



# Three Rivers

COMMUNITY COLLEGE

Your College. Your Future.



# Student Handbook

2021-2022

# 2021 – 2022

## Academic Planner



574 New London Turnpike

Norwich, CT 06360

This book belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Use this handbook to keep track of the following:

- College Policies
- Assignments, Projects, and Tests
- Activities, Appointments, and Important Dates

## 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, faculty 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 and graduating, achieving your career goals and transferring to a four-year college or university along with 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 meaningful 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 Community College:

- 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.
- 

## 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 2021-2022 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.

## ***Becoming Connecticut State Community College***

*As a part of the statewide vision to make a transformative, accessible education available to all residents of Connecticut, a merger of Connecticut's 12 community colleges is underway. In Fall 2023, **Connecticut State Community College (CT State)**, a statewide college comprised of all Connecticut's current community college locations, will open its doors. Here are some important facts students need to know:*

- *the final commencement ceremony for **Three Rivers Community College** will be held in May 2023. Ceremonies will continue to be held at each location as campuses of CT State.*
- *students continuing their studies beyond summer term 2023 will be matched with the CT State program that most closely aligns with their Spring 2023 major and is offered at the Three Rivers location,*
- *students beginning Associate degree programs in Fall 2021 should plan with their advisor/program coordinator to attend full-time if they wish to graduate prior to the merger,*
- *students who begin Associate degree programs in January 2022 will complete their degree at the merged college, Connecticut State Community College,*
- *the College is committed to students completing their education with a minimum of disruption and staying in touch with your advisor/program coordinator is essential,*
- *further details can be found and will be updated on the Frequently Asked Questions page: [www.ct.edu/ctstate/academics](http://www.ct.edu/ctstate/academics).*

# Table of Contents

TRCC Phone Directory .....	17
Academic Calendar .....	9
<b>Academic Honors</b>	
Dean's List .....	25
Honors Program.....	39
Scholarships and Awards .....	43
<b>Academic Advisement</b>	
Advising and Counseling .....	18
Career Development .....	21
Degree Works.....	26
Disability Services .....	26
Transfer Information .....	48
Campus Map .....	106
<b>College Policies and Guidelines</b>	
Academic Dishonesty.....	59
Academic/Progress Warning and Probation.....	57
Academic Suspension and Progress Probation .....	58
Academic and Veterans Benefits Regarding SAP .....	58
Academic Integrity .....	61
ADA Grievance Procedure for the General Public.....	72
Admissions Open Door.....	71
Affirmative Action Policy/Nondiscrimination Statement .....	61
AIDS and Other Communicable Diseases .....	64
Bullying.....	65
Campus Disturbances .....	65
Cell Phones .....	66
Children/Adolescents on Campus .....	66
Consensual Relationships.....	99
COVID-19 Mask & Social Distancing Guidelines.....	66
Coronavirus (COVID-19) Pandemic Disclaimer.....	68
Definition of Academic Misconduct .....	59
Drugs and Alcohol in the Community Colleges .....	69
Directory Information Opt-Out Procedure .....	101

Family Educational Rights and Privacy Act (FERPA) .....	103
Gambling .....	70
Hoverboards, Use of .....	70
Opioid Prevention and Awareness.....	71
People with Disabilities .....	72
Pets; Service and Support Animals.....	73
Promoting Academic Integrity at Three Rivers .....	61
Racism and Acts of Intolerance.....	73
Sexual Misconduct Reporting and Processes .....	89
Smoking / Use of Tobacco .....	75
Student Code of Conduct .....	80
Student Complaint Process .....	78
Student Rights .....	75
Title IX (Discussion, Reporting Process).....	63
Use of Preferred First Name.....	98

## **College Resources**

Accident Insurance .....	18
Bookstore .....	18
Cafeteria Services .....	19
Evening Services .....	32
Health and Wellness Center .....	39
Library .....	40
Little Learners Childcare.....	41
Lockers.....	41
Lost and Found .....	42
Parking .....	43
Student IDs .....	44
Testing Center .....	45

## **Faculty and Class Information**

Class Attendance .....	23
Class Cancellations .....	23
Faculty Contact and Office Hours .....	32

## **Family Educational Rights and Privacy Act (FERPA)**

Release of Student's Educational Record .....	47
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## **Financial Aid**

Federal & Community College Work-Study .....	33
Federal Direct Stafford Loan .....	34

