

CHAPTER 2 ACADEMIC POLICIES

2.1 APPROPRIATE CLASSROOM BEHAVIORS

Self-discipline and respect for one's classmates and professor are essential if the collegiate learning experience is to be useful and harmonious. Professors encourage informal classroom discussions, but with that freedom comes responsibility, and with spontaneity comes the need for courtesy. Students play a central role in maintaining an effective learning environment.

The guidelines regarding disruptive student behavior are published in Chapter 3 of the Student Handbook. A student who displays behavioral problems will be referred to a counselor for consultation; if no resolution is achieved, a referral is made to the Office of the Dean of Student Services for appropriate action.

The Capital Community College community subscribe to the following guidelines regarding classroom behavior:

- Regular attendance in class is essential for every student. If you plan to miss class, make every effort to contact the instructor. Excessive absences, as defined by each instructor at the beginning of every semester can affect your grade, or result in Administrative Withdrawal.
- No beepers, headsets or phones are allowed in class as they distract the other students.
- No food or drink is allowed in classrooms or other academic areas.
- Chronic tardiness is inconsiderate to the instructor and fellow classmates. Schedule medical appointments after class hours and consider employment and demands of family life before you register for classes.
- Courtesy is the hallmark of academic discourse. Please allow your instructor and fellow students to express their views. Side conversations intrude on other people's right to speak without interruptions when they have been recognized by the instructor.
- Once class has started, students should stay seated in the classroom. The disruptive motion of people coming and going during classroom instruction is inconsiderate. A student should leave class only for an emergency. Getting a drink of water or making a telephone call is (usually) not an emergency activity.
- Because it is difficult for you and others to concentrate when children are in the classroom, you are not permitted to bring children to class or other academic areas of the College. Children must be monitored by their parents/guardians at all times.

2.2 GRADING SYSTEM

The College uses the following grading system to indicate student performance and has assigned quality points for the purpose of computing numerical grade point averages in credit-bearing courses:

Grades	Quality Point Value	Grades	Quality Point Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

NOTE:

The use of + or - is at the option of the instructor. Passing grade point averages range from 1.0 to 4.0. A student who receives a grade of D or D+ in a course is discouraged from enrolling in other courses in that discipline. Furthermore, in some disciplines or programs, a student receiving a grade below C (2.0) in a course may be prohibited from enrolling in other courses in the given discipline or from remaining in a given program.

The grading system for developmental mathematics, English, and ESL uses grades A through C- and the notation "M." No quality points are assigned for developmental courses. "M" indicates "Maintaining Progress."

2.2.1 OTHER NOTATIONS

- AU = Audit (not for credit) - Students may change from credit to audit and from audit to credit during the first four weeks of classes
- I = Incomplete - Students have nine weeks into the next semester to complete, with permission of the instructor.
- 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 - An administrative 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 = Pass - An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of "F".
- TR = Transfer - An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.
- W = Withdrawal - An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college.

Quality Point Average (QPA) is a numerical value put on a student's work for a given semester.

Cumulative Point Average (CPA) is a numerical value put on a student's work over his/her college career - usually two or more semesters.

The numerical weight (quality points) allocated to each grade is multiplied by the credits assigned to each course. For example, a grade of C in a three-credit course will earn six quality points (3 x 2). The total number of quality points earned in a semester is divided by the total credits attempted, to produce the QPA.

Example:

Grades	Point Values	Credit	Points
C	2.0 Times	3	= 6
D	1.0 Times	3	= 3
A	4.0 Times	4	= 16
A	4.0 Times	3	= 12
B+	3.3 Times	3	= 9.9
		16	= 46.9

Forty-six point nine quality points divided by 16 credits equals a QPA of 2.931.

The Cumulative Point Average (CPA) is determined by dividing the total number of quality points by the total number of credits of all courses a student has undertaken at CCC. Credits earned at other institutions, although acceptable at CCC for transfer credit, are not normally used in computing the CPA

2.2.2 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)

2.3 ACADEMIC GOOD STANDING/PROBATION

Students who do not maintain a required grade point average, will not be considered in good academic standing.

1. Those who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) fall 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 1.9, will be given a written notice that they are placed on academic probation.

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

3. 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.

