

Three Rivers Community College



Student Handbook 2009 – 2010

2009 – 2010
Academic Planner



This book belongs to:

Name: _____

Address: _____

Phone: _____

Email: _____

In case of emergency, please notify

Name: _____

Phone: _____

Welcome to Three Rivers Community College!

I am pleased you have chosen to include Three Rivers in your educational journey. You have arrived here just in time to experience a major transformation in the history of this college. After many years, Three Rivers Community College has consolidated its talented faculty and staff and physical facilities on one magnificent new campus. This campus, which has been designed to promote and support student success, is equipped with state of the art classrooms, laboratories, computer and language labs, library facilities, and technology. Additionally, our new campus is equipped with multiple places for student-centered and student-led activities and organizations, study groups, and gathering space including our new Fitness and Wellness Center, Cyber Café, main cafeteria and outdoor patio, Student Programs game room and many student lounge areas.

Our highly skilled and supportive faculty and staff stand ready to assist you and prepare you for your next step, whether that is certificate or degree completion leading to employment or baccalaureate education and beyond.

I encourage you to take advantage of the many academic resources and student services & programs available to you at our beautiful new campus. This is your campus, please make yourselves at home.

I wish you every success here at Three Rivers and throughout your life journey.

Cordially,
Dr. Karin Edwards
Dean of Student Development

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About This Handbook

This handbook contains academic and general information statements of policy currently in effect at Three Rivers Community College. Some policies and procedures may change during the 2009-2010 academic year; therefore, students are advised to consult the college’s web site for more current information.

While every effort has been made to ensure the accuracy of the information herein, Three Rivers Community College reserves the right to make any 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. The handbook cannot be considered as an agreement or contract between individual students and the College or its administration.

Academic Calendar

FALL 2009

Aug. 25	Orientation for New Students Last Day for Full Tuition Refund
Aug. 26	Classes Begin /Late Registration Begins Add/Drop Period Begins First 7-Week Mods Begin
Sept. 1	Convocation
Sept. 2	Instructor Signature Required to Add Classes
Sept. 7	Labor Day - College Closed
Sept. 8	Last Day of Add/Drop and Partial Tuition Refund
Sept. 15	Constitution Day – Classes In Session
Sept. 22	Last Day to Select Audit Option
Oct. 12	Columbus Day Observed – Classes In Session
Oct. 19	First 7-Week Mods End
Oct. 20	Second 7 Week Mods Begin
Nov. 3	Last Day to Select Pass/Fail Option Last Day to Submit Incomplete Work from Spring & Summer '09 semesters
Nov. 11	Veteran's Day Observed – Classes Not In Session
Nov. 15	Last day to apply for Spring Graduation (May '10) and Summer (August '10) completers who wish to attend the May '10 ceremony
Nov. 24-25	Make-up/Supplemental sessions – Instructor Discretion
Nov. 26-29	Thanksgiving Recess - College Closed
Dec. 9	Last Day to Withdraw from classes
Dec. 16	Last Day of 15 Week Session Second 7-Week Mods End
Dec. 17-18	Makeup/Supplemental sessions – Instructor Discretion
Dec. 21	Final Grades Due Registrar's Office
Dec. 25	Holiday Recess - College Closed
Dec. 29	Grades available on web

SPRING 2010

Jan. 18	Martin Luther King Day - College Closed Last Day for Full Tuition Refund
Jan. 21	Classes Begin /Late Registration Begins Add/Drop Period Begins First 7-Week Mods Begin
Jan. 25	Instructor Signature Required to Add Classes
Jan. 28	Last Day of Add/Drop and Partial Tuition Refund
Feb. 3	College Professional Day – Classes Not in Session
Feb. 4	President's Day Observed – Classes Not in Session
Feb. 15	Last Day to Select Audit Option
Feb. 18	First 7-Week Mods End
Mar. 24	Second 7-Week Mods Begin
Mar. 25	Spring Break - Classes Not in Session
Mar. 7 - 13	Last Day to Select Pass/Fail Option Last Day to Submit Incomplete Work from Fall '09 and Intersession '10.
Apr. 8	Spring Recess – College Closed
Apr. 2 - 4	Last Day to apply for Summer (August '10) Graduation
Apr. 15	Last Day to Withdraw from Classes
May 10	Last Day of 15 Week Session
May 17	Second 7-Week Mods End
May 17	Makeup/Supplemental sessions – Instructor Discretion
May 18 - 19	Final Grades Due
May 21	Student grades available on Web
May 27	Commencement
May 22	
June 15	Last day to apply for Fall Graduation (December '10)

Three Rivers Community College Directory

Need More Information?

