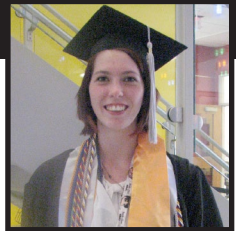


Student Handbook

2015 - 2016



2015 – 2016

Academic Planner



574 New London Turnpike

Norwich, CT 06360

This book belongs to:

Name: _____

Address: _____

Phone: _____

Email: _____

Use this planner to keep track of the following:

- Important Dates
- Tests & Quizzes
- Assignments & Projects
- Activities & Appointments

Welcome to Three Rivers Community College!

I am delighted to welcome you to Three Rivers, a college that is committed to providing access to higher education, preparing students for jobs and baccalaureate-level coursework, and meeting the training needs of local business' and industry. Almost anywhere you go in this community, you'll find someone who attended or graduated from Three Rivers. The College's mission is to strengthen the community through education and to provide a foundation for a successful future for our graduates.

I hope that over the next several weeks and months, you will spend time thinking about the goals that you would like to achieve by attending Three Rivers. The dedicated faculty and committed staff will help you in every way possible, but you will need to decide what you want to gain from this experience. If you don't know where or how to begin, we have advisors, counselors, and even courses to help you get started.

We care about your success. We are here to assist you in successfully realizing your educational dreams, achieving your career goals, and developing lasting friendships with other students, faculty and staff.

This handbook serves as a resource. It contains important information as well as policies that will serve as a guide during your enrollment at Three Rivers. I encourage you to read it so that you become familiar with the contents. Use the planner to help you effectively manage your time. Please take advantage of all the support and services that are available to you.

I am delighted that you have decided to enroll or return to Three Rivers Community College. You are joining an engaged community that is designed to foster your intellectual growth, your personal and social development and provide stimulating learning experiences. I wish you the very best in being a successful student and having a wonderful college experience!

Cordially,

Mary Ellen Jukoski, Ed.D.
President

Mission Statement

Three Rivers is an accessible, affordable and culturally diverse community college that meets varied educational needs by creating an environment that stimulates learning.

To accomplish its mission, Three Rivers:

- Offers post-secondary educational opportunities;
- Encourages lifelong learning;
- Provides a well-rounded and rewarding educational experience with an emphasis on critical thinking, effective communication and the College's institutional values;
- Fosters an appreciation of the natural and social sciences, humanities, technology and the arts;
- Helps students achieve their goals;
- Serves as a community resource for people and institutions within its service area;
- Delivers its services efficiently and measurably; and
- Contributes to economic development of this region and the state.

Equality Statement (Continuing Notice)

Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression, or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of Veteran status or criminal record.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory Souza, Equity and Diversity Officer, Title IX Coordinator,
ADA / Section 504 Coordinator, Three Rivers Community College,
574 New London Turnpike Norwich, CT 06360, (860) 215-9486
Gsouza@trcc.commnet.edu

Notificación Anual de Normas Contra la Discriminación

Three Rivers Community College no discrimina por razones de raza, color, creencias religiosas, edad, sexo, origen, estado civil, ascendencia, trastorno mental o psicológico actual o del pasado, discapacidad física o de aprendizaje, orientación sexual, identidad y expresión de género, o información genética en sus programas o actividades. Además, la universidad no discrimina en la relación de empleo por condición de Veterano de guerra o por antecedentes penales.

La persona designada para manejar consultas sobre nuestras normas contra la discriminación es: Gregory Souza, Equity and Diversity Officer, Title IX Coordinator, ADA / Section 504 Coordinator, Three Rivers Community College, 574 New London Turnpike Norwich, CT 06360, (860) 215-9486 Gsouza@trcc.commnet.edu

About This Handbook

This handbook contains general information and statements of policy currently in effect at TRCC. Some policies and procedures may change during the 2015-2016 academic year; students are advised to consult the college's website for more current information. While every effort has been made to ensure the accuracy of the information herein, TRCC reserves the right to make changes at any time without prior notice.

The College provides this handbook solely for the convenience of the reader, and to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred. This handbook cannot be considered an agreement or contract between individual students and the College administration.

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Academic Calendar

FALL 2015

Aug 27	New Student Orientation
Aug 28	Professional Day
Aug 30	Registration Deadline and Last Day for Full Tuition Refund
Aug 31	Classes Begin Add and Drop Periods Begin for Students Previously Registered
Sep 3	Convocation
Sep 7	Labor Day - College Closed Last Day for Registered Students to Add a Class
Sep 14	Last Day to Drop a Class and Partial Tuition Refund for 15-Week Session
Sep 17	Constitution Day – Classes In Session
Sep 28	Last Day to Select Audit Option for 15-Week Session
Oct 12	Columbus Day – No Classes in Session
Nov 2	Continuing Degree-Seeking Student Registration for Winter '15 Interession and Spring '16 Semester
Nov 9	Last Day to Select Pass/Fail Option for 15-Week Session Last Day to Submit Incomplete Work from Spring '15 Semester and Summer '15 Sessions
Nov 11	Veteran's Day – College Open Classes in Session
Nov 16	New Student and Non-Degree Seeking Student Registration for Winter '15 Interession and Spring '16 Semester Last Day to Apply for Spring Graduation (May '16)
Nov 25	Make-up/Supplemental Day - Instructor Discretion
Nov 22-29	Thanksgiving Recess – No Classes in Session
Dec 8	Make-up/Supplemental Day - Instructor Discretion/Reading Day
Dec 14	Last Day to Withdraw from Classes
Dec 21	Last Day of 15-Week Session
Dec 22-23	Make-up/Supplemental Days - Instructor Discretion
Dec 25	Holiday - College Closed
Dec 28	Final Grades Due Registrar's Office
Dec 30	Grades Available on Web

FALL 2015 Modular Courses

FIVE WEEK – MOD 1

Aug 27	New Student Orientation
Aug 30	Last Day to Drop Classes for Full Tuition Refund
Aug 31	First Day of Class for Monday & Wednesday Classes
Sept 1	First Day of Class for Tuesday & Thursday Classes
Sep 2	Instructor Signature Required to Add Classes
Sep 3	Last Day for a Partial Refund
Sep 7	Labor Day – College Closed
Sep 8	Last Day to Select Audit Option
Sep 18	Last Day to Select Pass/Fail Option
Sep 30	Last Day to Withdraw from Classes
Oct 1	Last Day of Class for Tuesday & Thursday Classes
Oct 5	Last Day of Class for Monday & Wednesday Classes

FIVE WEEK – MOD 2

Oct 5	Last Day to Drop Classes for Full Tuition Refund
Oct 6	First Day of Class for Tuesday & Thursday Classes
Oct 7	First Day of Class for Monday & Wednesday Classes
Oct 8	Instructor Signature Required to Add Classes
Oct 9	Last Day for a Partial Refund
Oct 14	Last Day to Select Audit Option

Oct 26	Last Day to Select Pass/Fail Option
Nov 4	Last Day to Withdraw from Classes
Nov 5	Last Day of Class for Tuesday & Thursday Classes
Nov 11	Last Day of Class for Monday & Wednesday Classes

FIVE WEEK – MOD 3

Nov 9	Last Day to Drop Classes for a Full Tuition Refund
Nov 10	First Day of Class for Tuesday & Thursday Classes
Nov 11	Veterans Day – College Open Classes Not in Session Instructor Signature Required to Add Monday & Wednesday Classes
Nov 12	Instructor Signature Required to Add Tuesday & Thursday Classes
Nov 16	First Day of Class for Monday & Wednesday Classes
Nov 17	Last Day for a Partial Tuition Refund Last Day to Select Audit Option
Nov 30	Last Day to Select Pass/Fail Option
Dec 8	Make-up/Supplemental Day - Instructor Discretion
Dec 16	Last Day to Withdraw from Classes
Dec 17	Last Day of Class for Tuesday & Thursday Classes
Dec 21	Last Day of Class for Monday & Wednesday Classes

WINTER 2015 (3 week session)

Dec 27	Last Day for Full Tuition Refund
Dec 28	Classes Begin
Dec 29	Instructor Signature Required to Add Classes
Jan 1	New Year's Day – College Closed
Jan 13	Last Day to Withdraw from Classes
Jan 15	Last Day of Classes
Jan 19 - 20	Class/Lab, Make-up/Supplemental Session
Jan 21	Final Grades Due

SPRING 2016 Standard 15 Week Semester

Jan 18	Martin Luther King Day - College Closed
Jan 19	New Student Orientation
Jan 20	Professional Day Registration Deadline and Last Day for Full Tuition Refund
Jan 21	Classes Begin Add and Drop Periods Begin
Feb 3	Last Day to Drop a Class and Partial Tuition Refund
Feb 12-15	Lincoln and Washington's Birthday – College Open Classes Not in Session
Feb 17	Last Day to Select Audit Option
Mar 15	Last Day to Apply for Summer (August '16) Graduation
Mar 21-27	Spring Break - Classes Not in Session
Mar 25-26	College Closed
Mar 31	Last Day to Select Pass/Fail Option – 15-Week Session Last Day to Submit Incomplete Work from Fall '15 Semester and Intercession '15 Sessions.
Apr 1	Continuing Degree-Seeking Student Registration for Summer '16 Session and Fall '16 Semester
Apr 18	New Student and Non-Degree Seeking Student Registration for Summer '16 Session and Fall '16 Semester
May 5	Make-up/Supplemental Day - Instructor Discretion/ Reading Day
May 9	Last Day to Withdraw from Classes
May 16	Last Day of 15-Week Session
May 17-18	Make-up/Supplemental Days - Instructor Discretion
May 20	Final Grades Due
May 25	Student Grades Available on Web

