parent, Chemistry Laboratory Assistant  
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Norma Quinn, Lab Assistant  
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M.F.A., University of Valencia
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B.A., Rutgers University
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A.S., Housatonic Community College  
B.A., Sacred Heart University  
M.A., Southern Connecticut State University
- Barbara J. Oleynick, Instructor in  
Developmental Studies - English  
L.P.N., St. Vincent's Hospital  
A.S., Sacred Heart University  
B.S., Sacred Heart University  
M.F.A., New York University
- Raymond Osborne, Lecturer in  
Criminal Justice  
B.S., IONA University  
M.S., IONA University
- Carola Osses, Lecturer in  
English as a Second Language  
B.A., Ottawa University  
M.S., Southern Connecticut State University
- Gail Ostrow, Lecturer in English  
B.A., University of Minnesota  
M.A., University of Minnesota  
M.S., University of Bridgeport
- Donna J. Pala, Instructor in  
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B.A., Sacred Heart University  
M.S., Southern Connecticut State University  
6th Yr., St. Joseph's College
- Susan Palmer, Lecturer in English  
B.A., University of Connecticut  
M.A., University of Hartford
- Mary Jane Paris, Lecturer in Business  
B.A., Sacred Heart University
- Bernard Pasierb, Lecturer in Business  
B.S., United States Military Academy  
at West Point  
M.B.A., University of Utah
- Christine Peck, Lecturer in Psychology  
B.A., Quinnipiac College  
Psy.D., Rutgers University
- Roberta Penna, Lecturer in  
Developmental Studies  
B.A., Albertus Magnus College  
M.S., Southern Connecticut State University
- Robert Phelan, Lecturer in Sociology  
B.A., Providence College  
M.A., Indiana University - Bloomington
- Dianna Piazza, Lecturer in Biology  
A.S., R.N., NYC Community College  
B.S., Sacred Heart University  
E.E.D., Nova University S.E.  
B.S., Charter Oak State College &  
P.A., U.S. Public Health
- Carmine Picarello, Lecturer in Photography  
A.A., Norwalk Community College  
B.A., Mount Holyoke College  
B.F.A., School of the Art Institute of Chicago
- Andrew Pinto, Lecturer in Art  
A.A., Housatonic Community College  
B.F.A., Hartford Art School  
M.A., Fairfield University
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M.F.A., University of Pennsylvania
- Lisa Anne Prince, Lecturer in English  
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B.A., Fairfield University  
M.A., Western Connecticut State University
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B.F.A., College of New Rochelle  
M.Ed., American Intercontinental University  
Certificate, Visual Communications,  
Gibbs College  
Certificate, Online Instructor,  
Capella University
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- Randolph Ramirez, Lecturer in Biology  
B.A., Yale University  
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M.S., University of Bridgeport
- Beth G. Reich, Lecturer in  
Business Office Technology  
B.S., University of Bridgeport  
M.S., University of New England
- Lynn Reid, Lecturer in Business  
A.S., Housatonic Community College  
B.E.S., University of Bridgeport  
E.M.B.A., University of New Haven
- Peter Rembetsy, Lecturer in Art  
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- Gregory Richardson, Lecturer in Sociology  
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M.S., Southern Connecticut State University
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B.A., Central Connecticut State University  
D.C., Western State Chiropractic College
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M.A., Southern Connecticut State University
- Joanne Rochman, Lecturer in English  
B.A., Charter Oak State College  
M.A., Western Connecticut State University
- Priscilla Rodriguez, Lecturer in Sociology  
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M.S.W., Boston University School  
of Social Work
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B.A., Washington College  
M.A., University of Wisconsin, Madison  
Ph.D., University of Wisconsin, Madison
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M.A., Moscow University
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M.A., Fairfield University  
M.S., University of Bridgeport
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B.S., Southern Connecticut State University  
M.S., Southern Connecticut State University
- Luz E. Rubert-Lopez, Lecturer in Sociology  
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M.A., Inter-American University
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M.B.A., Sacred Heart University
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B.S., Southern Connecticut State University  
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M.S., Southern Connecticut State University
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Computer Aided Design (CAD)  
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M.F.A., Yale University
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B.A., Manhattanville College  
M.Ed., University of Bridgeport
- Laurence C. Segall, Lecturer in Sociology  
B.A., SUNY at Buffalo  
M.S., Yeshiva University  
M.S.W., Yeshiva University  
C.A.S., Fairfield University  
Ph.D., Hunter College
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M.S., Southern Connecticut State University  
M.S., University of Bridgeport
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B.S., University of Bridgeport  
M.Ed., University of Massachusetts, Amherst  
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B.S., S.U.N.Y. at Albany  
M.S., Brooklyn Polytechnic
- Nanci J. Shapiro, Lecturer in Art  
B.A., Harper College  
M.A., SUNY Binghamton
- Frank Shea, Lecturer in Business  
B.B.A., Western Connecticut State University  
M.B.A., University of New Haven
- Roger W. Sherman, Lecturer in Psychology  
B.A., Manhattan College  
M.S., University of Bridgeport  
M.S.W., Fordham University
- Bruce J. Sherwin, Lecturer in Psychology  
B.A., University of Vermont  
M.S., Southern Connecticut State University  
Ed.D., University of Tennessee
- Suzan Shutan, Lecturer in Art  
B.F.A., California Institute of the Arts  
M.F.A., Rutgers University
- Jacqueline Skubly, Lecturer in French  
B.A., University of Bridgeport  
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B.S., Springfield College  
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- Anson Smith, Lecturer in History  
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M.A., CW Post College