Please call one of the following offices for more information (860 area code for all)

Main Number 886.0177

Accounts Receivable/Collections	892.5746
Admissions Information	383.5260
Advising & Counseling.....	383.5217
APL Program.....	383.5227
Bookstore	887.6842
Cashier	823.2810
Continuing Education Office	885.2608
Disability Services	383.5217
Financial Aid Office	823.2870
Library/LRC.....	885.2346
Registrar's Office	892.5756
Student Programs Office	885.2301
Sub Base Site.....	445.5575
Tutoring and Academic Success Centers (TASC)	892.5713
Veteran's Office	383.5247

Faxes

Admissions/Financial Aid.....	885.0562
Cashiers Office	889.1094
Information Technology	889.7082
Registrar	886.6670
Sub Base	445.9186

Administration

President, Dr. Grace Sawyer Jones.....	383.5206
Dean of Academics, Ann Branchini	383.5288
Dean of Administration, Joseph S. Anderson	892.5707
Dean of Information Technology, Stephen Goetchius.....	885.2324
Dean of Student Development & Services, Karin Edwards	892.5762
Associate Dean of Continuing Education, Marjorie Valentin	885.2608
Affirmative Action Officer, George Rezendes	892.5774

Department Chairs

Business, Richard Bennett	892.5704
English, Christine Hammond.....	892.5775
Humanities, Sandra Jeknavorian	885.2345
Mathematics, Brian Kennedy	383.5281
Nursing, Ellen Freeman	383.5273
Sciences, James Copeland	383.5238
Social Sciences, Jeffrey Crouch.....	892.5721
Technologies, Anthony Benoit	885.2386

A listing of academic advisors with their contact information is listed in the 2009-2010 TRCC catalog, which can be found online at www.trcc.commnet.edu.

General Information and Resources

Academic Advisement

Students who are planning to complete a degree or certificate at the College are assigned an academic advisor early in 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, and at other intervals prior to their final semester. In the student's next to last semester, the academic advisor will complete a degree or certificate audit in order to verify that degree requirements have been met for graduation.

Advisor List

Students can find the name of their advisor by logging into myCommNet. After entering their User ID and pin, a student will select Three Rivers, click on "Student Records", click "view student information", select "term" and click "submit". Scroll down to view the advisor's name and curriculum information. Students can also find the name of their academic advisor in the advisor binders located in the Welcome Center.

Behavior

Attendance at Three Rivers is a privilege and is not a right. The College has the right & responsibility to take appropriate action when a student's conduct directly and significantly interferes with the College's educational mission and the rights of others to pursue their educational objectives. None of the above however is meant to diminish the value that the College places upon the rights of students to peaceful assembly, free inquiry, free speech, and due process. The Purpose of the College's policies and procedures regarding student conduct is not to prevent or restrain controversy and dissent but to prevent the abuse of the rights of others, to maintain public order as appropriate to a college campus and an environment in which all are free to learn. It is the responsibility of all students to familiarize themselves with the Board of Trustees for Community – Technical College's policy on *Student Rights* and *Student Conduct and Discipline* published in this handbook. This responsibility constitutes an important part of the aforementioned due process guaranteed to all students.

Blackboard Vista

Blackboard Vista is a learning management system used by the college to conduct distance learning (online) courses but all Three Rivers instructors, whether or not the course is a distance learning course, may use Blackboard Vista as a means for providing supplemental activities & materials for their courses. Access is gained by login to myCommNet. Students experiencing technical difficulties related to Blackboard Vista can contact the Educational Technology Dept of IT. Contact the IT Help Desk at 860.885.2334 or email TR-DistanceLearning@trcc.commnet.edu.

Bookstore

A101; 860.887.6842; 3rivers@bkstr.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 or when purchasing their textbooks online at efollett.com. Students receiving financial aid are to check with the financial aid office for availability of bookstore credit. The Bookstore provides new and used books, school supplies, clothing, computer software as well as other college items. Hours are posted in each semester's class schedule booklet.