- May 30** **Memorial Day - College Closed**
- Jun 15** Last Day to Apply for Fall (December '15) Graduation

SPRING 2016 Modular Courses

FIVE WEEK – MOD 1

- Jan 20** Last Day to Drop Classes for Full Tuition Refund
- Jan 21** First Day of Class for Tuesday & Thursday Classes
- Jan 25** First Day of Class for Monday & Wednesday Classes
- Jan 26** Last Day for a Partial Refund
- Jan 28** Last Day to Select Audit Option
- Feb 10** Last Day to Select Pass/Fail Option
- Feb 22** Last Day to Withdraw from Classes
- Feb 23** Last Day of Class for Tuesday & Thursday Classes
- Feb 29** Last Day of Class for Monday & Wednesday Classes

FIVE WEEK – MOD 2

- Feb 24** Last Day to Drop Classes for Full Tuition Refund
- Feb 25** First Day of Class for Tuesday & Thursday Classes
- Mar 2** First Day of Class for Monday & Wednesday Classes
- Mar 3** Last Day for a Partial Refund
- Last Day to Select Audit Option
- Mar 16** Last Day to Select Pass/Fail Option
- Apr 4** Last Day to Withdraw from Classes
- Apr 5** Last Day of Class for Tuesday & Thursday Classes
- Apr 11** Last Day of Class for Monday & Wednesday Classes

FIVE WEEK – MOD 3

- Apr 11** Last Day to Drop Classes for Full Tuition Refund
- Apr 12** First Day of Class for Tuesday & Thursday Classes
- Apr 13** First Day of Class for Monday & Wednesday Classes
- Apr 15** Last Day for a Partial Tuition Refund
- Apr 18** Last Day to Select Audit Option
- May 2** Last Day to Select Pass/Fail Option
- May 5** Make-up/Supplemental Day - Instructor Discretion
- May 13** Last Day to Withdraw from Classes
- May 16** Last Day of Class for Monday & Wednesday Classes
- May 17** Last Day of Class for Tuesday & Thursday Classes

SUMMER 2016

FIRST – 7 WEEK Module

- May 22** Last Day to Drop Classes for Full Tuition Refund
- May 23** First Day of Class for Monday & Wednesday Classes
- May 24** First day of Class for Tuesday & Thursday Classes
- May 30** **Memorial Day – College Closed**
- May 31** Last Day to Select Audit Option
- Jun 10** Last Day to Select Pass/Fail Option
- Jun 15** Last Day to Apply for Fall (December '14) Graduation
- Jul 4** **Independence Day – College Closed**
- Jul 11** Last Day to Withdraw from Classes
- Jul 12** Last Day for Tuesday/Thursday Classes
- Jul 13** Last Day for Monday/Wednesday Classes
- Jul 15** Final Grades Due

LATE START - 6 WEEK Module

- Jul 4** **Independence Day – College Closed**
- Jul 10** Last Day to Drop Classes for Full Tuition Refund
- Jul 11** First Day of Class for Monday & Wednesday Classes
- Jul 12** First Day of Class for Tuesday & Thursday Classes

Jul 19 Last Day to Select Audit Option
Jul 29 Last Day to Select Pass/Fail Option
Aug 10 Last Day to Withdraw from Classes with Instructor's Signature
Aug 17 Last Day of Class for Monday & Wednesday Classes
Aug 18 Last Day of Class for Tuesday & Thursday Classes
Aug 20 Final Grades Due

8 WEEK Module

May 31 Last Day to Drop Classes for Full Tuition Refund
Jun 1 First Day of Class for Monday & Wednesday Classes
Jun 2 First Day of Class for Tuesday & Thursday Classes
Jun 10 Last Day to Select Audit Option
Jun 15 Last Day to Apply for Fall (December '15) Graduation
Jul 4 **Independence Day - College Closed**
Jul 13 Last Day to Select Pass/Fail Option
Jul 22 Last Day to Withdraw from Classes
Jul 26 Last Day of Class for Tuesday & Thursday Classes
Jul 27 Last Day of Class for Monday & Wednesday Classes
Jul 28 Final Grades Due

Three Rivers Community College Directory

Main Number	215.9000
Admissions Information.....	215.9016
Counseling and Advising.....	215.9017
APL Program	215.9018
Bookstore	887.6842
Cashier.....	215.9026
Continuing Education Office.....	215.9028
Disability Services	215.9017
Financial Aid Office	215.9040
Library/LRC.....	215.9051
Registrar's Office.....	215.9064
Student Programs Office.....	215.9074
Tutoring and Academic Success Centers (TASC)	215.9082
Veteran's Office	215.9235

Faxes

Admissions.....	215.9902
Financial Aid	215.9902
Cashiers Office	215.9904
Information Technology.....	215.9910
Registrar	215.9919
Sub Base	445.9186

Administration

Office of the President, Mary Ellen Jukoski.....	215.9001
Dean of Academics, Ann Branchini	215.9004
Dean of Administration, Michael J. Lopez.....	215.9002
Dean of Information Technology, Stephen Goetchius	215.9005
Acting Dean of Student Services, Enrollment Management and Workforce Development, Stephan Finton.....	215.9003
Assoc. Dean of Workforce Education, Marjorie Valentin	215.9006

Department Chairs

Business, Ed Muenzner	215.9456
English, Marcel Burch	215.9410
Humanities, Terry Delaney.....	215.9422
Mathematics, Larisa Alikhanova	215.9401
Nursing & Allied Health, Edith Ouellet.....	215.9460
Sciences, Leslie Samuelson	215.9467
Social Sciences, Dov Kugelmass.....	215.9446
Technologies, Allen Anderson	215.9403

A listing of academic advisors with their contact information is listed in the 2015-2016 TRCC Catalog.

General Information and Resources

Adult Learners Network

Adult and non-traditional learners (students 24 and older or student-parents of any age) can connect with resources and other students in similar life stages through a web page geared to the unique needs of this group. The Adult Learner Networking page can be found on the TRCC website (Student Services page; Adult Learner Networking). Through this webpage, adult learners can access LinkedIn, a networking forum specifically for Three Rivers' non-traditional/adult students.

Academic Advisement

All students are assigned an academic advisor at the start of their first semester. The advisor provides information and assistance regarding program requirements, course content, academic policies, college transfer and career planning. Students must meet with their advisor before registration into their second semester and at other intervals prior to their final semester. In the student's next-to-last semester, the academic advisor will complete the required degree or certificate audit in order to verify that degree requirements have been met for graduation.

Students can find the name of their advisor by logging into myCommNet. Specific directions will be circulated in the myCommNet brochure when the updated system is live in July 2015.

Bookstore

A101; 860.887.6842; 3rivers@bkstr.com; www.efollett.com

The TRCC Bookstore is operated by Follett Higher Education Group. Students are advised to bring their course schedule or registration form when purchasing books in person. Students receiving financial aid are to check with the Financial Aid Office for availability of bookstore credit. The Bookstore provides new and used books as well as rental textbooks, school supplies, clothing, laptops, software and other college items. The Bookstore's regular hours are Mondays, Tuesdays, and Thursdays from 9 am to 4:30 pm, Wednesdays from 9 am to 6:30 pm, and Fridays at 9 am to 1 pm (hours may change when classes are not in session).

Cafeteria Services

F133; 860.215.9023

The Cafeteria is open 8:30 am until 4 pm Monday - Thursday, and 8:30 am until 1:30 pm on Friday. This College-operated facility offers a variety of hot and cold menu items which include daily entrees, deli sandwiches, hamburgers, fried food

items, fresh baked pizza and salad bar. Fresh bakery products and soup are available daily.

The Cyber Café is located in the main lobby and hours of operation are Monday - Thursday 4 pm to 8 pm. Fresh brewed coffee, beverages, soup and a variety of grab and go items are available.

Vending machines are available in the Cafeteria dining room and the vending alcove of the Cyber Café.

Campus Safety & Security

Main Lobby; 860.215.9053

There is security present at the College while classes are in session. In order to assist the College in its efforts to maintain a safe environment, we rely on the awareness and involvement of the faculty, staff and student body. All must assume responsibility for their own personal safety and the security of personal property. This can be done by applying simple, common sense rules:

- Lock vehicles when leaving them unattended.
- Do not leave valuable items in vehicles in plain view.
- When walking to a vehicle, walk with others.
- Have keys ready when returning to vehicle.
- Do not leave belongings unattended.
- Do not give personal information to strangers.
- If a crime is committed, report it to Security immediately.

There are Emergency Blue Phones around the exterior of the main campus building and in all parking lots located on black columns, topped by a blue light that is activated and remains activated until the call is terminated at the Security Desk in the main lobby. Calls from the Blue Phones go only to the Security Desk. If for any reason the caller is not responsive, the Security Desk will keep the line open and dispatch the Security Patrol to locate the active blue light.

Career Development

A119; 860.215.9302

Career counseling helps students identify and understand their skills and interests, and how these relate to choosing a plan of study and future employment. With this understanding, students can better align academic majors with career objectives. Seeing the relationship between college and future work is also an important motivator that builds both short- and long-term success. As students focus on acquiring necessary knowledge and skills at TRCC, they can better identify valuable work-related experiences, network with people in their career of interest, search for a job, write an effective resume, and prepare for an interview. The College provides free online support for job search and interview

preparation at [HTTP://COLLEGECENTRAL.COM/THREERIVERS](http://collegecentral.com/threerivers). TRCC also provides career development opportunities for students through Career Expos, Networking Luncheons, and other events that bring employers to campus.