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M.M., Yale University  
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M.Ed., Northeastern University  
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M.S., Teachers College Columbia University  
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M.S., Southern Connecticut State University

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M.A., Fairfield University

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B.S., University of Connecticut  
M.S., Southern State University

Marilyn L. Wehr, Lecturer in  
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M.S., Southern Connecticut State University

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B.S., University of Hartford  
M.S., Fairfield University

Alan Weiner, Lecturer in Theater Arts  
B.A., University of Miami  
M.S.A., Antioch International London &  
Oxford

Richard Weingarten, Lecturer in  
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B.A., Trinity College - Hartford  
M.A., Pacific Oak College

Carol J. Welles, Lecturer in Philosophy  
B.A., Carleton College  
M.A.R., Yale University Divinity School

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M.S., Southern Connecticut State University

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M.A., Fairfield University

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M.Ed., American InterContinental University

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M.A., (Philosophy) Boston College  
M.A., (Mathematics) Fordham University

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Graduate School  
J.D., Quinnipiac University

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M.P.A., University of New Haven

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M.A., Yale University  
M.Phil., Yale University  
Ph.D., Yale University

Cynthia Wolfe, Lecturer in  
English and Communications  
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Sheila Woodlock, Lecturer in  
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M.S., Hunter College

Rachael Wren, Lecturer in Art  
B.A., University of Pennsylvania  
M.F.A., University of Washington

Cornell Wright, Lecturer in Business  
B.A., Lafayette College  
M.B.A., University of Bridgeport

Joanne T. Wright, Lecturer in Psychology  
A.A., University of Bridgeport  
B.S., Springfield College  
M.S.W., Fordham University

Barbara Young, Lecturer in Spanish  
B.A., Vassar College  
M.S., Southern Connecticut State University