Cafeteria Services

F133; 860.383.5266

The Cafeteria is located on the first floor of the F wing. Hours of operation are 7:30 am until 6 pm Monday through Thursday and Friday 7:30 am until 1 pm. Offered are a variety of hot and cold menu items which include a deli bar and salad bar, fried food items as well as fresh baked pizzas. Fresh soup is made daily as are other specials; fresh baked desserts and pastry items are also made daily on premises. Vending machines are also available.

The Cyber Café is open for business, selling fresh ground coffee as well as specialty beverages. The hours of operation are Monday through Thursday 7:30 am until 11:00 am and in the afternoon 3 pm until 9 pm and Friday's schedule is 7:30 am until 1 pm.

Campus Safety

860.885.2322

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

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

Cancellation of Classes

- **Weather Related**

860.886.0177 – Press 1 for College Closing Announcement

www.trcc.commnet.edu – Announcement posted on main page

Cancellation of classes due to weather will be available by 6:30a for daytime classes and by 3p for evening classes starting at 5p 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, Channel 4, WVIT 30 – NBC Connecticut News 30 and Channel 8 – WTNH New Haven, and the following Radio stations; WSUB/Q105 (Groton/New London), WADK (Westerly), WDRC (Hartford), WTIC/WRCH/WXMX (Hartford), WINY (Putnam), WILI (Willimantic) & WICH/WCTY/WNLC/WKNL (Norwich/New London).

- **Instructor Related**

If an instructor cancels class due to illness or other extenuating circumstances, the Academic Division will post a notice outside the classroom. If an instructor is late for class, students are to extend a ten 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 instructions on the course syllabus.

Career Development

A119; 860.383.5298

Career counseling empowers students by helping each understand his or her skills, values & interests. With this knowledge, students are prepared to choose their best major and clarify career objectives that support academic study at the College as well as the selection of career or college transfer programs. Career counseling also supports student growth by providing the tools necessary to identify an internship, network and search for employment, write an effective resume, and prepare for an interview.

Change of Address/Name/Email

A student can obtain the necessary paperwork to change their name and address at the Registrar's Office or online. Email addresses can be changed online by the student.

Computer Labs

50 brand new student accessible computers are located in the open computer lab in Room E112. The lab is open: M – R @ 8:00a to 10:00p
F @ 8:00a to 9:00p
Sat @ 8:00a to 2:00p

The Mac computer lab is located in E218 and has limited open hours. The library has computers available for student use as well as the general public. Additional computers are located in the Tutoring and Academic Success Centers; however, tutoring use has priority on these computers.

Computer Logon – Net ID

For a student to log onto computers at the college, they need to follow the following procedure (Net ID):

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

If student has been locked out, 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 2009-2010 Catalog at www.trcc.comnet.edu.

File Storage

Students are encouraged to obtain an electronic storage device for their files for all their courses. USB flash drives (also called “thumb drive”, “pen drive”, key drive”, “jump drive”, stick memory drive”, or simply “stick”) are the most versatile file storage devices for use at the college and are available at the college bookstore. On campus storage is available on the college network via the “I” drive, a storage location you will see in the MyComputer window on campus. (Note that students of other community colleges who take one or just a few classes at Three Rivers may not have “I” drive access.) Storage also can be made available to you via MyFiles in Blackboard Vista. Files stored in Blackboard can be used anywhere that you have Internet access. Ask your professor to add this feature if you do not see it when you log into your course.

Counseling & Advising

A113; 860.383.5217

The College’s staff of professional counselors provide comprehensive and confidential services in the areas of academic, career, personal and special needs issues. Counselors are available to meet with enrolled students on a drop-in or appointment basis in the Student Development Center in Student Services.

Dean’s List

Students who earn a 3.4 or higher semester GPA will be awarded Dean’s List honors. 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).

Directory Information

The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education & major, are also designated as directory information. Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4.

Disability Support Services

A119; 860.383.5217

Students with a documented disability are provided supportive services and accommodations to assist them with their academic objectives. Services are strictly confidential. Disability services may include: individualized accommodations, advising, advocacy, counseling, technical assistance and referral information. Students with learning disabilities or attention deficit disorder should contact Chris Scarborough at 860.892.5751 or by email at cscarborough@trcc.commnet.edu. Students with a physical, medical or psychiatric disability contact Kathleen Gray at 860.885.2328 or by email at kgray@trcc.commnet.edu or Matt Liscum at 860.383.5240 or by email at mliscum@trcc.commnet.edu.