Change of Name/Address/Email

A student can obtain the form to change their name at the Registrar's Office. Home and email addresses can be changed online by the student; students are encouraged to keep their information current.

Civility and Safety

TRCC is committed to maintaining a social and physical environment conducive to carrying out its educational mission. Every person at TRCC is responsible for the maintenance of a positive environment in which everyone feels comfortable learning and working. Members of the College community and visitors to the campus are expected to observe the following standards for civility and safety:

- Be moderate in speaking; refrain from loud, obscene, or threatening speech
- Resolve any disagreements in a positive, non-combative manner
- Do not sell items or services, or solicit for money
- Post only materials that have been approved by College authorities
- Observe acceptable standards for personal cleanliness and dress
- Handle only your own possessions. Turn lost and found items into Security

Your support in making TRCC a place where we can all be comfortable and secure in pursuing our educational goals is appreciated.

Class Cancellations

• Instructor Related

If an instructor cancels due to illness or other extenuating circumstances, a notice of cancellation will be posted outside of the classroom. If an instructor is late for class, students are to extend a 10-minute courtesy wait after the scheduled beginning class time. The Academic Dean's Office is to be notified if an instructor has not shown for a scheduled class. Students are to review the instructor's cancellation information on the class syllabus and should check their College email for messages from their instructors.

• Weather Related

860-215-9000 – Press 1 for College Closing Announcement

WWW.THREERIVERS.EDU – Announcement posted on main page

Cancellation of classes due to weather will be available by 6:30 am for daytime classes and by 3 pm for evening classes starting at 5 pm or later. If the off-

campus site cancels day and evening services, then classes at that site will not be held. Information will be broadcasted on the following TV stations: Channel 3 - WFSB Hartford, WVIT 30 – NBC Connecticut News 30 and Channel 8 – WTNH New Haven, MYTV 9, CTNOW/FOXCT and the following radio stations: WSUB/Q105 (Groton/NL), WTIC/WRCH/WZMX (Hartford), WINY (Putnam), WILI (Willimantic), WBMW 106.5/WWRX 107.7/WHJM (Ledyard) & WICH/WCTY/WNLC/WKNL (Norwich/New London).

Students can enroll in Everbridge Alerts, a notification system that delivers information via text messaging in the event of an emergency, including campus-related health or safety situations and weather-related class cancellations.

Computer Labs

Fifty student-accessible computers are located in the open computer lab in Room E112. The lab is open during the fall and spring semesters:

M -TH @ 9 am to 9 pm

F @ 9 am to 6 pm

The Mac computer lab is located in E114 and has limited open hours for students enrolled in a MacLab course. The Library has computers available for student use as well as the general public.

Computer Logon – Net ID

For students logging onto computers for the first time at the college:

- Net ID = Student ID without the "@" followed by @student.commnet.edu
- Password = First 3 letters of birth month ++ last 4 digits of SSN (Oct&6789)
- Log on to: STARS

If student has been locked out, there is a 15-minute wait before their account is unlocked. The seven student stations located in the hallway on the first floor of the A wing have shortcuts to reset passwords.

Computer Usage

Computers are to be used solely for legitimate and authorized academic purposes. Any unauthorized or illegitimate use of the computer system resources and/or facilities may necessitate disciplinary and/or legal action against the violators. More detailed information regarding the Conduct and Ethics for Use of Computer Resources is located in the Three Rivers Community College Catalog (available online at WWW.THREERIVERS.EDU).

Printing

Students are authorized to print 500 pages per semester. Once a student reaches the limit, they may purchase additional pages @\$0.05/page. Forms are available in the IT Office (C113), Library (C119) and the open lab (E112).

File Storage

The community college system provides students with Microsoft Live accounts which includes “One Drive” cloud storage for saving documents and is accessible from any internet-capable device both on and off campus. Students can also use personal USB storage devices for their files for all courses. USB flash storage devices for use at the College are available at the College Bookstore or at most electronics retailers.

Counseling & Advising

A113; 860.215.9017

TRCC’s staff of professional counselors and advisors provides comprehensive services to support students in making decisions relative to academic, career, personal and special needs issues, including selecting courses and majors, overcoming academic or personal challenges and making sense out of their college experience. Counselors also help students identify and overcome obstacles to effective learning. Counselors accept students year-round with both drop-in and pre-scheduled appointments.

Dean’s List

A student will be put on the Dean’s list if they have a 3.4 or higher GPA based on a minimum of 12 credit hours. It will take a part-time student more than one semester to complete 12 credits. Part-time students will be recognized subsequently at the completion of an additional 12 credits. Students are ineligible for academic honors in a given semester if they have a grade of “I” (incomplete) and/or a grade of “W” (withdrawal) or are in a probationary status.

Degree Evaluation

Degree evaluation is a tool to help students with course selection and degree requirements. Your completed courses, transfer credit and in-progress courses will be applied to the plan of study for your current degree or certificate program. You can easily see the courses you need to complete to finish your program. If you wish, you can run a degree evaluation for a different program as well. This can be useful if you are considering changing your program or adding a second program. Degree Evaluation is available to students at <http://my.commmnet.edu> . Specific directions will be circulated when the updated myCommnet.edu is live in July 2015.

Disability Services

Students with disabilities requesting academic or other assistance must submit a Disability Self-Disclosure Form, provide documentation and meet with the appropriate Disabilities Service Provider to discuss individual needs. When

possible, this process should be completed before classes begin. Please contact the Advising and Counseling Office for more information.

Emergencies

If a student needs medical assistance, they can contact the nearest office or Security at x55555. TRCC does not provide health services beyond basic first aid.

Evening Services

A113 – Welcome Center; 860.215.9016

Students can obtain general assistance at the Welcome Center in the evening when classes are in session. The Welcome Center staff can assist students, staff and the general public with information about the College as well as collect documents for registration or paperwork for college departments as needed.

Faculty Contact & Office Hours

Faculty provide information regarding office hours, location, telephone number and email address in their course syllabi. Full-time faculty office hours and contact information is posted outside of faculty offices, in the Welcome Center, and online at:

WWW.TRCC.COMMNET.EDU/DIV_ACADEMICS/ADMIN/FACULTY.SHTML. Faculty can be reached via college email by typing their first initial and full last name followed by @threeivers.edu (e.g., *bsmith@threeivers.edu*). All faculty have mailboxes in D207 with a drop box for after hours.

Financial Aid

A105; 860.215.9040

Most financial aid at TRCC is provided by federal programs in the form of the Pell Grant, Direct Loans and Work-study. The Financial Aid Office has information about the various forms of financial aid for students including state grants, institutional grants, loans, and scholarships. Any information provided to the Financial Aid Office is treated with strict confidentiality, and used only to determine a financial need. Based on the student's financial need and the availability of grants, an award will be applied to the student's account at TRCC. Students must reapply each academic year for financial aid which is available year-round.

Health and Wellness Center

F111; 860.215.9485

The Center is available free of charge to current faculty, staff and students. The Center includes cardio and weight training rooms, and a studio room used for non-credit programs, health screenings, workshops, labs and Student Programs events. Showers and lockers are available within the Center. A short liability form is required and can be found and completed in the Center. Hours of the Health

and Wellness Center vary by semester; see the College website for current hours.

Honors Program

C164; Dov Kugelmass; 860.215.9446; dkugelmass@trcc.commnet.edu

C112; Michael Stutz; 860.215.9479; mstutz@threerivers.edu

The Three Rivers Community College Honors Program is designed to provide academically talented and motivated students an opportunity to develop their intellectual skills through challenging work that emphasizes critical and analytical thinking. In addition to developing advanced academic skills, students enrolled in the Honors program will benefit from the following:

- Honors course designation on transcripts
- Individualized advising
- Personal letters of recommendation

Students who complete the program may also be eligible for:

- Recognition at Commencement
- Written recognition of completion
- Honors Alumni Network

Admission Requirements:

A student wishing to participate in the Honors program must have a 3.5 high school cumulative GPA or a 3.5 college GPA based on a minimum of 12 credit hours. Two letters of recommendation must accompany the application, followed by a personal interview with the program coordinator and/or the program advisory panel. In addition, students must score at the **MAT* K137 /ENG* K101** level of the placement exams or have successfully completed those courses. Students may enter the program at the start of any semester and must maintain a minimum 3.5 GPA in order to remain in good standing.

Program Requirements:

Any student who meets the acceptance criteria may participate in the program. However, those who intend to complete the program must fulfill the following:

- Complete the requirements for an Associate's Degree with a minimum 3.5 GPA
- Complete 4 Honors Contracts (minimum of 12 credits) with grade of B+ or higher

Insurance

A113 – Welcome Center

All enrolled students are automatically covered under the free School Time Only Accident Insurance Plan. Students can enroll and pay for an optional 24-Hour

Accident and Sickness Insurance Plan. More information about enrollment and fees is available at the TRCC Registrar's web page by clicking 'Student Insurance' under the Resources heading on the right-hand side of the page.