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

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

6. College procedures will be included in appropriate publications and communications.

The student must satisfactorily complete a minimum of 50% of the credit hours for which he/she registered. This standard will be applied for students who are registered for courses past the drop period in any semester. It will be applied when the student first completes 12 or more credits, and each semester thereafter in which he/she is registered. Summers will be considered as one semester, even if the student takes courses in more than one summer session. Satisfactory completion includes grades of A, B, C, and D. Grades of I and W, as well as F, indicate that the requirements for successful completion of the course have not been fulfilled.

2.0 for all courses taken is necessary for graduation in degree programs; 2.0 for all required courses is necessary for graduation in certificate programs.

2.4 ATTENDANCE REQUIREMENTS

For the learning process to be effective, attendance at every class is expected. Each faculty member is responsible for determining whether a student has met the attendance requirement of the course. Generally, the following guidelines are used by the faculty to assist them in determining whether the student has satisfied the attendance requirement of a course. The guidelines are not obligatory upon the faculty member, and their use in determining the final grade is at the discretion of the faculty member.

1. If the equivalent of more than one week's classes is missed through unexcused absences in one semester, the student will not have satisfied the attendance requirements for the course.
2. Excused absences may be granted by a faculty member if substantiated by documentation. Faculty members may use their discretion in determining the effect excused absences will have on a student's grade. All responsibility for making up work missed due to absence rests with the student. Whether or not work is missed during excused absence can be made up is at the discretion of the faculty member.
3. Students are expected to arrive on time for all classes and remain for the entire class period.

2.4.1. ABSENCE MESSAGE

If you find that you have to miss classes for an extended period, it is essential that you get in touch with your counselor. That office, in turn, will notify your instructors.

2.5 AUDITS

A student may request audit status from the Enrollment Services office at the time of registration. An audited course confers no credit, grades or quality points. Auditors pay for the course at the same rate as students taking the course for credit.

A student wishing to change from credit status to audit or from audit to credit after the second week of classes has begun must first obtain and complete the appropriate form from the Registrar and seek written permission of the faculty member of the course.

Changes from credit to audit or audit to credit are not permitted after the fourth week of classes.

Although auditors customarily do not take the examinations or other academic exercises required in the course, details of the auditor's participation in class activities may be determined by prior agreement between the student and the faculty member.

2.6 COURSE CHANGES

An "ADD/DROP" period is scheduled each term during the first week of classes. Forms for this purpose are available from the Enrollment Services office.

2.7 COURSE SUBSTITUTION

Possible reasons for substituting one course for another required course might be that

1. a student entered the college when a particular course was required and offered, but requirements have changed and the course has not been offered for several semesters and no plans are made for offering it soon;
2. a student might have taken two statistics courses at another college and wishes to use one of these transferred in courses to meet a mathematics requirement.

Course Substitution Request forms are available after consultation with a counselor. Since several signatures are required, students should plan well ahead of registration for an upcoming semester, or for graduation, to allow time for completion of the process.

Requests for course substitution must be approved by the appropriate academic division/department head and the Academic Dean.

2.8 CREDIT BY EXAMINATION

The college will grant academic credit for certain courses based upon the successful completion of an examination rather than traditional classroom experience. This Credit by Examination (CBE) program is intended to complement CLEP and, therefore, CBE will be offered in subject areas not included in the CLEP program.

The following rules govern CBEs:

Eligibility:

1. The applicant must be in a degree program and be currently admitted or registered at the college.
2. The student must evidence sufficient experience and knowledge in the subject area concerned to warrant undertaking the CBE.

Conditions:

1. The student must submit a formal application, which must be approved by an appropriate faculty member, the Registrar, and the division director or department chair concerned.
2. The examination will be entirely or in major part written. Exceptions may be approved by the Academic Dean in certain cases in which an oral examination better demonstrates the student's proficiency.
3. CBE is not considered part of the student's current semester academic load when determining that student's status as a full- or part-time student.
4. The course being requested by the student must be part of the college's regular course offering.
5. The student may not have completed, nor be currently enrolled in a more advanced sequential course in the same discipline.
6. CBE may not be undertaken in a course which the student previously failed at the college, or in a course for which a student has already received credit.
7. CBE may be undertaken only once for the same course.
8. Examinations shall be scheduled within the first three (3) weeks of any academic term during the regular academic year.
9. No examination may be given to a student who is in the last semester before graduation.
10. A CBE may not be given if a CLEP is available.