Email Accounts

Students are not issued a Three Rivers email account; however all faculty and staff can be reached by their college email address by typing in their first initial and full last name at @trcc.commnet.edu. (example: bsmith@trcc.commnet.edu).

Emergencies

If a student needs medical assistance, they are to contact the nearest college office for assistance. Students who are certified Emergency Medical Technicians will be called upon, if available, to assist during an emergency. The College does not provide health services.

Evening Services

A113; 860.892.5728

Students can obtain general assistance in the evening when classes are in session at the Welcome Center. Staff can assist students with general information about the College as well as collect paperwork for college departments.

Faculty Office Hours

Instructors provide information about office hours, office location, phone number and email address in their course syllabi. All fulltime faculty also have office hours and contact information posted outside of their offices and in the Student Services Welcome Center.

Financial Aid

A111; 860.823.2870

Most financial aid at Three Rivers is provided by federal programs. The office supplies information about the various forms of financial aid to students including loans, grants, scholarships, and work-study opportunities. This information is also fully described in the College catalog. Any information provided to the Financial Aid Office is treated confidentially and used only to determine need and award of aid. Students must reapply each academic year for financial aid.

Honors Program

Professor Will Hare 860.383.5216; whare@trcc.commnet.edu

The 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.

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.

Insurance

A113 – Welcome Center

All enrolled students are automatically covered under the School Time Only Accident Insurance plan. Students can enroll & pay for an optional 24-Hour Accident and Sickness Insurance plan. More information about enrollment and fees is available at www.studentresources.com. To enroll for the optional plan, select Connecticut, then select TRCC.

International Program

Three Rivers works with the College Consortium for International Studies, a partnership of colleges that encompasses the broad spectrum of international higher education, to provide TRCC students with study abroad opportunities. CCIS members sponsor a variety of study abroad programs that are designed to enhance international/intercultural perspectives within the academic community. For more information about study abroad opportunities with CCIS, speak to Professor Mark Comeau, the TRCC-CCIS Program Contact.

Library

CI19; 860.885.2346; www.trcc.commnet.edu/library/index.htm

The Donald R. Welter library provides resources and services to students, staff, faculty & the general public. The library services include but are not limited to Orientation/Instruction on how to use online resources at the library, interlibrary loans and reserves. The library provides several types of information for students including reference books, periodicals, microforms, circulation books, and a CDs/DVDs collection. You can apply for a library card at the circulation desk. Books may be checked out for 30 days and can be renewed in person or by telephone. CDs/DVDs can be checked out for 7 days; the library will send overdue notices for materials that are not returned on the due date. The notices to the student will include the current replacement cost of the book and a \$10 processing fee. Also, a Library hold will be placed on your account. The library web page provides a directory, links to databases & web resources, and on-line request forms. Library hours are posted at the beginning of each semester.

Lost and Found

Main Lobby; 860.885.2322

If an item is lost at the college, students should contact college security and give a description of lost item.

Parking

Three Rivers clearly designates & differentiates student parking, visitor, handicapped parking and staff/faculty parking areas for the convenience & safety of all. Violators who disregard parking instructions will receive an orange violation sticker from Security each time a violation occurs. Anyone who illegally parks in State mandated handicapped spaces or in fire lanes will be immediately reported to the Connecticut State Police for ticketing. Since college parking will be very tight until all construction is completed, please help by parking responsibly.

Scholarships and Awards

F211; 860.885.2301

trcc.commnet.edu/Stu_Programs/scholarship.htm

Three Rivers competitive scholarships are awarded to students whose academic achievement and/or service to the College merit special recognition. Students should review the requirements for each scholarship and submit an application for each one they feel they meet the criteria. Scholarship awards range from \$200-\$1200. Only credits earned through traditional courses completed at TRCC are considered for eligibility. Employees (except student workers or work study students) of the College are ineligible to apply. Applications are available in January and are awarded in May. To review the list of scholarship available, students should visit the web site listed above.