International Program- Study Abroad

C146 Celeste Arrieta 860.215.9404 marrieta@trcc.commnet.edu

TRCC works with the College Consortium for International Studies, a partnership of colleges that encompasses a broad spectrum of international higher education, providing our students with study abroad opportunities. CCIS members sponsor a variety of study abroad programs designed to enhance intercultural perspectives within the academic community. For more detailed information, visit WWW.CCISABROAD.ORG.

The Library

C119; 860.215.9051 www.threerivers.edu/Div_IT/Library/Library.shtml

Monday - Thursday, 8 am – 7 pm; Friday, 8 am – 3 pm

The Donald R. Welter Library supports the research needs of students, faculty, staff and the community, providing access to print resources, e-books, CDs, DVDs, periodicals and online research databases. Materials not available at the Donald R. Welter Library may be requested through inter-library loan. Individual and group instruction on the use of library resources is available. Other resources in the library include computers, self-service photocopier/scanner, wireless internet access and group study rooms, local newspaper, popular reading collection, free popular movie collections and reserve material collection, including a limited number of textbooks. Laptops are also available for in-house use only. Books may be borrowed for 30 days and renewed in person or over the phone. CDs and DVDs may be borrowed for one week. Instructor reserve materials may be borrowed for two hours for use within the library. Everyone borrowing library materials is responsible for returning the materials in good condition. If library materials are lost or damaged, students will be charged for the replacement of the item plus a \$10 replacement fee. If overdue items are not returned after two notices, a block will be placed on the student's account. Please return your Library materials by the due date. Refer to the Library's web page for more information as well as access to the Library's catalog, electronic databases, web resources, instructional materials and online request forms.

Little Learners Childcare Center at Three Rivers

860.572.4411

Access to child care is available through a licensed provider. Little Learners provides safe and quality educational care for your child while you attend school. Upon admission to the program, parents will be asked to complete enrollment forms, provide a copy of a current physical examination, and submit a one-week tuition deposit along with the first week's tuition. The weekly tuition will be based on the estimated weekly attendance included on the enrollment form. All members of the TRCC community who provide

verification will receive a 10% discount. Little Learners at Three Rivers will follow the TRCC calendar and will be open from 7 am – 6 pm Monday through Friday.

Lost and Found

Main Lobby; 860.215.9053

The processing and releasing of lost and found items is located at the Security Desk in the lobby. Items found on campus should be turned into the Officer at the Security Desk by the individual finding the item. Flash drives and computers will be turned into the Information Technology Division to determine ownership. If an item is lost at the College, students should contact Security and give a description of the lost item.

myCommNet: Self-Service Banner, Email, & Blackboard Learn

myCommNet is getting a Makeover!

On July 6, myCommNet is being upgraded and will have a more user-friendly look and feel and expanded features. Watch for continuing updates.

myCommNet is a source of information for all students, faculty and staff of the Connecticut Community Colleges, and provides access to a broad array of personal, academic and work-related services. For example: grades, update your address, email, and phone number, and view your academic history. Specific directions will be circulated when the updated myCommnet.edu is live in July 2015.

All students are provided a college email account. The email can be accessed via a link within myCommNet or from <http://portal.microsoftonline.com>. Details of login and helpful tutorials can be found by clicking the student email button on the bottom right of the College home page. The school email is the official means of communication at TRCC.

Blackboard Learn is a learning management system used to conduct online and distance learning courses but all Three Rivers instructors, whether online or not, are encouraged to use Blackboard Learn as a means of providing supplemental activities and materials for their courses. Access is gained through myCommNet. Students who experience technical difficulties in Blackboard Learn can contact support at 860.215.9049 during normal College business hours, Monday through Friday.

Digication

All students are required to maintain an electronic portfolio using the College template within Digication. Digication can be accessed at digication.ct.edu.

Information about Digication including login and tutorials is located at www.threerivers.edu/digication.

Wireless Network (on campus)

All students can access the College's wireless network ("ConnSCU Internet") in accessible areas and using their Net ID login credentials described above.

Parking

Three Rivers clearly designates and differentiates student, handicapped, and staff/faculty parking areas for the convenience and safety of all. Designated student lots are to be used on a first-come, first-served basis. Three Rivers has four designated faculty/staff parking lots; (1) next to the main entrance, (2) across the street from the main entrance, (3) adjacent to the Child Care Center between the main building and the Central Utility Plant (CUP) building, (4) behind the CUP building. During the day from 7 am – 6 pm, these parking lots are to be used only by registered faculty and staff members. After 6 pm on weekdays, the faculty/staff parking lots may be used as student overflow lots. Anyone who illegally parks in State-mandated handicapped spaces, fire lanes or entrances/exits for any other intended purpose will be immediately reported to either the Connecticut State Police or Norwich Police for ticketing. Faculty, staff, and students who would like an escort to their vehicles can make that request at the main entrance Security Desk.

Policy for the Use of Tobacco Products

Use of tobacco products (including e-cigarettes and smokeless tobacco) is only permitted on the Three Rivers campus in two specifically designated locations -- at the end of each sidewalk extending from the A to B wing next to the Clock Tower entrance, and across from the Central Utility Plant. These areas are designated by signs and have containers for extinguishing and disposing of tobacco materials. Do not smoke or use tobacco products in front of the main campus or within 100 feet of any entrance or window (unless in a specifically designated smoking area).

Please extinguish smoking materials before leaving your vehicle. Only use tobacco products within the designated areas, not en route to these locations. Dispose of used tobacco products only in the trash receptacles provided, not on the ground.

If violations are noted, please remind students, staff or visitors involved about these rules and about the location of authorized areas for tobacco use. Please report any habitual or flagrant violations to the Security Desk. The success of this program is dependent on the support of the entire College community.

Scholarships and Awards

F211; 860.215.9074; www.threerivers.edu/Stu_Programs/scholarship.htm

TRCC scholarships are awarded to students whose academic achievement and service to the College merit recognition. Scholarship criteria and applications are available in January, due in April, and funded in August for the following Fall semester. Students should review the requirements for each scholarship before submitting applications. Only credits earned through traditional courses completed at TRCC are considered for eligibility. To review the list of scholarships available, students should visit the website or the Student Programs Office.

Student Emergency Fund

There is a limited student emergency assistance fund available for currently-enrolled students experiencing financial crisis. The funds are disseminated on a case-review basis and are limited to a one-time award in the form of a gas card, grocery card, or token monetary support. Student must be able to demonstrate that assistance is necessary for continued academic success and that there are no other means of aid available. Application forms may be obtained through Counseling and Advising (A119) or Student Programs (F211).

Student IDs

All enrolled students will receive a Three Rivers Community College photo identification card that enables students to utilize the Library, Fitness Center, verify enrollment to campus officials, obtain discounts at identified local vendors and more! For more information on obtaining a student ID, contact the Student Programs Office at studentprograms@threerivers.edu.

SUCCR (Security and Uniform Campus Crime Report)

In accordance with Connecticut Public Act 90-259, Campus Safety Act, Public Law 101-542, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, each institution of higher education within the State is required to annually prepare a Uniform Campus Crime Report (UCCR), which is consistent with the FBI's Uniform Crime Reporting System (UCR). The report is to reflect the crime statistics on the property of the institution for the preceding calendar year.

The following is the statistical report for crime on the campus of Three Rivers Community College for calendar years 2012, 2013, and 2014:

Crime Category	Number of Incidents		
	2012	2013	2014
Murder/Non-negligent Homicide	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny	7	6	5
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Vandalism	8	2	3

ALCOHOL, DRUG AND WEAPONS VIOLATIONS

The College is also required to monitor and report any liquor law violations, drug-abuse violations and weapons violations occurring on campus. There has been one incident of the sale of a controlled substance and two incidents of the personal use of a controlled substance in previous years for which records have been maintained.

RESPONSIBILITY / RIGHT TO FILE CRIME REPORT

Any College staff member or student who is a victim of any type of crime is encouraged to file a report with the local police. The College will assist the individual in filing this report in any way possible. Equally important, the College will strictly enforce all individual's rights to make such reports as prescribed below:

"No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the State Police, local police department or special police force established pursuant to Section 10a-142 of the General Statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution."

Testing Center; A117; 860.215.9061

Placement Testing: The Center provides Accuplacer placement testing for students needing an assessment of basic skills in math, reading and writing.

Make-Up Exams: The Testing Center provides make-up exams for students in traditional and online courses. Make-up exams are administered at the discretion of the instructor. Testing is by appointment only; call 860.215.9061 to schedule an appointment, or stop into the Welcome Center, Room A113.

Test Proctoring for Students Needing Accommodations: Students with a documented disability who need accommodations may decide with their faculty to use the Center to proctor exams. The Center provides students with a low-distraction environment. The student must meet with a Learning Specialist well in advance in order to determine appropriate accommodations. Testing is by appointment only; students must call or stop by the Welcome Center.

CLEP and DSST Exams: The Center is an approved testing site for CLEP (College-Level Examination Program) and DSST (Subject Standardized Tests). Students may earn college-level credits for previously-learned knowledge.

Tutoring and Academic Success Centers (TASC)

C117; 860.215.9082; www.threerivers.edu/Div_academics/TASC/TASC.shtml

TASC provides free academic support to TRCC students primarily through face-to-face tutoring. Additionally, handouts, books, CDs and DVDs are available for loan. Visit TASC's website for information about hours and online workshops.

Tutoring Center

The Tutoring Center provides free one-to-one and group tutoring for most courses and is available by appointment or walk-in; appointments are suggested and can be made in person or by phone. Contact us at TASC@threerivers.edu.