## Occupational Therapy Assistant Program

### Adjunct Faculty Facilities

Albhin Center, Bridgeport  
Ashlar of Newtown, Newtown  
Avante of Lynchburg, Virginia  
Bishop Wicke Health Care Center  
Shelton, CT  
Bloomfield Public Schools, Bloomfield, CT  
Blue Ridge Therapy Associates, Virginia  
Bridgeport Community Mental Health  
Center, Bridgeport  
Bridgeport Health Care Center, Bridgeport  
Brookview Health Care Center  
Bloomfield, CT  
Bridgeport School System, Bridgeport  
Cambridge Manor, Fairfield  
Carolton Hospital & Rehab Center  
Fairfield, CT  
Center for Behavioral Health  
Middletown, CT  
CT Mental Health Center, New Haven  
Darian School System, Darian  
Easton Public School System, Easton, CT  
Gaylord, Wallingford  
Giant Steps, Southport, CT  
Golden Hill Health Care Center, Bridgeport  
Guilford Public School System, Guilford, CT  
Hand Therapy Associates, Wallingford  
Healthsouth, Trumbull, CT  
Laural Woods Health Center, East Haven  
Meriden Public School System, Meriden, CT  
Milford Health Care Center, Milford  
Monroe Public Schools, Monroe  
Newtown Public Schools, Newtown, CT  
Northbridge Health Care Center, Bridgeport  
Norwalk Rehab Services, Stamford, CT  
Norwalk School System, Norwalk  
Rehabilitation Associates, Fairfield, CT  
St. Vincent's Hospital, Bridgeport, CT  
St. Vincents Special Needs, Trumbull  
Stamford School System, Stamford  
West River Health Care Center, Milford

*\* As of July 2008*



## Appendix I

### 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,
  - g. submitting, if contrary to the rules of a course, work previously presented in another course, and
  - h. 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. “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 5:00 pm 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. 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.

## Sexual Misconduct and Relationship Violence Statement

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

*Sexual Misconduct* is defined as:

Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.

Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.

Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner’s consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner’s knowledge.

#### Definition of Consent

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

*Stalking* is defined as;

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim’s classroom or workplace.



**Relationship Violence** is defined as:

Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.

Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.

Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's pets and humiliating another person.

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

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

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

## Confidentiality

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

## Time for Reporting

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

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

# Appendix II

## Policy on Student Rights

### Section I: Rights of Students

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

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

exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

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

### Section 2: Student Grievance Procedure

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

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

### Section 3: Review of Academic Standing

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

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

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

4. The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he

or she decides that fairness requires broader review. The decision of the president shall be final.

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

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

## Appendix III

### Refunds of Tuition and Fees (6.5.5)

#### I. Registration and Fee Deposit - General Tuition Fund Courses

1. Full-time and part-time students registering prior to the tuition due date must pay a non-refundable deposit of all college services fees and student activity fees applicable to the courses for which registered, exclusive of tuition.
2. The total tuition and mandatory usage fees applicable to the courses for which registered is payable in one installment and is due approximately three weeks before the first day of classes unless a deferred payment plan, in accordance with the approved Board of Trustees policy, has been approved by the Bursar's Office.
3. Failure to have made all applicable payments by announced deadlines will result in the withdrawal of the student's registration unless a deferred payment plan has been approved.
4. All registrations which occur during the three-week period before the first day of classes shall be accompanied by full payment of all tuition and fees applicable to the course for which registered unless a deferred payment plan has been approved.
5. Please refer to the appropriate College course schedule for specific date and time deadlines.

#### II. Withdrawals and Refunds - General Tuition Fund Courses

1. A registered student wishing to withdraw must submit a withdrawal request, in writing with appropriate documentation, to the Registrar. The effective date of withdrawal is the date the withdrawal is received by the Registrar. In counting calendar days, if the latest date for withdrawal falls on a Saturday or Sunday, the preceding Friday shall be the effective day. If the latest date for withdrawal falls on a legal holiday, the prior business day shall be the effective day.
2. For Notice of Withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of tuition, lab and studio fees will be granted for both full-time and part-time students. College services fees and student activity fees are non-refundable.
3. For Notice of Withdrawal received on the first day of classes and through the fourteenth calendar day of that semester, a refund of 50 percent of total tuition, lab and studio fees applicable to the courses for which registered will be granted for both full-time and part-time students. College services fees and student activity fees are non-refundable.
4. For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, 50 percent of the difference of the tuition applicable to the original and revised course schedules will be refunded.
5. No refund of tuition will be granted for either full-time or part-time students beyond the fourteenth calendar day after the first day of classes.
6. Please refer to the appropriate College course schedule for specific date and time deadlines.