Security and Uniform Campus Crime Report

In accordance with Connecticut Public Act 90-259, Campus Safety Act, and 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 campuses of Three Rivers Community College for 2008. The crime rate is derived by dividing the number of incidents reported by the total number of FTE (Full Time Equivalent) students and employees for the same calendar period. The total FTE students and employees for 2008 was 2580.

<u>CRIME CATEGORY</u>	<u># INCIDENTS</u>			<u>CRIME RATE</u>		
	'06	'07	'08	'06	'07	'08
Murder/non-negligent homicide	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Larceny	0	3	2	0	.001	.0008
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Vandalism	2	1	4	.001	.0003	.002

ALCOHOL, DRUG AND WEAPONS VIOLATIONS

The College is also required to monitor and report on any liquor law violations, drug abuse violations, and weapons violations occurring on campus. Three Rivers has not had any such violations for 2009 or any of the 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 making 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 crime committed within the geographical limits of the property owned or under the control of such institution."

Smoking

Smoking is permitted on campus only in specifically designated locations. Smokers may call the Security Desk at 860.383.2350 for information about current locations or refer to signage posted at the college.

Since the success of this program is largely dependent on the support of the entire college community everyone, including smokers and non-smokers, are asked to comply or assist with the following rules:

- Do not smoke or use tobacco products in front of either main campus nor within 100 feet of any entrances or windows (unless in a specifically designated smoking area).
- To the fullest extent possible, try to extinguish smoking materials before leaving your vehicle.
- Only light up and 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 new rules and about the location of authorized smoking areas.
- Please report any habitual or flagrant violations to the Security Desk.

Student ID

Three Rivers issues new students a Student Identification Number on a laminated card. Students will need to present their ID number for admission to special events and college sponsored activities. If a student forgets or misplaces their student ID number, they must visit the Student Services Office in person and present a photo ID in order to receive another card.

Testing Center

A117; 860.885.2318

Make-Up Exams: The Testing Center provides a free make-up exam service for TRCC students in both traditional and online courses. The decision to allow make-up exams is at the discretion of the instructor. Testing is by appointment only; students must call to make an appointment.

Test Proctoring for Students with Documented Accommodations: Students with documented accommodations and their instructors may decide to use the TRCC Testing Center to proctor exams. The Testing Center provides students and faculty with a quiet and low distraction testing environment. Testing is by appointment only; students must call to make an appointment. Please contact Student Development if you have questions about accommodations.

Transcripts

Request Transcripts Online if you attended Three Rivers within the last 2.5 years. There is no fee required to obtain a transcripts.

Steps to Request Official Transcripts or View/Print Unofficial Transcripts

1. Go to <https://my.commmnet.edu>
2. Login using your Net ID and password
3. Click on the student tab
4. Click in the “Student Self Service” box to access your records
5. Click on “Student Records”
6. Click on “Request Official Transcript” to request an official transcript OR
7. Click on “Unofficial Transcript”, select level (TRCC Credit), to view/print your unofficial transcript.

If you have not attended Three Rivers within the last 2.5 years you may submit a written request for a transcript. A transcript request form is available on the College’s website by clicking Register. Written requests should include the student’s full name, former names if applicable, address, date of birth, signature, social security number or student ID number, approximate date of graduation or last term of attendance and the complete name and address of the recipient of the transcript. Official transcripts bearing the College seal will be sent to the recipient designated by the student. Unofficial transcripts will be sent to the student. Allow 5 to 7 working 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 Three Rivers website or at our Admissions or Student Development Office. Students planning to transfer are encouraged to confer with their academic advisor or a counselor 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.

Web Access to Student Information

Three Rivers’ students can access college information including their academic history, schedule, and financial information via the internet: <http://my.commmnet.edu>. Students with a hold will not be able to access the Secured Information Area. The self service area leads to their course schedule and registration status, their holds/display, their grades, their academic history, their charges and payments, and financial aid information at all twelve community colleges. Go to <http://my.commmnet.edu> or click on myCommNet from the college’s web site www.trcc.commmnet.edu. Students will need their Student ID # (@0012345) and other personal information to sign on.