Procedures:

1. A student interested in a CBE must petition the appropriate faculty member. The faculty member will interview the student and, if in agreement with the petition, the student must then submit a formal application, which must be signed and approved by the Registrar to

ensure that the student has not previously attempted the CBE. The form is then forwarded for approval to the division director or department head.

2. An evaluation fee must be paid at the Business Office before the examination is administered.

All CBEs will be graded on a pass/fail basis, with a pass being a "C" or better. Pass/fail has no numerical value. A pass will be recorded as credits earned by CBE and will not affect the student's grade point average. A failing grade will not be recorded.

2.9 COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP), designed by the College Entrance Examination Board, is a basis of granting credit for knowledge gained through non-traditional means, such as work experience or independent study.

CLEP examinations are of two types:

1. The General Examinations cover in a broad and generalized way five academic areas: humanities, mathematics, natural science, English composition, and social sciences/history. CCC will grant six credits in each of the five to any matriculated student who passes any of the general examinations.
2. The Subject Examinations measure the student's knowledge in specific academic fields. There are 40 or more such examinations, some of which carry three credits and some six.

In both the general and subject examinations, CLEP credits are similar to transfer credits: no grade is concerned; no quality points are involved, and, as a result, there is no effect on the student's CPA.

When CLEP credits are awarded, they will be recorded in terms of CCC equivalent courses. There will be a notation indicating that CLEP was the basis of credit award.

For further information about CLEP, consult the Registrar.

2.10 CREDIT FOR NON-COLLEGIATE SPONSORED INSTRUCTION

The College recognizes that college level learning may occur in non-collegiate settings and through life experience. The award of credit for such acquired learning and skills is appropriate and must be the result of an evaluation process. Such a process begins with a discussion with the Academic Dean and ends with the approval of the Director of Academic Affairs (Chancellor's Office). Standardized assessments, such as those provided by the American Council on Education (ACE) for evaluation of military service training experiences, may be used in this process.

2.11 GRADUATION REQUIREMENTS

2.11.1 DEGREES

Capital Community College is authorized by the State of Connecticut to award the degrees of Associate in Arts (AA) and Associate in Science (AS).

To be considered eligible for graduation, a student must be enrolled in a degree program and have completed all requirements of the program, with an overall GPA of 2.000 or higher.

In computing a GPA for awarding a degree, grades in all courses taken at CCC are averaged.

(See Section 2.22, Acceptance of Transfer Credit at Community-Technical Colleges Policy 3.17.1 of Board of Trustees of Community-Technical Colleges.)

2.11.2 CERTIFICATES

Students enrolled in certificate programs must achieve a GPA of 2.000 or higher only for those courses required for the certificate.

2.11.3 APPLICATIONS

Applications for graduation, whether for a degree or a certificate, must be filed with the Counseling Center during the spring semester before the degree is awarded. The application must be accompanied by a non-refundable graduation fee of \$33. Students must have fulfilled all financial obligations to the college prior to graduation.

2.12 ASSOCIATE DEGREES - MULTIPLE

Policy 3.3.5 of Board of Trustees of Community-Technical Colleges

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a community-technical college. Such a student shall be treated similarly to a transfer student with respect to minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.
2. A student may earn two degrees simultaneously at a community-technical college by fulfilling all requirements stated above.
3. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
4. Completion of the requirements of an additional program option does not constitute a different degree.

*Adopted May 15, 1978
Amended October 19, 1987*

2.13 ACADEMIC HONORS

2.13.1 SEMESTER HONORS

There shall be a Dean's List of students, both full-time and part-time, 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 at the College's discretion be recognized retroactively.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

2.13.2 HONORS AT GRADUATION

Students with exemplary academic performance shall be recognized at graduation with the following designations, either in Latin or English, as the college may choose:

- Summa Cum Laude/Highest Honors for students with a 3.9 - 4.0 grade point average
- Magna Cum Laude/High Honors for students with a 3.7 - 3.89 grade point average
- Cum Laude/Honors for students with a 3.4 - 3.69 grade point average

Students with an Incomplete may at the College's discretion become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required grade point average.

To be considered for honors at graduation, candidates must have completed at least 30 credits of standard courses at this institution. Nonstandard courses include, but are not limited to, Credit by Examination, College-Level Examination Program, independent study, and telecourses.

The Valedictorian is the graduating degree student, either full- or part-time, who at the time of graduation has the highest CPA.

The Salutatorian is the graduating degree student, either full- or part-time, who has earned the second highest CPA.