Federal Pell Grant .....	33
Inceptia FAFSA Verification.....	35
Private Educational Loans .....	35
Roberta B Willis Scholarship Program.....	34
SAP Appeal Policy .....	35
Three Rivers Community College Grant.....	34
<b>Graduation Application Deadlines .....</b>	<b>39</b>
<b>Registration and Records</b>	
Change of Name/Address/E-Mail .....	22
Grading and Grade Points.....	36
Registration Procedures .....	53
Transcripts and Educational Records .....	47
<b>Safety and Security</b>	
Campus Safety and Security .....	19
Civility and Safety .....	22
Emergencies .....	32
Evacuation and Lockdown Procedures .....	20
Security and Uniform Campus Crime Report .....	44
Weapons on Campus .....	52
<b>Student Life</b>	
Student Government .....	56
Student Programs .....	55
Student Organizations .....	56
<b>Student Support</b>	
Community Resources .....	24
Specialized Learning Space .....	43
Student Emergency Fund .....	43
Tutoring and Academic Success Centers .....	46
<b>Technology</b>	
Computer Labs .....	24
Computer Logon-Net ID .....	24
Computer Usage .....	24
MyCommnet, Blackboard, Digication and Wireless Network.....	42



**Tuition and Fees**  
    Refunds .....54  
    Tuition and Fees .....54

**Veterans Benefits and Resources .....48**

**Weekly Planner .....109**

# Academic Calendar

(Dates subject to change)

**PLEASE NOTE THAT FOR ANY STATE HOLIDAY NOT LISTED IN THE BELOW SESSION INFORMATION, CLASSES ARE HELD.**

## FALL 2021 FULL TERM - 15 Week Session (Aug. 26 - Dec. 15)

Aug 26	Classes begin, add/drop period begins
Aug30-Sep2	Welcome Week
Sep 1	Last day to add/drop a class (no fee)
Sep 6	<b>Labor Day – college closed</b>
Sep 16	Last day to drop a class (with \$50 per class fee)
Sep 17	Constitution Day - classes in session
Sep 24	Last day to select audit option
TBD	Professional Development Day for faculty/staff
Oct 15	Faculty submit midterm grades (by noon)
Oct 19	Reading Day <b><u>*See Additional Notes</u></b>
Nov 1	Winter '21 and Spring '22 registration begins for current students, Advising Day, and last day to apply for Dec and Jan graduation
Nov 3	Last day to submit incomplete work from Spring '21/Summer '21
Nov 8	Winter '21 and Spring '22 registration begins for new, incoming students
Nov 9	Last day to select pass/fail option
Nov 12	Last day to withdraw from a class
Nov 24	College open - no classes in session
Nov 25-28	Thanksgiving recess - no classes

Dec 15	Last day of classes
Dec 20	Faculty submit final grades (by noon)
Dec 21	Grades available to students on web

### **FALL 2021 - 7 Week Modular Session - "Mod 1" (Aug. 30 - Oct. 18)**

Aug 30	Classes begin, add/drop period begins
Sep 3	Last day to add/drop a class (no fee)
Sep 6	<b>Labor Day - college closed</b>
Sep 8	Last day to drop a class (with \$50 per class fee)
Sep 10	Last day to select audit option
Sep 17	Constitution Day - classes in session
Oct 1	Last day to select pass/fail option
Oct 8	Last day to withdraw from a class
Oct 18	Last day of classes
Oct 22	Faculty submit final grades (by noon)

### **FALL 2021 - 12 Week Modular Session - "Flex Start" (Sept. 14 - Dec. 10)**

Sep 14	Classes begin, add/drop period begins
Sep 17	Constitution Day - classes in session
Sep 22	Last day to add/drop a class (no fee)
Oct 1	Last day to drop a class (with \$50 per class fee)
Oct 5	Last day to select audit option
Oct 19	Reading Day * <b><u>See Additional Notes</u></b>
Oct 26	Faculty submit midterm grades (by noon)
Nov 12	Last day to select pass/fail option
Nov 22	Last day to withdraw from a class

Nov 24	College open - no classes in session
Nov 25-28	Thanksgiving recess - no classes
Dec 10	Last day of classes
Dec 20	Faculty submit final grades (by noon)
Dec 21	Grades available to students on web

### **FALL 2021 - 7 Week Modular Session - "Mod 2" (Oct. 20 - Dec. 10)**

Oct 20	Classes begin, add/drop period begins
Oct 25	Last day to add/drop a class (no fee)
Oct 29	Last day to drop a class (with \$50 per class fee)
Nov 1	Last day to select audit option
Nov 23	Last day to select pass/fail option
Nov 24	College open - no classes in session
Nov 25-28	Thanksgiving recess - no classes
Nov 30	Last day to withdraw from a class
Dec 10	Last day of classes
Dec 20	Faculty submit final grades (by noon)
Dec 21	Grades available to students on web

### **WINTER 2021 - 3 Week Session (Dec. 28 - Jan. 18)**

Dec 28	Classes begin, add/drop period begins
Dec 29	Last day to add/drop a class (no fee)
Dec 31	<b>New Year's Day observed - college closed</b>
Jan 3	Last day to drop a class (with \$50 per class fee)
	Last day to select audit option
Jan 10	Last day to select pass/fail option