Tutoring and Academic Success Centers (TASC)

C117; 860.892.5713; www.trcc.commnet.edu/ed_resources/tasc

The Tutoring and Academic Success Centers (TASC) are located in C117, next to the Donald R. Welter Library. TASC provides free individual and group academic assistance to students using skilled peer tutors and professional tutors, as well as faculty volunteers and staff members. TASC also offers a variety of Adaptive Technology services and equipment for special needs students. In addition, TASC has many useful handouts and numerous books, CDs and DVDs for loan. At TASC's website, students can obtain information about hours of operation, online workshops, and numerous useful links. TASC consists of the Tutoring Center, the Writing Center, the Mathematics Lab, and a Language Arts Lab.

Tutoring Center

The Tutoring Center provides free one-to-one and group tutoring for most courses taught at Three Rivers and can help you in organizing study groups. Tutoring is available on a walk-in basis or by appointment; appointments are suggested and can be made in person, by phone or requested online at the address above. The complete tutor schedule is posted on the TASC website. Send questions to: TASC@trcc.commnet.edu

Writing Center

The Writing Center provides writing assistance for all students in all subjects. Appointments to review writing are available on a walk-in basis or by appointment. Additionally, you can submit your paper by email at the address below. The Writing Center also contains a collection of writing resources, a library of assignments for a variety of instructors, and thirteen open-use computer stations. Services of the Center are intended to help you improve your writing and to learn how to revise and edit your own work successfully.

Send questions or paper submissions to: TRWritingCenter@trcc.commnet.edu

Mathematics Lab

Students can improve their math skills at the Mathematics computer lab working alone or with the aid of a TASC tutor. A variety of text-specific and generalized mathematics software is available in the sixteen-station mathematics lab.

Language Arts Lab

The Reverend Cannon Language Arts Lab has five computer stations and specialized software both for ESL/ELL students and for students learning a foreign language.

Weapons on Campus

All firearms, ammunition and explosives including fireworks are prohibited on campus grounds. Any person required to carry a firearm because of employment with a local, state or federal police or law enforcement agency must present a letter from the Chief of Police or Director of the authorizing agency to the Dean of Administration.

Student Life

Student Programs

F211; 860.885.2301

www.trcc.commnet.edu/stu_programs

Email: studentprograms@trcc.commnet.edu

Students can enhance their experiences at Three Rivers by participating in student activities and events that will foster an exciting campus life, help them develop leadership skills and create friendships. The Student Programs Office coordinates student outings, the student lounge and game room, and sells tickets for college sponsored events. Student Programs advertises upcoming activities on their Facebook page (TRCC Student Programs Office), with flyers around campus, and produces a weekly publication “The Campus Link” informing students of upcoming activities, which is available online at the above website address and around campus.

Student Government

F209; 860.892.5733

The Student Government is a governing body of elected and non-elected students who represent the interests of the “student body”. The Student Government also works to improve the College community environment. Students who wish to join the Student Government must complete a Student Government petition, must be enrolled for a full semester at the college and must remain in good academic standing by maintaining a cumulative 2.0 G.P.A. Students interested in joining can attend a weekly SGA meeting, contact a Student Government Representative or the Student Programs Office.

Community Service

Three Rivers encourages students to serve the community through volunteerism. The college has community events each semester and welcomes any and all volunteers for these events. Some examples of community service opportunities on campus are: Blood Drives, Food Drives for local food pantries and Read Across America. Three Rivers also has a student volunteer organization G.I.V.E. (Get Involved with Volunteer Efforts) that is always accepting new members. For more information about community service opportunities contact Student Programs.

Opportunities for Student Leadership

Students who participate in student organizations and/or Student Government at Three Rivers have the opportunity to attend leadership trainings, conferences and seminars. Student Leaders are also invited to attend the state wide Annual Certified Student Leader Program.

Organizations and Clubs

Students are strongly encouraged to join or participate in student clubs and/or organizations. There are dozens of student clubs and organizations from an Art Club to a group for Environmentalists (T.R.U.E.); there is something for everybody here at TRCC. To learn more details about specific organizations and clubs offered or to start a new student organization, contact Student Programs.