Writing Center

Writing reviews are available on a walk-in basis, by appointment, or by e-mail. Services are intended to help students learn to improve their writing, edit, and revise their own work successfully. Send questions or paper submissions to: TRWritingCenter@threerivers.edu.

Mathematics Lab

Students can improve their math skills alone or with a tutor. A variety of text-specific and general mathematics software is available in the Lab; CAD and computer programming software is available for tutoring purposes.

Language Lab

The Language Lab has Rosetta Stone software for Spanish and other resources for students learning those foreign languages offered at TRCC.

Online tutoring is also available! “Ask TASC” consists of three components: the Ask TASC discussion board, chat room, and a link to the Writing Center. All currently-enrolled students can access Ask TASC by logging into “Blackboard Learn” and selecting “Ask TASC” from their course list.

Transcripts and Educational Records

Request Official or Unofficial Transcripts

Transcripts can be requested online through myCommNet. Transcripts can also be sent and received electronically. Specific directions will be circulated when the updated myCommnet.edu is live in July.

Release of Student’s Educational Record – Parental (or other party) FERPA Education Rights and Privacy Act

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. The college will need a signed release form from the student that authorizes the parent (or any other party) to receive non-directory information and/or attend a meeting regarding the student’s academic record. The release form needs to include the following items:

- 1) Written request;
- 2) Signed by the student;
- 3) Dated;
- 4) Stating what records or protected information is to be disclosed;
- 5) To whom; and,
- 6) For what purpose.

Failure to meet all six (6) of these requirements renders the “consent” invalid. The signature must be that of the student. FERPA makes it clear that the student must sign and FERPA makes no provision for signature by anyone on the student’s behalf. In particular, signing by another via a “power of attorney” is not authorized by FERPA. FERPA makes it clear that a College may not rely on the presence of a signature without taking “reasonable measures” to verify that the signature is, in fact, that of the student.

You can request an official transcript online at no charge. If you prefer, you may submit a transcript request form available on the TRCC website by clicking Register. Written requests should include your full name, former name(s) if applicable, address, date of birth, signature, social security number or student ID number, date of graduation or last term of attendance, and address of the transcript recipient. Official transcripts bearing the College seal will be sent to the

designated recipient; unofficial transcripts will be sent to the student. Please allow five to seven business days for processing.

Transfer Information

Several programs have been developed to guarantee admission and to help students transfer successfully to four-year universities. Additional information on these programs is available at the TRCC website, through your assigned advisor, or the Counseling and Advising Office. Students planning to transfer are encouraged to consult with their assigned academic advisor early in their College enrollment to ensure that the course selections, especially electives, will be accepted by the college or university they wish to attend.

Veterans' Resources

The Veterans' Oasis Center in F203 is a space within TRCC where Veteran students can study or relax and have the opportunity to develop and foster social relationships with other Veteran scholars. The Oasis Center has a resource center where Veterans can obtain information about opportunities and resources for Veterans and their families.

For information about VA Benefits, contact Terri DeBarros, VA Certifying Official, at 860.215.9235 or consult the College Catalog.

Weapons on Campus

All firearms, ammunition and explosives including fireworks are prohibited on campus grounds. Anyone required to carry a firearm because of employment with a local, state or federal police or a law enforcement agency must present their badge/identification to Security and the Dean of Administration upon entering the College.



Registration Procedures for students currently attending Three Rivers Community College:

1. Find Your Assigned Advisor
2. Meet with your assigned advisor
3. Make note of the courses you've decided to take
4. Review the Course Schedule
5. Financial Aid
6. Register Online
7. Pay online

If you have difficulty with online registration, feel free to send an e-mail to registrar@threerivers.edu or call the Registrar's Office at 860.215.9064. You can add or drop courses online, in person at the Registrar's Office Room A115, by mail, email (registrar@threerivers.edu) or fax 860.215.9919. Retain a confirmation receipt for your records.

2. Meet with your assigned advisor

Students should meet with their advisor to discuss their academic goals and plans for the upcoming semester. Students will find out what courses are required for their degree and start their Plan of Study form. Your advisor will **recommend courses** for you to take next semester. In your first semester at Three Rivers, you will have an advising hold preventing online registration. Your advisor will release this hold after your advising session.

3. Make note of the courses your advisor recommends and those alternate courses in your plan of study.

4. Review the Course Schedule (see myCommNet website)

5. Financial Aid - If you applied for financial aid, log in to myCommNet. If your award is complete, proceed to register online. If not, visit the Financial Aid Office in Room A111 or call 860-215-9040.

6. Register Online (see myCommNet website)

7. Pay online or in person at the Cashier Office Room A109.

If you have difficulty with online registration, feel free to send an e-mail to registrar@threerivers.edu or call the Registrar's Office at 860.215.9064. You can add or drop courses online, in person at the Registrar's Office Room A115, by mail, email (registrar@threerivers.edu), or fax 860.215.9919. Be sure to retain a confirmation receipt for your records.

8. The last day to register is the day before the semester starts so don't delay! The earlier you register, the better schedule you'll have.

Tuition and Fees

Tuition and fees are due at the time of registration for Summer and Winter intersession courses.

Only fees are due at time of registration for Fall and Spring semesters and are non-refundable. Tuition is due at a later date.

Refunds

Tuition and Fees will be refunded in full if the College cancels a course.

Tuition Refund

1. If written notice of your drop (reduction of credit load) is received by the Registrar's office prior to the first day of classes for the semester, 100% of the tuition for all dropped courses will be refunded.
2. If written notice is received on or after the first day of classes for the semester through the first 14-calendar days of the semester, a 50% refund of tuition will be made.

Students wishing to drop from modular courses with beginning and ending dates which do not correspond to the full semester schedule must check the Academic Calendar for the exact refund deadlines.

Fees

College Service and Student Activity fees are not refundable.

Words of Wisdom from Three Rivers Counselors

* Meet with your advisor early in the semester. Research shows that students who develop a relationship with their assigned advisors persist at greater rates.

* Finding your passion is key to your success. As you go through your TRCC education, learn to articulate what you are about and how you want to express that in your life and through your work. Knowing that contribution you want to make will motive your success and earn you happiness.

Student Programs

F211; 860.215.9074; studentprograms@threeivers.edu

Students can enhance their experiences at Three Rivers by participating in activities and events that will foster an exciting campus life, help them develop leadership skills and create friendships. Student Programs coordinates student outings, the student lounge and game room, the Veterans' Oasis and sells tickets for college-sponsored events. Campus activities are advertised in the Campus Link, campus PowerPoint, on the SPO Facebook page (TRCC Student Programs Office) and are posted around campus.

Student Leadership

Students who participate in student clubs and/or Student Government at Three Rivers have the opportunity to attend leadership trainings, conferences and seminars and develop a co-curricular transcript.

Community Service

The College has community events each semester and welcomes any and all volunteers for these events. Some examples of community service opportunities are: Blood Drives, Food Drives, and *Read Across America*.

TRCC Game Room & Lounge

The Game Room in F217 has a pool table, foosball table and Wii available for student use. The Lounge in F201 is a free space for all students. Both spaces are open Monday through Thursday from 10 am – 8 pm, and Friday 10 am to 5 pm.

Veterans' Oasis

The Veterans' Oasis in F203 is a relaxing environment for those students who have served in the military, as well as their family members. The Oasis offers Veterans a place to study with fellow students as well as a place to relax and share personal histories. Amenities include four computers with a printer, a flat-screen television, couches, and a coffee and soda mess. Stop by for information on the most up-to-date programs for Veterans.

Student Government

F207; 860.215.9072

The Student Government is a governing body of students who represent the interests of the student body and work to improve the College community environment. Student Government also chairs CAB (Campus Activity Board), an organization for students who are interested in planning fun events.

Student Organizations

Our organization members share an open office space with six computer workstations, mailboxes and club storage. There are over 30 student clubs -- from architects to vets, there is something for everyone!

List of Organizations

Active Minds	MALES
AIAS	Org. of the Latino Experience
Alpha Omega Christian Club	Optical Society of America
Amnesty International	Phi Theta Kappa
Anime Club	Psychology Club
Art Club	Quill and Brush
Baseball Club	Social Justice Club
Basketball Club	Students Advocating Gender Equality
Beyond the Books Club	SIGMA
Bowling League of Our Generation	Student Nurses' Association
Business Club	SPIE
Criminal Justice Club	Student Performing Arts Group
Cultural Society	Three Rivers United Environmentalists
The Current	Trailblazers
Early Childhood Education Club	Veteran's Organization
Exercise Science Club	Video Game Club
FEMALES	

***Student Government adds new clubs throughout the year;
check with Student Programs for an up-to-date listing!***

Procedure to Charter a Student Organization

Don't see an organization you're interested in? Start one! Find a faculty or staff advisor, get together a group of ten currently-enrolled students and write a Constitution with a list of proposed activities. Once this is completed, the Student Government will review the application and hold a vote regarding the club's charter. Only recognized Student Clubs may use the College's name and facilities and request funds.

Wisdom from TRCC Students

Words

It's important to get involved! Join clubs that interest you and make some new friends; just make sure you don't lose focus on your work. ~Cassi N

College Policies

Academic/Progress Warning

Students who have completed 11.99 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 and/or have not completed 50% of all attempted credits will receive a Written Warning.