Jan 14	Last day to withdraw from class
Jan 17	<b>Martin Luther King Day observed - college closed</b>
Jan 18	Last day of classes
Jan 20	Faculty submit final grades (by noon)
Jan 21	Grades available to students on web

## **SPRING 2022 FULL TERM - 15 Week Session (Jan. 21 - May 16)**

TBD	New Student Orientation
Jan 21	Classes begin, add/drop period begins
Jan 27	Last day to add/drop a class (no fee)
TBD	Professional Development Day for faculty/staff
Feb 10	Last day for students to drop a class (with \$50 per class fee)
Feb 17	Last day to select audit option
Feb 18-21	Presidents' Recess - classes not in session
Feb 18	Classes NOT in session - college open
Feb 21	<b>Classes NOT in session - college closed</b>
Feb 28	Last day to apply for spring (May '22) graduation and last day to apply for summer (August '22) graduation/participate in commencement
Mar 14-20	Spring Break - classes not in session
Mar 21	Faculty submit mid-term grades (by noon)
Apr 4	Summer '22 and Fall '22 registration begins for current students, advising day
Apr 7	Last day to submit incomplete work from Fall '21/Winter '21
Apr 8	Last day to select pass/fail option

<b>Apr 11</b>	Summer '22 and Fall '22 registration begins for new, incoming students
<b>Apr 15</b>	<b>Day of Reflection - college closed</b>
<b>Apr 22</b>	Last day to withdraw from a class
<b>May 16</b>	Last day of classes
<b>May 19</b>	Faculty submit final grades (by noon)
<b>May 20</b>	Grades available to students on web
<b>TBD</b>	Commencement Ceremony

## **SPRING 2022 — 7 Week Modular Session - "Mod 1" (Jan. 21 - Mar. 21)**

<b>Jan 21</b>	Classes begin, add/drop period begins
<b>Jan 26</b>	Last day for students to add/drop a class (no fee)
<b>Feb 1</b>	Last day to drop a class (with \$50 per class fee)
<b>Feb 4</b>	Last day to select audit option
<b>TBD</b>	Professional Development Day for faculty/staff
<b>Feb 18-21</b>	Presidents' Recess - classes not in session
<b>Feb 18</b>	Classes NOT in session - college open
<b>Feb 21</b>	<b>Classes NOT in session - college closed</b>
<b>Mar 1</b>	Last day to select pass/fail option
<b>Mar 9</b>	Last day to withdraw from a class
<b>Mar 14-20</b>	Spring Break - classes not in session
<b>Mar 21</b>	Last day of classes
<b>Mar 25</b>	Faculty submit final grades (by noon)

## **Spring 2022 - 12 Week Modular Session - "Flex Start" (Feb. 11 - May 16)**

<b>Feb 11</b>	Classes begin, add/drop period begins
<b>Feb 18-21</b>	Presidents' Recess - classes not in session
<b>Feb 18</b>	Classes NOT in session - college open
<b>Feb 21</b>	<b>Classes NOT in session - college closed</b>
<b>Feb 22</b>	Last day to drop a class (no fee)
<b>Mar 1</b>	Last day to drop a class (with \$50 per class fee)
<b>Mar 7</b>	Last day to select audit option
<b>Mar 14-20</b>	Spring Break - classes not in session
<b>Apr 14</b>	Last day to select pass/fail option
<b>Apr 15</b>	<b>Day of Reflection - college closed</b>
<b>Apr 27</b>	Last day to withdraw from class
<b>May 16</b>	Last day of classes
<b>May 19</b>	Faculty submit final grades (by noon)
<b>May 20</b>	Grades available to students on web

## **SPRING 2022 – 7 Week Modular Session - "Mod 2" (Mar. 25 - May 13)**

<b>Mar 25</b>	Classes begin, add/drop period begins
<b>Mar 29</b>	Last day to add/drop a class (no fee)
<b>Apr 4</b>	Last day to drop a class (with \$50 per class fee)
<b>Apr 6</b>	Last day to select audit option
<b>Apr 15</b>	<b>Day of Reflection - college closed</b>
<b>Apr 27</b>	Last day to select pass/fail option
<b>May 3</b>	Last day to withdraw from class
<b>May 13</b>	Last day of classes
<b>May 19</b>	Faculty submit final grades (by noon)