American Institute of Architectural Students (AIAS)
American Nuclear Society (ANS)
Amnesty International
Art Club
Business Club
The Cultural Society
The Current
Dental Hygienist Society
Early Childhood Education Club
Gay – Straight Alliance
Get Involved in Volunteer Efforts (GIVE)
Golf Club
Kappa Beta Delta
Lone Juliet
Organization of the Latin-American Experience (OLE)
Phi Theta Kappa
Philosophy Club
Psychology Club
Quill and Brush Literary Magazine
Senior Student Ambassadors
Ski Club
SPIE (International Society for Optics and Photonics)
Student Friends of Kenya
Student Government
Student Nurses Association (SNA)
Student Performing Arts Group (SPAG)
Trailblazers
Three Rivers United Environmentalists (TRUE)
Veteran's Organization

Procedure to Charter a Student Organization

Don't see an organization you're interested in? Start it! If students want to form a new organization at the college, the following steps must be taken: a faculty or staff advisor must be identified, a list must be completed of ten currently enrolled students interested in the organization, and a statement of purpose and Constitution must be written and submitted to Student Programs with a listing of proposed activities. Once this is completed, the Student Government will consider the application and determine to charter the organization. Only recognized Student Organizations may use the College's name and facilities and request funds.

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 credits inclusive whose CGPA falls below 1.7 and those who have completed 31 or more credits whose CGPA fall below 1.9, and/or have not completed 50% of all attempted credits 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.

Academic Suspension and Progress Probation

Students who fail to regain satisfactory academic progress at the conclusion of the Academic/Progress Probation semester will be subject to Academic Suspension from 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 or in the case of Financial Aid it must also be submitted to the Director of Financial Aid,

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 Board of Trustees of Connecticut Community Colleges. 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.

Definitions of Academic Dishonesty

General Definition

Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to: (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others'

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

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

Conduct in community settings entered by a student as a 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 settings, (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.

Process for Faculty to follow if they suspect Academic Dishonesty

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 grade able assignment, the faculty member may require the student to complete some other form of correction (e.g. returning materials taken from a community partner). d. If, at the end of the meeting, the faculty member feels that the student's behavior was a substantial or particularly serious example of academic dishonesty, he or she may assign a grade of F for the course, with no makeup assignments, corrections or revisions in lieu of the questionable assignment. Particularly serious cases of academic dishonesty may include, but are not limited to, violations in an upper level course, repeat offenses, dishonesty in a class or program that works within a specific ethical code, or incidents involving community members or others.

5) a. If a penalty is assigned under 4c or 4d, the episode must be reported to the Academic Dean's office for confidential tracking of repeat offenders. The report by the faculty to the dean's office will include the student's name, date, assignment type, type of academic dishonesty, and any disciplinary measure taken. b. If the student refuses to accept the penalty assigned in Step 4, the faculty member will initiate Discipline Procedures as defined by the Board of Trustees of Connecticut Community Colleges, 5.2.1 Student Discipline Policy, section 3:1-10, by submitting a statement of possible violation with the Academic Dean.

6) If within the judgment of the President or designee, there is sufficient factual basis for discipline including the possibility of suspension or expulsion or removal of College privileges, notification of such will be made in accordance with Board policy 5.2.1, Section 3:5.

Promoting Academic Integrity at Three Rivers

Faculty is encouraged to distribute and discuss this document in their classes and is 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 is 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

Three Rivers is a “dry” campus and as such all alcoholic beverages are prohibited from the campus with the exception of those events where permission to serve alcohol is granted by the College’s 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 shall not be a violation. Students who willfully violate College policies and the law face disciplinary action as outlined in the Board of Trustees policy statement on Student Discipline. Students should consult the pages 27 and 28 of the 2007-2008 College catalog for further information.

Children/Adolescents on Campus

Children (defined as ages eleven and under) on campus must be attended to at all times. With the permission of the instructor, 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 some 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, cleaning lockers and storerooms, kitchen and food preparation areas, children’s center playground, and unsupervised spaces including offices and classrooms.

Cell Phones

Cell phones and beepers are allowed only if they are turned off or turned to the silent mode in classrooms, academic support areas, and the Library. Under no circumstances are phones to be answered in class. If there are extenuating circumstances, then the student is to make specific arrangements with their instructor before the class begins.

Student Rights

Section I: Rights of Students

It is the policy of the Board of Trustees of Community-Technical Colleges that the educational offerings of the Community Colleges be available to students without regard to the individual’s race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex

shall include sexual harassment as defined in Section 46A-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official College publications.

Community College students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

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

2. How to file a grievance: A grievance is to be submitted in writing to the Dean of 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 the case of a grievance against a dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or

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

4. Advisory Committee: The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing

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

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.