Academic/Progress Probation

Students who have completed between 12 and 30.99 credits inclusive whose CGPA falls below 1.7 and those who have completed 31 or more credits whose CGPA fall below 2.0 will be given a written notice that they are placed on Academic Probation. Students will receive written notification of the academic probation status and will be required to reduce their registered course load to 9 credits for the next enrollment period. Financial Aid recipients placed on academic probation will also have their funding suspended until they regain satisfactory academic progress. See the school catalog for a more detailed description.

Academic Suspension and Progress Probation

Students who fail to regain satisfactory academic progress at the conclusion of the GPA Probation semester will be subject to GPA Suspension. Suspension can result in ineligibility to return to the College for a minimum of one semester.

Students placed on probation or suspension who believe extenuating circumstances affected their performance, including financial aid recipients who have their funding suspended due to unsatisfactory academic progress, may submit a written letter of appeal to the Academic Dean.

Academic Integrity

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the following policy in addition to the Student Discipline Policy, sections 2:10 and 3:1-10, as provided by the Connecticut State Colleges and Universities (ConnSCU) and Board of Regents for Higher Education. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

Definition of Academic Misconduct

Academic misconduct includes but is not limited to, plagiarism and all forms of cheating as defined below.

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

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

Academic Dishonesty in a Service Learning, Practicum, Internship, Co-operative, or Fieldwork Environment

Conduct in community settings entered by a student as part of coursework must be equally characterized by integrity and honesty. Dishonest conduct proscribed under this policy includes but is not limited to (a) making false statements to community partners about the student's skills, credentials and accomplishments, (b) making false statements to community partners or the instructor about progress in the work the student has agreed to do in the community, including supplying false documentation of work, (c) failing to abide by the rules and policies of the community partners that the student agreed to accept as a condition of entrance into the community setting, (d) failing to return materials belonging to the community partner or instructor (e) violating the ethical principles common to professional researchers, including violation of confidentiality or anonymity agreements with research subjects, deceiving or harming research subjects, or coercing participation in research.

When Academic Dishonesty is Suspected*

- 1) The faculty member will meet with the student and discuss the incident in question. If the faculty member is not comfortable with meeting the student privately, the Academic Dean or designee may be invited to attend the meeting. A faculty member may instead refer a suspected incident of academic dishonesty to the Dean's office.
- 2) During the course of the meeting, the faculty member should explain why he or she suspects academic dishonesty.
- 3) The student should be given a full opportunity to respond to the faculty member's concerns.
- 4) a) If, at the end of the meeting the faculty member is convinced that no academic dishonesty has in fact occurred, the incident is considered resolved.
b) If, at the end of the meeting, the faculty member is not certain that an incident of academic dishonesty has occurred, the faculty member may warn the student that the assignment is questionable and that future

- assignments will be scrutinized carefully. The incident is then considered resolved.
- c) If, at the end of the meeting, the faculty member feels strongly that an incidence of academic dishonesty has occurred, he or she may assign a grade of F or of 0 for the assignment in question, or the faculty member may require that the student complete a make-up assignment or a corrected revision in lieu of the questionable assignment. In a situation where the incident of academic dishonesty does not involve a gradable assignment, the faculty member may require the student to complete some other form of correction (e.g., returning materials taken from a community partner).
- 5) a) If the student accepts the penalty assigned in Step 4, the faculty member is encouraged to report the student's name, date, assignment type, type of academic dishonesty and any disciplinary measures taken to the Academic Dean's Office for confidential tracking of repeat offenders, and the incident is considered resolved.
- b) If the student refuses to accept the penalty assigned in Step 4, the faculty member will report the student's name, date, assignment type, type of academic dishonesty and any recommended disciplinary measures to the Academic Dean's Office for confidential tracking of repeat offenders. Furthermore, the faculty member will initiate the Discipline Procedures as defined by the Board of Trustees of Connecticut Community Colleges, in the Student Discipline Policy, section 3:1-10 by submitting a statement of possible violation with the Academic Dean.

***Please note:** Withdrawal ("W") will not be permitted if the student seeking to withdraw is suspected of having committed academic misconduct in the course from which withdrawal is sought. A withdrawal will be permitted when such suspicion is resolved by the faculty member without a conclusion the student engaged in academic misconduct in the course. The College reserves the right to substitute a final course grade for a previously recorded "W" when the final course grade reflects the judgment of a faculty member that the student committed academic misconduct in the course for which a "W" had been previously recorded.

Promoting Academic Integrity at Three Rivers

Faculty are encouraged to distribute and discuss this document in their classes and are encouraged to include the following statement in their syllabi:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work;

clearly document the sources of the material you use from others; and act at all times with honor.

Faculty are encouraged to have students write and sign Honor Statements for assignments where they would be appropriate. For example: *"I have not given nor received any unauthorized assistance in completing this assignment."*

Or:

"I assert that the work presented in this assignment is my own original effort."

These assertions are intended to confirm the understanding between faculty and students that academic integrity is essential and not to imply a lack of integrity on the part of any student. Faculty should specify the consequences of failure or refusal to sign and may consider alternative means of affirming academic integrity.

Alcohol and Drugs

TRCC is a "dry" campus and as such all alcoholic beverages are prohibited from the campus with the exception of events where permission to serve alcohol is granted by the College President. The manufacture, distribution, sale, use, or possession of drug paraphernalia or illegal drugs is prohibited. Use or possession of a drug authorized by a medical prescription from a registered physician is not a violation. Students who willfully violate College policies & the law face disciplinary action as outlined in the Board of Regents policy statement on Student Discipline. Students should consult the College Catalog (available online at www.threerivers.edu) for further information.

Children/Adolescents on Campus

Children (defined as ages 11 and under) on campus must be attended to at all times. With the instructor's permission, children may be permitted to be with their responsible adult in a general classroom if space is available. Adolescents (defined as ages 12 to 17) should only be on campus if they are attending a specific program or event, or accompanying a responsible adult who is either a student or attending a College program. Adolescents are permitted to read or work quietly in the College Library or Cafeteria, and the adult responsible for them is to periodically check on them throughout their time at the College. For safety reasons, children and adolescents are not permitted in the College laboratories (except for controlled demonstrations and selected classes), workshops, lockers and storerooms, kitchen and food prep areas, children's center playground and unsupervised offices or classrooms.

Cell Phones

Cell phones and beepers are allowed only if they are turned off or turned to silent mode in classrooms, academic support areas and the Library. Under no circumstances are phones to be used in class. If there are extenuating

circumstances, the student is to make specific arrangements with their instructor before the class begins.

Gambling

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

Pets

With the exception of guide and assistance dogs, pets are not permitted on campus.

Student Code of Conduct

Section 1: Rights of Students

Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity and Diversity Officer, 574 New London Turnpike, Norwich, CT 06360. 860-215-9000.

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).

2. How to file a grievance: A grievance is to be submitted in writing to the Dean of Students or such other College official as the President may designate (hereinafter, the Dean of Students), 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 Students 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 Students 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 Students shall consult with the College's Affirmative Action person during the course of the investigation.
 - c. In case of a grievance against a Dean, the grievance shall be filed with the President, who 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 Number 4.
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 timeframe 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/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.

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.
4. 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 One 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.
5. The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. 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.

The President, for good cause shown, may modify the time frames provided herein.

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:

1. 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.
2. 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.

3. 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 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.
- 4. 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 in Paragraph 3. This is called the "Opt-Out" option. A student exercising this right must notify the Registrar in writing. There is an "Opt Out" form on Page 49 and on the College website that can be used for this purpose. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.
- 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by College to comply with the requirements of FERPA. The name and address of this Office is available in the Registrar's Office.

Student Conduct and Discipline Policy

Please note: The policies discussed in the following sections are paraphrased and/or excerpted from the Board of Regents' complete *Student Code of Conduct* (2014; amended 2015), which is available for review electronically at CT.edu and TRCC.commnet.edu, or in hard copy at Three Rivers Community College's Donald R. Welter Library. The sections from which material below has been taken are identified in each heading.

Section 1: Student Conduct Philosophy (Preamble)

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

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

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and

civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

Parts B & C: Application of the Student Code and Scope of Authority

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Part D: Prohibited Conduct

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

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating (as defined on Page 22 of this Handbook).
2. Acts of dishonesty, which include, but are not limited to, forgery or deliberate misuse of any institution-issued document or record, or knowingly furnishing false information to any CSCU Official, faculty member, or office.
3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
5. Sexual misconduct may include engaging in one or more behaviors: *sexual harassment, sexual assault, sexual exploitation, or intimate partner violence*. (For complete definitions of these terms, please review the Sexual Misconduct Policy beginning on Page 36 of this Handbook).
6. Intimate partner violence, defined as any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship; physical abuse; threat of abuse; or emotional abuse
7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress.
8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.
9. Stalking, which is defined as repeatedly contacting another person when the contacting person knows or should know that the contact is unwanted by the other person and may cause substantial impairment of the other person's ability to perform the activities of daily life.
10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs.
11. Conduct that is disorderly, lewd or indecent.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof, including, but not limited to, cyber bullying.
14. Unauthorized possession, duplication or use of keys to any CSCU premises, or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference

- with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
 18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
 19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
 20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
 21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
 22. Intentional obstruction of pedestrian or vehicular traffic on campus or at College functions
 23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
 25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
 26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
 27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks.
 28. Abuse of the CSCU conduct and disciplinary system.