#### III. Withdrawals and Refunds - Tuition Fund Courses

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

b. Veterans or other eligible persons war orphans, children of disabled veterans, etc.) will be granted a refund in the same manner as any other student.

#### **IV. Withdrawals and Refunds - Extension Fund Courses**

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

#### **V. General Conditions**

1. The special fees which are non-refundable are as follows:

Application Fee

Program Enrollment Fee

Late Registration Fee

Late Payment Fee

Make-up Examination Fee

Graduation Fee (payable in semester in which student expects to graduate)

Replacement of lost ID card

Academic Evaluation Fee

Transcript Fee

Returned Check

CLEP Examination Fee each exam

CLEP Service Fee

Installment Payment Plan Fee

Portfolio Assessment Fee

2. For purposes of the refund policy outlined, an individual is considered a student when he/she has registered and paid, either by cash or by obligation, by the first day of class.

*The complete Board of Trustees policy follows in it's entirety.*

#### **I. Required Fees**

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

The mandatory clinical fee paid each Fall and Spring by enrolled students matriculated and declaring a major in a Level 1 or 2 allied health program as defined in 6.5.2.II B, is non-refundable, except that a student who drops out of the allied health program entirely or who

has no enrollment in any credit courses as of the end of the college's official drop-add period, may request a full refund of the clinical fee or elimination of the fee receivable from his or her account.

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

#### **II. General Tuition Funded Courses**

##### **A. Refund Schedule - General**

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

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

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

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

##### **B. Refund Schedule - Armed Services**

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

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

application fee

program enrollment fee

late registration fee

graduation fee

replacement of lost ID card fee

academic evaluation fee

portfolio assessment fee

##### **D. Students Covered**

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

#### **E. Publication of Payment and Refund Policies**

All colleges will insert in their college catalogs and brochures the information concerning tuition payment and refunds contained in this policy.

#### **F. Special Waivers**

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

#### **G. Change of Registration - General and Extension Courses**

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

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

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

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

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

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

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

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

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

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

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

## Appendix IV

### Information Technology Resources (2.8.1)

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

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

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

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

The Chancellor is authorized to promulgate necessary and appropriate IT policies, standards and procedures, including but not limited to those affecting acceptable uses of IT resources,

electronic communications and network security. Colleges shall ensure that users of IT resources are aware of all IT policies, standards and procedures, as appropriate.

*(Adopted October 21, 2002)*

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

## Acceptable Use Policy

### I. Introduction

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

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

### II. General Provisions

#### A. Purpose

The purpose of this Policy is to:

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

#### B. Scope

This Policy applies to:

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

#### C. Definitions

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

**Appropriate CCC Authority:** Chancellor, College President or designee.

**Compelling Circumstances:** Circumstances in which time is of the essence or failure to act might result in property loss or

damage, adverse effects on IT resources, loss of evidence of one or more violations of law or of the CCC policies or liability to the CCC or to members of the CCC community.

#### IT Resources:

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

#### D. Responsibilities

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

**Implementation.** In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

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

#### E. Violations of Law and Policy

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

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

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

#### F. No Expectation of Privacy

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



### III. Acceptable Use

In making acceptable use of CCC IT resources you must:

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

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

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

## Appendix V

### Policy on AIDS and Other Communicable Diseases (2.10)

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

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

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

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

## Appendix VI

### Racism and Acts of Intolerance - Policy Statement (2.1.5)

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

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

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

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

*(Adopted February 26, 1990)*

## People with Disabilities: Policy Statement (2.1.6)

### People with Disabilities in the Community Colleges

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

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

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

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

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

*(Adopted November 20, 1989)*

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

## Grievance Procedure for Students with Disabilities

If the conflict resolution process (as detailed in the Guide For Students With Disabilities) doesn't resolve the conflict a student may submit a written grievance within 15 days to the Dean of Students stating the nature of the complaint, procedures already taken and remedy sought. These reports are confidential and will not be disclosed to unauthorized persons. The Dean will seek a resolution to the grievance by having a hearing with all the parties involved, including the Coordinator of Disabilities Support Services. If a resolution is not reached the student may appeal to the President of the college who shall make the final decision.

