

ACADEMIC POLICIES

APPEALS ON ACADEMIC DECISIONS AND GRADES

A student who believes he/she has been evaluated or graded inaccurately and wishes to appeal should take the following action:

The student should first confer with the faculty member concerned, no later than 15 days after the student has become aware of the decision or grade. If the student is not satisfied with the outcome of that conference, or if the faculty member is not available, the student may submit a written appeal within 30 days to the Academic Dean, who will consult with the faculty member and the relevant academic division director or department chair. Further appeal may later be made, if the student wishes, to the President of the college, whose decision shall be final.

The appeals process is described in detail, including deadlines and other requirements, in Section 3: Review of Academic Standing in the Policies on Student Rights and Discipline section of the CCC Student Handbook.

A STATEMENT ON PLAGIARISM

Using someone else's ideas or phrasing and representing those ideas as your own, either on purpose or through carelessness, is a serious offense known as plagiarism.

"Ideas or phrasing" includes written or spoken material, of course—from whole papers and paragraphs to sentences, and, indeed, phrases—but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, journal, or in an electronic resource you discover on the World Wide Web or digital library; another student at your school or anywhere else; a paper writing "service" that offers to sell written papers for a fee.

PENALTY FOR PLAGIARISM

The penalty for plagiarism is usually determined by the instructor teaching the course involved. In many schools, including Capital, it could mean failure for the paper, failure for the entire course, and expulsion from school (see Policy on Student Discipline on page 11).

Students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request assistance from their teacher, Learning Center tutors, or librarians.

AUDITS

A student may request audit status from the Registrar 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.

WITHDRAWALS

A student may withdraw up to the final day of the eighth week of class. After that, he/she may withdraw with written permission of the instructor until the last day of class. The final examination period is not considered as a class day.

A student should take the responsibility for initiating a withdrawal by using the applicable form. This form may be obtained from a Counselor, Academic Advisor or the Registrar's Office. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor and obtain their signature on the withdrawal form. The completed withdrawal form is turned in to the Registrar's Office.

The student transcript will reflect a "W" for each course from which he/she withdraws. If the course is a graduation requirement, it must be taken and passed.

The student who does not complete a withdrawal form or who exceeds the absence limit or who is a no-show (not attending class), may be assigned a grade of "W" at the discretion of the instructor. The student who does not initiate a withdrawal and who, in the instructor's judgment, should not be given an "W" will be assigned a performance grade (A-F or I) based on work completed.

Please note that Financial Aid recipients can jeopardize their current or future aid award by withdrawing from any classes.

CREDIT BANK

High school students have the opportunity to bank credits for future enrollment in a Connecticut Community College. See the section on the High School Partnership Program, page 20.

GRADUATION REQUIREMENTS

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 Grade Point Average of 2.00 or higher.

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

(See Transfer – Acceptance of Credit at Community Colleges on page 19 of this catalog.)

CERTIFICATES

Students enrolled in certificate programs must achieve a Grade Point Average of 2.00 or higher only for those courses required for the certificate.

APPLICATIONS

Applications for graduation, whether for a degree or a certificate, must be filed with the Counselling Center during the spring semester before the degree is awarded. The application must be accompanied by a non-refundable graduation fee of \$33.00. Students must have fulfilled all financial obligations to the College.

GRADUATION

A student may attend the graduation program with one remaining course requirement towards degree completion. This requirement must be completed during the summer or Fall semester of the graduation year. The course can be taken at Capital Community College or another institution. If a course is not taken at Capital, a transcript must be sent to the college to validate the grade of the course. If a student does not complete the missing requirement during the designated time period, the audit is invalidated and the student must reapply for graduation next year.