Part E: Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

In addition to disciplinary procedures applicable to Community College students, or any hearing conducted involving allegations of sexual misconduct the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice;
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; and (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings.
4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student;

Part F: Conduct and Disciplinary Records

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA).

Part G: Interpretation and Revision

Questions regarding the interpretation of this Code shall be referred to the Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the Community College's Dean of Academic Affairs or their designees for the administration of the Academic Misconduct portion of the Student Code.

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

Section III: Conduct and Disciplinary Procedures Applicable to Community College Students

Part A: Disciplinary Procedures (Academic and Non-Academic Misconduct)

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President normally within thirty (30) calendar days of the date of a possible violation.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
 - a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
 - b. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an

interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents.
4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction.
6. If the Student requests a hearing, he/she is entitled to the following:
 - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
 - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
 - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;

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

Part B: Disciplinary Sanctions

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

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

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

Sexual Misconduct Reporting, Support Services and Processes Policy

Please note: This policy replaces the former “*Sexual Misconduct, Sexual Assault, and Intimate Partner Violence Policy*”. The policies discussed in the following sections are paraphrased and/or excerpted from the Board of Regents’ complete *Sexual Misconduct, Support Services and Processes Policy* (2015),

which is available for review electronically at CT.edu and TRCC.commnet.edu, or in hard copy at Three Rivers Community College's Donald R. Welter Library.

Section 1: Statement of Policy

Three Rivers is committed to ensuring that each member of the community has the opportunity to participate fully in the process of education and development. The College strives to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

Three Rivers strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting.

Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

Section 2: Terms and Usage

Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent cannot be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.”

Sexual misconduct may include engaging in one of more behaviors:

- a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when

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

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

b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent.

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

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;

- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
 - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
 - Possessing, distributing, viewing or forcing others to view illegal pornography.
- d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.
- e) **Stalking**, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

Confidentiality

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and local Sexual Assault Crisis Center and Domestic Violence Center are bound by state statutes and professional ethics from disclosing information about reports without written releases. Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

Section 3: Mandated Reporting by College and University Employees

Other than confidential resources, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Those Who Report

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

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

Options for Changing Academic, Housing, Transportation and Working Arrangements

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

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

At Three Rivers, the following person has been designated to handle inquiries regarding the non-discrimination policies: **Gregory Souza**, Equity and Diversity Officer, Title IX & ADA/Section 504 Coordinator. Three Rivers Community College. 574 New London Turnpike, Norwich, CT 06360. (860) 215-9486, Room C-131

Right to Notify Law Enforcement & Seek Protective and Other Orders

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

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

Student Conduct Procedures

The *Student Code of Conduct* provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein. The *Student Code of Conduct* provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Dissemination of this Policy

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

Directory Information Opt-Out Procedure

The Board has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major or program of study, honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age and level of education are also designated as directory information.

If you do not want the College to disclose directory information from your education records without your prior written consent, you must complete an OPT- Out Form and return it to the (Registrar/Records) Office. Your information will not be released from the time we receive your form until the request is rescinded. If directory information is released prior to receiving your opt-out request, the College may not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

Please complete the information requested at the end of this section if you do not wish to have your directory information disclosed to third parties.

Upon receipt, your request will remain in effect until such time as you tell us that you no longer wish to keep your information private. Prior to filing your request, please consider all the consequences of opting out. For example, if you tell us not to disclose your directory information to third parties, we will not share your information with anyone (except persons who have a right to see your information under the law and the attached Notice), including persons or agencies offering jobs and educational benefits such as scholarships and discounts; media sources; companies that manufacture class rings and publish

yearbooks, etc. Also, note that if you have requested that we not disclose your directory information but you would like to have your name appear in the college commencement program, you must provide your signed written consent prior to that time.

If you do not want the College to disclose directory information from your education records without your prior written consent, you must complete this form and return it to the Registrar's Office, Three Rivers Community College, 574 New London Turnpike, Norwich, CT 06360. Your information will not be released from the time we receive your form until the request is rescinded. If directory information is released prior to receiving your opt-out request, the College will not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

FERPA OPT-OUT FORM

I do not want my directory information to be released to third parties without my written consent. I understand that this request applies to the non-disclosure of information to all parties other than school officials who have a legitimate educational interest in the information.

Legal Name: _____

BANNER ID: @ _____

Social Security Number: _____ — _____ — _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date received: _____ Date entered in BANNER SPAPERS: _____

By: _____

ORIGINAL TO STUDENT FILE COPY TO REGISTRAR FERPA FILE COPY TO OFFICE MANAGER

The Board of Trustees designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major/program of study, honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age & education level 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.

FERPA CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

(THIS FORM MUST BE COMPLETED IN PERSON by the student and submitted to a Registrar's Office staff member. Forms submitted otherwise will not be considered valid and will not be accepted.)

Banner ID: @_____ DOB ___/___/___

I, _____ (student name printed)
hereby authorize Three Rivers Community College faculty
and/or staff to release:

- | | |
|---|---|
| <input type="checkbox"/> Grades | <input type="checkbox"/> All Academic Records |
| <input type="checkbox"/> Tuition & Fees | <input type="checkbox"/> Admission |
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Other (please specify) |

to the following: _____

Name of Parent, Organization or Other Designee

_____ CT Department of Children and Families (DCF)

_____ CT Department of Social Services

Purpose of Disclosure: _____

For the semester(s) and year below (check one or all):

Summer 2015 Fall 2015 Spring 2016

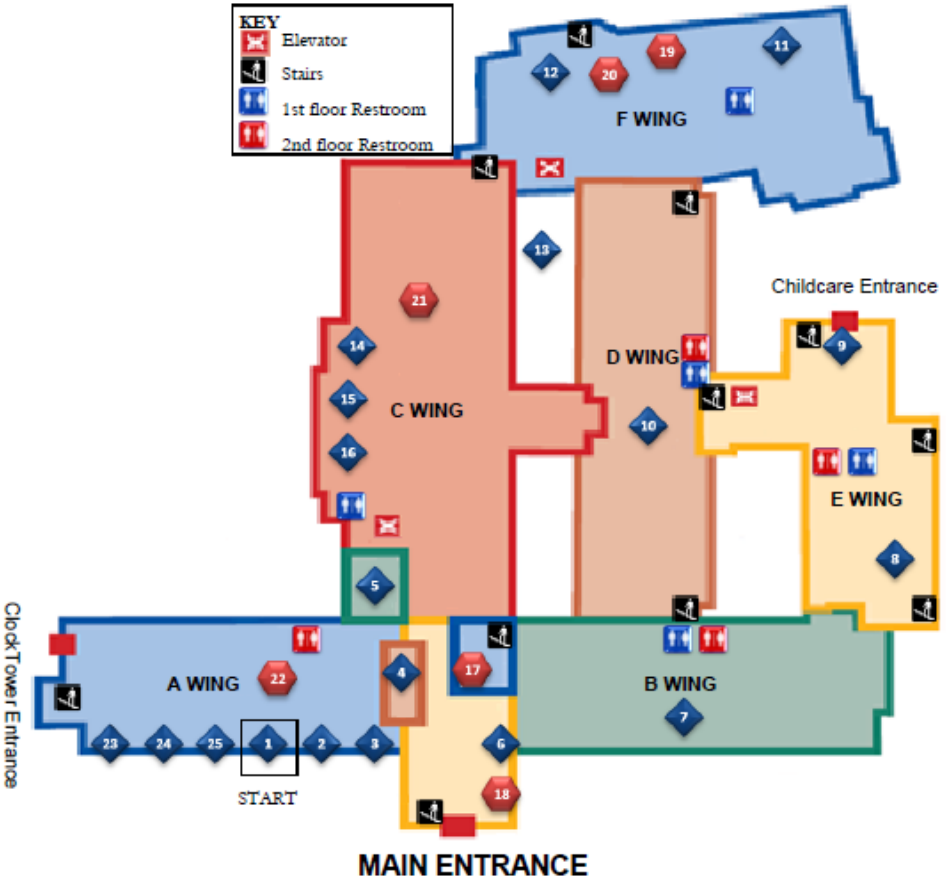
With my signature and date signed, I authorize photocopies of this FERPA Consent for the Disclosure of Education Records and acknowledge that this request is valid

Student's Signature _____ Date _____

Signature verified and received by staff member _____
(Signed in person or notarized)

This document will be filed in the Registrar's Office.

Campus Map



Follow the directions on the next page for a self-guided walking tour of Three Rivers!