## Policy Against Sexual Harassment

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

Sexual harassment may be described as:

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

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

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

- a. sexual flirtation, touching, advances or propositions;
- b. verbal abuse of a sexual nature;
- c. graphic or suggestive comments about an individual's dress or appearance;
- d. use of sexually degrading words to describe an individual;

e. display of sexually suggestive objects, pictures or photographs;

f. sexual jokes;

g. stereotypic comments based upon gender;

h. threats, demands or suggestions that retention of one's employment or educational status is contingent upon toleration of or acquiescence in sexual advances.

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

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

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

### What to do if you are the victim of sexual harassment

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

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

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

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

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

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

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

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

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

### **Notice re: Campus Sex Crimes Prevention Act**

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

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

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

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

## **Appendix VII**

### **Policy on Violence Prevention and Response (2.13)**

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

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

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

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

### Reporting Threats or Violent Act:

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

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

### Enforcement of this Policy:

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

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

## Appendix VIII

### Event Planning and Campus Speaker Policy for Students

#### Purpose Statement:

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

#### Policy:

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

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

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

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

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

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

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

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

#### Procedure:

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

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



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

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

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

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

## Appendix IX

### Procedure for Dealing with Disruptive Students

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

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

1. The instructor should inform the disruptive student, either verbally or in writing, that such behavior is unacceptable in the classroom, and that the student may be removed from the class for either that day (by the instructor) or the rest of the semester (by the Dean of Students Office only) if the behavior continues. The verbal warning may take place privately or in the presence of others as witnesses. Faculty members are encouraged to consult with the Dean of Students Office for guidance in providing such feedback to the student.
2. The instructor simultaneously should inform the Dean of Students Affairs and the Department Chair person via memo or e-mail regarding the feedback to the student in question. The professor may request that the Dean of Student Affairs or a designee meet with the student to discuss the student's behavior and potential disciplinary consequences of further disruptive behavior and to reiterate that the professor has full authority in the classroom. A behavior contract may be required with the student at that time by the Dean of Students or a designee. Where and when appropriate, the College does attempt to mediate/counsel a student prior to taking formal disciplinary action.
3. If the student's behavior continues to be disruptive, the professor has the option of requesting the formal discipline process be implemented to remove the student from the class and, if warranted, from the College. This request should be made to the Dean of Students and the Department Chair person via e-mail; or memo. However, if the disruptive behavior is of such a nature that

the professor cannot gain control of the class, or the safety and welfare of the instructor or students are in jeopardy, the instructor should immediately contact Campus Security by using the classroom/office phone and dialing x5296 or by pressing the blue light emergency call buttons located in the hallways throughout the facility.

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

## Appendix X

### Housatonic Community College Copyright Policy for Students

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

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

- A chapter of a book, not the entire book
- A journal article
- A short story or poem
- A short excerpt (up to 10%) of audio or visual material

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

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

#### Media

Allowable Portion under Fair Use

- **Fiction or Non-fiction book**  
One chapter or 10%, whichever is less
- **Short story**  
Up to 1000 words or 10%, whichever is less
- **Poem**  
Up to 250 words or 10%, up to 3 from one poet

- **Article**  
One article from an issue of a periodical
- **Chart**  
One from a book or issue of a periodical
- **Music, lyrics, or music video**  
Up to 10% but not more than 30 seconds
- **Cartoon, diagram, graph, illustration, or photograph**  
Up to 15 works or 10% from a publication, and up to 5 images from one artist
- **Numerical data set**  
Up to 10% or 2500 fields