In awarding these honors, ties may be broken by a comparison of the number of credits earned by each student at CCC in relation to the number of transfer credits each has been awarded, if any.

A student who has earned a CPA of 4.00 shall be appropriately recognized as graduating with Highest Honors and receive the Board of Trustees' Medallion at Commencement.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

2.14 INCOMPLETE WORK

An Incomplete is a temporary grade assigned by a faculty member when course work is missing and the student agrees to complete the requirements. Assignment of an Incomplete is at the discretion of the faculty and is typically used when there are extenuating circumstances, such as illness. Students receiving an Incomplete must submit the missing course work by the tenth week of the next semester. All Incompletes must convert to a letter grade by the end of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.

2.15 INDEPENDENT STUDY

An independent study project is the study of a particular topic or set of topics under the supervision of a full-time faculty member, who determines if the student is qualified to undertake the project. At least six earned credits in this discipline must have been taken at CCC (other independent study credits will not be counted as part of the prerequisite six).

A written study outline (a contract) must be submitted by the student, and approved in writing by the faculty member involved, the department/division head, and the Academic Dean, with a copy filed in the Counseling Center prior to registration (General Fund Fees and tuition will be charged).

The number of credits for which the student may register (one, two or three) will be determined by the faculty member and the other members of the department. Independent study credits in any department may be taken in more than one semester, but no more than six such credits may count toward an associate degree. Once the number of credits is determined by the student and faculty member, and the student is registered, the number of credits may be changed only with approval of the faculty member, the department/division head, and the Academic Dean.

Registration for an independent study project must be completed within one week of the scheduled beginning of classes in any given semester. The project must normally be completed within a year of registration.

2.16 PREREQUISITES

You may not register for any course unless all prerequisites for that course are satisfied with a passing grade, transfer credit, or exemption credit. (A grade of "I" is not considered a passing grade.) Your department chairperson may waive a prerequisite requirement if in his or her judgment your background demonstrates sufficient preparation for you to enroll in the advanced course.

2.17 FRESH START OPTION

Capital Community College has a policy called Fresh Start, which will allow students who have not attended college for a period of two or more years and who have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students accepted for enrollment under Fresh Start will return in the status of academic probation or suspension.

All grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked 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-minus) or above, including "P" (Pass).

The Fresh Start option can be used only once and does not apply to any completed degree or certificate.

A student must complete a minimum of 15 credits after returning to

college under the Fresh Start option to be eligible for a degree or certificate, and for graduation honors. For additional information, please contact the Dean of Students at 860-906-5086.

2.18 READMISSION

All students who wish to be considered for readmission should contact the Director of Admissions prior to the beginning of the semester in which they wish to re-enter.

2.19 REPEATED COURSES: CREDIT AND GRADES

No course may be repeated more than twice. The highest grade received will be used in calculating the student's academic average. A student may not repeat a course for credit when a grade of "C" or better was earned; such a course may be repeated for an automatic grade of Audit. If a course in which an "F" or a "D" is repeated and passed, only the higher grade is calculated in the Quality Point Ratio, although the lower grade remains on the transcript.

Any repetition of a previously taken course will not confer credit if credit for the course was transferred from another institution. Courses for which a student has received "W", "AW", or "AU" are not affected by this policy.

2.20 TRANSCRIPTS

Transcripts are provided at a charge of \$3.00 each, but students must meet all financial obligations to the college before they will be issued. Official transcripts are mailed directly from the College to third parties; unofficial transcripts are mailed to students for their personal use.

Transcripts may be requested in person on the second floor, Room 207. Requests may be submitted in writing, along with a check payable to CCC, to: Registrar's Office-Transcripts, CCC, 950 Main St., Hartford, CT 06103

Transcript requests should include:

Student's name, current address, Social Security Number or student's identification number, and student's signature.

Under normal circumstances, a notice of ten working days for processing is required.

2.21 GRADE REPORTS

Students may be given mid-semester grades at the discretion of the faculty member. These grades are not entered on the permanent record. At the end of each semester, a grade report, including a QPA and a CPA, is available via our website www.ccc.commnet.edu.

2.22 ADMISSION POLICY FOR TRANSFER STUDENTS

Students may transfer to CCC from other colleges for any term. In addition to following the procedures for admission into a program, transfer students must have forwarded an official transcript from any other college(s) attended and must file a request for transfer evaluation in the Enrollment Services Office. The transcript must be mailed directly from the previous