Self-Guided Tour

- 1** You will start your tour from the Welcome Center & Admissions Office (A113). This is where all new students should start.
- 2** Take a right out of the Welcome Center. On your right hand side is the Cashier's Window.
- 3** Continuing you will see the Financial Aid Office on your right (A111). Feel free to stop in & ask questions.
- 4** As you walk up the ramp, the Bookstore is on your right. You will find much more than just textbooks here.
- 5** To your left is the Cyber Café. Stop in to enjoy a coffee or snack.
- 6** Enter the Main Lobby. Here you will find the Security Office which also houses the Lost & Found.
- 7** Pass security and enter the B-Wing. Feel free to peek into the classrooms and the state-of-the-art Technology Labs.
- 8** At the end of the hall take a left into the E-Wing. On the right there is an open Computer Lab available for student use (E112).
- 9** This wing is also home to Pool Corner which offers daycare services & has its own separate entrance (E101).
- 10** Take a right into the D-Wing. Here you can find classrooms for the Liberal Arts, Technology, & Sciences.
- 11** Take a right into the F-Wing, then take a left to check out the Fitness Center (F105). There is a good selection of cardio equipment & weights as well as a dance studio & locker rooms.
- 12** The Cafeteria is also in the F-Wing on the right hand side. Come in to see the menu or sit & visit with friends.
- 13** At the end of the hall take a left into the C-Wing. You may have noticed that TRCC has several courtyards. They are beautiful locations to study, eat, or relax. Take a stroll.
- 14** Come back inside to continue your tour. You may wish to see TASC-The Tutoring and Academic Success Center (C117) on your right. In addition to tutoring there is a writing center, math lab, and language lab.
- 15** Continuing, the Donald R. Welter Library is on your right. Stop in to view the collection, speak to the librarian, or use the study areas.
- 16** Please note: The Continuing Office formerly located in Room C135 has moved to the Student Services wing in Room A105.
- 17** You are now ready to visit the 2nd floor. Take the stairs or the elevator located just inside the C-Wing.
- 18** Directly in front of the Main Stairs on the 2nd floor is the Gallery, which exhibits national and local artists, as well as the annual Student Art Show.
- 19** Take a left into the B-Wing, then another left into the D-Wing. Now head into the F-Wing. Finally, take a right towards the Student Program's Office (F211) & come in to ask about student activities, clubs, & scholarships.
- 20** Nearby is the Student Lounge (F217), complete with a pool table & a Wii.
- 21** Take a left at the end of the hall to the C-Wing. The Administrative Offices are on the left & faculty offices are on the right.
- 22** Heading into the A-Wing, you will find the Nursing Classrooms & Labs. Then, take the stairs at the end of the hall.
- 23** Back on the 1st floor, the 1st office to your right is the Counseling Office/Career Services (A119). Stop in for advising, counseling, accommodations, or career questions.
- 24** Continuing, you will find the Testing Center (A117). In addition to placement testing, make-up & accommodations testing are available.
- 25** Lastly, you will find the Registrar's Window to your right. Please come back into the Welcome Center (A113) if you have any questions.

August

2015

Sunday
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Monday
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Tuesday
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Wednesday
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Thursday
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Friday
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Saturday
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August

2015

Sunday

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Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

15

August

2015

Sunday
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Monday
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Wednesday
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Thursday
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Friday
21
Saturday
22

August

2015

Sunday

23

Monday

24

Tuesday

25

Wednesday

26

Thursday New Student Orientation

27

Friday Professional Day

28

Saturday

29

August - September

2015

Sunday
30 Registration Deadline and Last Day for Full Tuition Refund
Monday Classes Begin
31
Tuesday
1
Wednesday
2
Thursday Convocation
3
Friday
4
Saturday
5

September

2015

Sunday
6
Monday Labor Day- College Closed
7
Tuesday
8
Wednesday
9
Thursday
10
Friday
11
Saturday
12

September

2015

Sunday
13
Monday
14
Tuesday
15
Wednesday
16
Thursday Constitution Day- Classes in Session
17
Friday
18
Saturday
19

September

2015

Sunday
20
Monday
21
Tuesday
22
Wednesday
23
Thursday
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Friday
25
Saturday
26

September - October

2015

Sunday
27
Monday
28
Tuesday
29
Wednesday
30
Thursday
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Friday
2
Saturday
3

October

2015

Sunday
4
Monday
5
Tuesday
6
Wednesday
7
Thursday
8
Friday
9
Saturday
10

October

2015

Sunday
11
Monday Columbus Day - No Classes in Session
12
Tuesday
13
Wednesday
14
Thursday
15
Friday
16
Saturday
17

October

2015

Sunday
18
Monday
19
Tuesday
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Wednesday
21
Thursday
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Friday
23
Saturday
24

October - November

2015

Sunday
25
Monday
26
Tuesday
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Wednesday
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Thursday
29
Friday
30
Saturday
31

November

2015

Sunday
1
Monday Continuing Student Registration for Winter & Spring
2
Tuesday
3
Wednesday
4
Thursday
5
Friday
6
Saturday
7

November

2015

Sunday
8
Monday
9
Tuesday
10
Wednesday
11 Veterans Day Observed- College Open, Classes in Session
Thursday
12
Friday
13
Saturday
14

November

2015

Sunday
15
Monday New Student Registration for Winter & Spring
16 Last day to apply for Spring Graduation
Tuesday
17
Wednesday
18
Thursday
19
Friday
20
Saturday
21

November

2015

Sunday
22
Monday
23
Tuesday
24
Wednesday
25
Thursday Thanksgiving Recess- College Closed
26
Friday Thanksgiving Recess- College Closed
27
Saturday
28

November - December

2015

Sunday
29
Monday
30
Tuesday
1
Wednesday
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Thursday
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Friday
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Saturday
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December

2015

Sunday
6
Monday
7
Tuesday
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Wednesday
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Thursday
10
Friday
11
Saturday
12

December

2015

Sunday
13
Monday Last Day to Withdraw from Classes
14
Tuesday
15
Wednesday
16
Thursday
17
Friday
18
Saturday
19

December

2015

Sunday
20
Monday
21
Tuesday
22
Wednesday
23
Thursday
24
Friday Christmas Day - College Closed
25
Saturday
26

December - January

2016

Sunday
27
Monday
28
Tuesday
29
Wednesday Student Grades Available on Web
30
Thursday
31
Friday New Year's Day - College is Closed
Jan 1
Saturday
2

January

2016

Sunday
3
Monday
4
Tuesday
5
Wednesday
6
Thursday
7
Friday
8
Saturday
9

January

2016

Sunday

10

Monday

11

Tuesday Last Day to Withdraw from Winter Session Classes

12

Wednesday

13

Thursday

14

Friday Last Day of Classes

15

Saturday

16

January

2016

Sunday
17
Monday Martin Luther King, Jr Day - College Closed
18
Tuesday New Student Orientation
19
Wednesday Professional Day – Classes not in Session
20
Thursday Classes Begin
21
Friday
22
Saturday
23

January

2016

Sunday

24

Monday

25

Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

30

January - February

2016

Sunday
31
Monday
Feb 1
Tuesday
2
Wednesday Last Day of Add/Drop and Partial Tuition Refund
3
Thursday
4
Friday
5
Saturday
6

February

2016

Sunday
7
Monday
8
Tuesday
9
Wednesday
10
Thursday
11
Friday Lincoln's Birthday – Classes not in Session
12
Saturday
13

February

2016

Sunday
14
Monday President's Day - Classes Not in Session
15
Tuesday
16
Wednesday
17
Thursday
18
Friday
19
Saturday
20

February

2016

Sunday
21
Monday
22
Tuesday
23
Wednesday
24
Thursday
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Friday
26
Saturday
27

February - March

2016

Sunday
28
Monday
29
Tuesday
March 1
Wednesday
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Thursday
3
Friday
4
Saturday
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March

2016

Sunday
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Monday
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Tuesday
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Wednesday
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Thursday
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Friday
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Saturday
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March

2016

Sunday
13
Monday
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Tuesday
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Wednesday
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Thursday
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Friday
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Saturday
19

March

2016

Sunday
20
Monday Spring Break – Classes Not in Session
21
Tuesday Spring Break – Classes Not in Session
22
Wednesday Spring Break – Classes Not in Session
23
Thursday Spring Break – Classes Not in Session
24
Friday Good Friday – College Closed
25 Spring Break – Classes Not in Session
Saturday
26

March - April

2016

Sunday
27
Monday
28
Tuesday
29
Wednesday
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Thursday
31
Friday Continuing Student Registration for Summer & Fall
April 1

April

2016

Saturday

2

Sunday

3

Monday

4

Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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April

2016

Sunday
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Monday
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Tuesday
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Wednesday
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Thursday
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Friday
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Saturday
16

April

2016

Sunday

17

Monday New Student Registration for Summer and Fall

18

Tuesday

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Wednesday

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Thursday

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Friday

22

Saturday

23

April - May

2016

Sunday
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Monday
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Tuesday
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Wednesday
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Saturday
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May

2016

Sunday
May 1
Monday
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Tuesday
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Wednesday
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Thursday
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Friday
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Saturday
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May

2016

Sunday
8
Monday Last Day to Withdraw from Classes
9
Tuesday
10
Wednesday
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Thursday
12
Friday
13
Saturday
14

May

2016

Sunday

15

Monday

16

Tuesday

17

Wednesday

18

Thursday

19

Friday

20

Saturday Commencement

21

May

2016

Sunday
22
Monday
23
Tuesday
24
Wednesday Student Grades Available on Web
25
Thursday
26
Friday
27
Saturday
28

May - June

2016

Sunday
May 29
Monday Memorial Day - College Closed
May 30
Tuesday
May 31
Wednesday
June 1
Thursday
2
Friday
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Saturday
4

June

2016

Sunday
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Monday
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Thursday
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Friday
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Saturday
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June

2016

Sunday

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Monday

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Tuesday

14

Wednesday Last Day to Apply for Fall Graduation

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Thursday

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Friday

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Saturday

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June

2016

Sunday
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Monday
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Tuesday
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June - July

2016

Sunday
26
Monday
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Tuesday
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Wednesday
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Thursday
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Friday
July 1
Saturday
2

July

2016

Sunday
3
Monday Independence Day – College Closed
4
Tuesday
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Wednesday
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Friday
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Saturday
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July

2016

Sunday

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Monday

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July

2016

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July

2016

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July

2016

Saturday

30

Sunday

31

Monday

August 1