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

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

## Appendix XI

### Satisfactory Progress (3.8)

#### Statement on Satisfactory Progress

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

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

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

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

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

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

### Satisfactory Academic Progress Policy for Student Financial Aid Recipients

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

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

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

Earned Credits	Minimum GPA
≤15.99	1.50
≥16.00	2.00

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

#### Probation Period

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

#### Termination

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

### Maximum Credit Hours

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

### Reinstatement Policy

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

### Appeal Process

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

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

## Appendix XII

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

**See Also:** Connecticut Statutes; CT's Policy for a Drug-Free Workplace; Federal Trafficking Penalties, Drugs with Addictive Potential; Health Risks Associated with Illicit Drugs and Abuse

#### Drugs and Alcohol in the Community Colleges

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

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

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

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

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

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

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

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

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

(Adopted November 20, 1989)

### Connecticut Statutes

Possession of alcohol by a minor. First Offense: Infraction. Second or Subsequent Offense: Fine of not less than \$200 and not more than \$500. (Connecticut General Statutes § 30-89b)

Purchase or attempt to purchase or making of a false statement in an attempt to procure alcohol by a minor. Fine: \$200 - \$500. (Connecticut General Statutes § 30-89a, 2004)

Sale, shipment, delivery, or giving of alcohol to a minor by any means. Maximum Punishment: Imprisonment for no more than eighteen (18) months or a fine not to exceed \$1,500 or both. (Connecticut General Statutes § 30-86, 2004)

Owners of private property where minors possess alcohol: No person having possession of, or exercising domain and control over any dwelling unit or private property shall permit any minor to possess alcoholic liquor. First Offense: Infraction. Second or Subsequent Offense: Imprisonment for no more than one (1) year or a fine not to exceed \$500 or both. (Connecticut Public Act 06-112 § 1.1)

Knowing that a minor possesses alcoholic liquor in a dwelling unit or private property and fails to make reasonable efforts to halt such possession. First Offense: Infraction. Second or Subsequent Offense: Imprisonment for no more than one (1) year or a fine not to exceed \$500 or both. (Connecticut Public Act 06-112 § 1.2)

Possession of a narcotic substance. First Offense: Imprisonment for no more than seven (7) years or a fine not to exceed \$50,000 or both. Second Offense: Imprisonment for no more than fifteen (15) years or a fine not to exceed \$100,000 or both. Third or Subsequent Offense: Imprisonment for no more than twenty-five (25) years or a fine of \$250,000 or both. (Connecticut General Statutes § 21a-279a, 2004)

Possession of a hallucinogenic substance other than marijuana or of four or more ounces of marijuana. First Offense: Imprisonment for no more than five years or a fine not to exceed \$2,000 or both. Second or Subsequent Offense: Imprisonment for no more than ten years or a fine not to exceed \$5,000 or both. (Connecticut General Statute § 21a-279b, 2004)

Possession of any controlled substance other than a narcotic or hallucinogenic substance or illegal possession of less than four (4) ounces of marijuana. First Offense: Imprisonment for no more than one (1) year or a fine not to exceed \$1,000 or both. Second or Subsequent Offense: Imprisonment for no more than five (5) years or a fine not to exceed \$3,000 or both. (Connecticut General Statutes § 21a-279c, 2004)

Manufacture, distribution, sale, prescription, dispensing, compounding, or transportation with intent to sell or dispense or possession with intent to sell or dispense, or offering, giving, or administration of any hallucinogenic substance other than marijuana or of any narcotic substance. First Offense: Imprisonment for no more than fifteen (15) years or a fine not to exceed \$50,000 or both. Second Offense: Imprisonment for no more than thirty (30) years or a fine not to exceed \$100,000 or both. Third or Subsequent Offense: Imprisonment for no more than thirty (30) years or a fine not to exceed \$250,000 or both. (Connecticut General Statutes § 21a-277a, 2004)