2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student's awareness of the decision, which is being appealed. Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The Academic Dean or other designated official(s) shall afford review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean.

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 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision, which has been appealed, is advisory to and subject to the approval of the President.

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.

Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated. A full description of the policy can be found on pages 34-35 of the 2007-2008 College Catalog.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford 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, 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
 - * Appropriate parties in a health or safety emergency
 - * Officials of another school, upon request, in which the student seeks or intends to enroll
 - * A 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
 - * 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
 - * Accrediting organizations to carry out their functions
 - * 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. To exercise this option see the following section on Directory Information OPT-OUT Procedure.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office is available in the Registrar's Office.

Directory Information Opt-Out Procedure

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.

The Connecticut Community College System has designated the following information as directory information that may be released to third parties upon request: student names, addresses, full vs. part-time student status, dates of attendance, awards, honors, and graduation date. In addition, the following additional categories are designated as directory information for military recruiters: telephone, age, level of education, and major.

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.

Student Conduct and Discipline Policy

Section 1: Student Conduct Philosophy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

Section 2: Application of the Student Conduct Policy

This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

Conduct on or off College premises that are prohibited by federal, state or local law, codes and ordinances are also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this Policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

For purposes of the Policy on Student Conduct, a "student" is any person who has registered for at least one (1) course, credit or non-credit, at the College. Student status continues in effect for two (2) calendar years after the conclusion of the last course, in which the student was registered, unless the student has formally withdrawn from the College, graduated or been expelled.

Section 3: Expectations for Student Conduct

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

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to:
 - a. cheating on an examination,
 - b. collaborating with others in work to be presented, contrary to the stated rules of the course,
 - c. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own,
 - d. stealing or having unauthorized access to examination or course materials,
 - e. falsifying records or laboratory or other data,
 - f. submitting, if contrary to the rules of a course, work previously presented in another course, and
 - g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;

4. Demonstrate respect for others by:
 - a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
 - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities;
 - c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs;
5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record;
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Conduct oneself in a civil and respectful manner, both within and outside the College. Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

Section 4: Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this Policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.

A “sanction” may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:

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

Section 5: Procedures

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
 - a. “Interim restrictions” are limitations on the student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
 - b. “Interim suspension” is the temporary separation of the student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim

suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.
4. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.
5. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible

sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:

- a. a concise statement of the alleged facts;
 - b. the provision(s) of Section 3 that appear to have been violated;
 - c. the maximum permissible sanction; and
 - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5:00pm on the following business day.
6. If the student requests a hearing, he/she is entitled to the following:
- a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
 - b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
 - c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;
 - d. to hear and to question the information presented;
 - e. to present information, to present witnesses and to make a statement in his or her behalf; and
 - f. to receive a written decision following the hearing.

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

7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition

of the sanctions until he has reviewed and acted on the student's request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
 - a. violation of the procedures set forth herein significantly prejudiced the student; and/or
 - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
 - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

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

- a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and
- b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous

The written decision resulting from an administrative conference or a hearing under this Policy shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). While student educational records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her College records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment. Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

Sexual Misconduct and Relationship Violence Statement

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence. Sexual Misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommery and knowingly transmitting sexually transmitted infections without a partner's knowledge.

Definition of Consent

Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

Stalking is defined as:

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

Relationship Violence is defined as:

- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's pets and humiliating another person.
- Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
 - 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.

The definitions contained in this statement are in addition to any applicable provisions of state law.

Confidentiality

While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College can not assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

Time for Reporting

Normally reports must be received by the Dean of Students or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

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/Records Office, Three Rivers Community College, 7 Mahan Drive, 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 5/ 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 has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges 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.

THREE RIVERS COMMUNITY COLLEGE

CONSENT FOR THE DISCLOSURE OF EDUCATION
RECORDS

I, _____ (name) hereby
authorize THREE RIVERS COMMUNITY
COLLEGE and its employees to release the following:

to the following individuals and/or organizations:

Disclosure is made for the following purpose(s):

I, _____ (name), acknowledge and
authorize that photocopies and facsimiles of the
original of this Consent for the Disclosure of
Education Records, including my signature, shall be
as valid as the original.

[Insert Name of Student]

Date: _____