Manufacture, distribution, sale, prescription, dispensing, compounding, or transportation with intent to sell or dispense or possession with intent to sell or dispense, or offering, giving, or administration of any controlled substance (includes marijuana) except a hallucinogenic or narcotic substance. First Offense: Imprisonment for no more than seven (7) years or a fine not to exceed \$25,000 or both. Second or Subsequent Offense: Imprisonment for no more than fifteen (15) years or a fine not to exceed \$100,000 or both. (Connecticut General Statutes § 21a-277b, 2004)



Driving while under the influence of intoxicating liquor or any drug or both. First Conviction: Imprisonment for not less than forty-eight (48) hours and not more than six (6) months unless probation is imposed and fined not less than \$500 and not more than \$1,000 and a one (1) year suspension of driver's license. Third or Subsequent Conviction (within ten (10) years of a prior conviction): Imprisonment for not less than one (1) year and not more than three (3) years and probation consisting of one hundred (100) hours of community service and a fine not less than \$2,000 and not more than \$8,000 and permanent revocation of driver's license. (Connecticut General Statutes § 14-227a, 2004)

## Connecticut's Policy for a Drug-Free Workplace

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

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's existing three-pronged strategy of education, treatment and enforcement to combat substance abuse, and in accordance with new federal legislation, the Drug-Free Workplace Policy has been adopted. Connecticut State employees will be protected and served by this new initiative, which includes an on-going substance abuse awareness program.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace" Act. This act requires that any State agency which receives federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy is published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

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

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

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

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 398 gms mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	400 gms or more mixture	Second Offense: Not less than 20 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture	2 or More Prior Offenses: Life imprisonment	1 kg or more mixture	2 or More Prior Offenses: Life imprisonment
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 60 - 498 gms mixture	2 or More Prior Offenses: Life imprisonment	50 gms or more pure or 500 gms or more mixture	2 or More Prior Offenses: Life imprisonment
PCP (Schedule II)	10 - 99 gms pure or 100 - 998 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 10 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	33 to 899 mgs	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	less than 30 mgs	Second Offense: Not more than 5 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		



## Federal Trafficking Penalties (continued)

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture, or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	1000 kg to 999 kg mixture, or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 years, not more than 40 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish, 50 to 99 kg mixture  more than 1 kg of hashish oil, 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years</li> <li>If death or serious injury, mandatory life</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>Not more than 5 years</li> <li>Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish-Oil	1 kg or less		

## Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol

**Alcohol** - profound acute impact on cognitive functioning, i.e., loss of inhibitions, disruption of memory functions. Profound chronic impact on cognitive functioning, e.g., permanent memory impairment, dementia. Impaired coordination. Increased risk of cancer, stroke, heart disease, heart conduction disturbance, stomach lesions, intestinal track injury and liver damage. Sexual functioning disturbances. Increased risk of accidents, including drowning, fires and falls. Increase risk violence.

**Amphetamines** (Speed, Ups, Pep Pills, Meth) - Elevated heart rate, blood pressure and respiration rate. Decreased appetite. Pupillary dilation. Effects at high doses include; cognitive confusion, physical disorganization, inability to relax and sleep, teeth-grinding, dry mouth, muscle twitching, convulsions, fever, chest pain, irregular heart beat and lethal overdose.

**Barbiturate, Sedatives, Tranquilizers** (Yellow Jackets, Reds, Red Devils, Ludes, PCP or Angel Dust) - Difficulty concentrating, maintaining coordination and staying awake. Reduces cognitive and motor functioning. Increases

accident risks. Effects at high doses include: slurred speech, staggering, decreased ability to reason and solve problems, difficulty in judging distance and time, double vision, amnesia, depresses breathing coma, brain damage and respiratory failure, especially when mixed with alcohol.

**Cocaine** (Coke, Crack, Blow) - Increase heart rate, blood pressure, breathing rate, and body temperature. Constriction of blood vessels. Pupillary dilation. Effects at high doses include: cognitive confusion and physical disorganization, perspiration, chills, elevated heart rate, nausea, vomiting, hallucinations and possible death from convulsions and respiratory arrest.

**Hallucinogens** (LSD or Acid, Mesc, DMT, DET) - Alterations of sensory, emotional and cognitive functioning. Elevated heart rate, Blood pressure, and body temperature. Pupillary dilation, nausea, muscle weakness, dizziness, tremors and exaggeration of normal reflexes. Risk of accidents, disorientation, wide mood swings, flashbacks. Possible psychosis.

**Heroin** (H, Horse, Smack) - Reduces cognitive and physical prowess. Blocks hunger. Dull aggression. Blocks menstrual cycle. Reduces sex drive. Constricts pupils. Induces drowsiness and sedation. Causes constipation, itchy skin. Increases accident risk. High risk of respiratory collapse with overdose.

**Inhalants** (Poppers, Snappers, Rush, Glue) - Initial excitement, sedation and confusion. Prolonged or regular use could cause bone marrow depression, cerebral damage, liver and kidney disorders, irregular heartbeat and blood pressure, and respiratory disorders.

**Marijuana** - Risks of short term memory problems, lung damage, major slowdown in cognitive functioning, loss of alertness and productivity. Possible psychosis with chronic use.

## Appendix XIII

### Weapons on College Campuses (4.23)

#### Weapons on Campus

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

\*(Adopted May 18, 1992)

## Appendix XIV

### Admission (5.1)

Admission at the community college shall be as follows:

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

## Home Schooled Students (5.1.5)

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

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

## Sex Offenders on Campus (5.1.1)

Whenever in the judgment of the college president the continued presence of a convicted sex offender who has been previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the integrity of academic processes and functions of the college, such person may be denied continued attendance as a student or have limitations placed on participation in college activities and/or access to college property. The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender, nor shall any person use information regarding a convicted sex offender to injure or harass any person. The decision of the president shall be final.

*(Adopted December 17, 2007)*

## Appendix XV

### Transfer - Acceptance of Credit at Community Colleges (3.17.1)

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

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.
2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specialty accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.
5. This policy shall appear in all college catalogs.

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

## Appendix XVI

### Assessment of Skills and Competencies of Entering Students (3.19)

Consistent with its statutory mandate and mission, the Board of Trustees of Community-Technical Colleges has endorsed and promoted a host of system planning efforts rooted in recognition of:

- the need to extend to an increasingly diverse student clientele access to educational opportunity
- the need to provide a wide variety of instructional and student support services to assist students to achieve their objectives
- the need to enhance the quality of community college system programs and services.

Accordingly and within this context, the board of trustees approves the following recommendations for implementation of a system wide program for assessment of the skills and competencies of students who enter a community college:

1. The Accuplacer computerized adaptive test shall be used for purposes of assessment placing of entering Connecticut Community College students.
2. Each college shall use, at a minimum, the reading comprehension, sentence skills and mathematics sections of the test, with the remaining sections to be used at each college's option.
3. Students seeking Ability to Benefit (ATB) in order to qualify for Federal financial assistance shall be tested, at a minimum, in the reading comprehension, sentence skills and arithmetic sections of the Accuplacer test.

4. The Chancellor is authorized to develop an alternative assessment program to pilot the validity of testing instruments such as the ACT and SAT or other national or state tests to be used for student academic assessment at the point of entry to a community college. Colleges designated to participate in an alternative assessment program will be required to follow the standards established for the program and to report the research findings for system wide use.
5. Students with previous college-level English and/or Mathematics credits may be exempt from placement testing.
6. Resources shall be made available to assist colleges in implementation of the testing program and for appropriate research studies.

*(Adopted May 16, 1988; amended May 16, 2005)*

## Appendix XVII

### Confidentiality of Student Records

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

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

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

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

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. **Note:** FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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

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

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

crime with respect to that crime.

Directory information as defined in the policy of the Board of Trustees.

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

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

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

### Directory Information

The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

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

### Additional Information

A FERPA brochure for Faculty, Staff, and Students is available in the Registrar's Office.



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## NOTES





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