May 20                      Grades available to students on web

**Summer 2022- 7 Week Modular Session - "Mod 1" (May 18 - Jul 11)**

May 18	Classes begin, add/drop period begins
May 23	Last day to add/drop a class (no fee)
May 28	Last day to drop a class (with \$50 per class fee)
May 30	<b>Memorial Day observed - college closed</b>
Jun 1	Last day to select audit option, and last day to apply for summer (August '22) graduation
Jun 23	Last day to select pass/fail option
Jun 30	Last day to withdraw from class
Jul 4	<b>Independence Day - college closed</b>
Jul 5	Last day of classes for Tuesday/Thursday classes
Jul 11	Last day of classes for Monday/Wednesday classes
Jul 13	Faculty submit final grades (by noon)
Jul 14	Grades available to students on web

**Summer 2022 - 8 Week Modular Session - "Mod 2" (Jun 6 - Aug 1)**

Jun 6	Classes begin, add/drop period begins
Jun 10	Last day to add/drop a class (no fee)
Jun 16	Last day to drop a class (with \$50 per class fee)
Jun 20	Last day to select audit option
Jul 4	<b>Independence Day - college closed</b>
Jul 13	Last day to select pass/fail option
Jul 21	Last day to withdraw from class



Aug 1	Last day of classes
Aug 3	Faculty submit final grades (by noon)
Aug 4	Grades available to students on web

### **Summer 2022 – 6 Week Modular Session - “Mod 3” (Jul 12 - Aug 22)**

Jul 12	Classes begin, add/drop period begins
Jul 15	Last day to add/drop a class (no fee)
Jul 19	Last day to drop a class (with \$50 per class fee)
Jul 22	Last day to select audit option
Aug 8	Last day to select pass/fail option
Aug 15	Last day to withdraw from a class
Aug 22	Last day of classes
Aug 24	Faculty submit final grades (by noon)
Aug 25	Grades available to students on web

**\*Please Note** - Reading Days are to be used as study days, and/or optional make-up class time at the discretion of faculty members. No faculty member will be assigned additional duty during the scheduled reading days and no student shall be penalized for not attending any activities/classes on a reading day.

## Three Rivers Community College Directory

<b>Main Number</b> .....	<b>860.215.9000</b>
Advising and Counseling.....	860.215.9017
APL Program .....	860.215.9018
Bookstore.....	860.887.6842
Cashier.....	860.215.9026
Continuing Education Office.....	860.215.9028
Disability Services.....	860.215.9017
Financial Aid Office .....	860.215.9040
Information Center/Welcome Center .....	860.215.9116
Library/LRC.....	860.215.9051
Registrar's Office.....	860.215.9064
Security/Lost & Found.....	860.215.9053
Student Programs Office.....	860.215.9074
Tutoring and Academic Success Centers (TASC) .....	860.215.9082
Veteran's Office .....	860.215.9064
Welcome Center/Information Center. ....	860.215.9116
Workforce and Community Education.....	860-215-9028

### Faxes

Admissions.....	860.215.9906
Financial Aid .....	860.215.9902
Cashiers Office .....	860.215.9904
Information Technology.....	860.215.9910
Registrar .....	860.215.9919

### Administration

Office of the President, Mary Ellen Jukoski.....	860.215.9001
Dean of Administration, Stephen Goetchius .....	860.215.9002
Interim Dean of Academic and Student Affairs, Kem Barfield.....	860.215.9210

### Department Chairs

For a current list of Department Chairs, please visit

<https://www.trcc.commnet.edu/academics/>

A list of academic advisors with their contact information is located in the 2021-2022 TRCC Directory.

<https://www.threerivers.edu/directory/>

# General Information and Resources

## Academic Advisement

All students are assigned an academic advisor at the beginning of their first semester. The advisor provides information and assistance including program requirements, course content, academic policies, college transfer and career planning. Students should meet with their assigned advisor on a regular basis throughout their academic journey at the College. Students can find the name of their academic advisor by logging into myCommNet. Specifically; log in to <http://my.commmnet.edu>, click on Banner Student & Faculty Self Service, click on "Student Records", click on "Advisor and Major."

## Accident Insurance

All enrolled students are automatically covered under the free *School Time Only Accident Insurance Plan*. If you are injured on campus or during a college-sponsored event, contact the Security Office. Students who wish to file a School Time Only Accident claim, must first submit a claim with their primary medical insurance provider (if any). Any costs (including co-pays and deductibles) not covered by the student's primary provider can be submitted to the School Time Accident Insurance Provider. For more information, contact the Dean of Administration in Room C-241.

## Advising & Counseling

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 see students year-round with both drop-in and pre-scheduled appointments.

## Bookstore

A101; 860.887.6842; [0807mgr@fhcg.follett.com](mailto:0807mgr@fhcg.follett.com); [www.trccshop.com](http://www.trccshop.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 (when available), 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 5:30 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 8 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 Cafeteria is closed during the summer.

**Vending machines** are available in the Cafeteria dining room and the vending alcove near the A-Wing main entrance.

## **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. The emergency phones are 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.

## Evacuation and Lockdown Procedures

In the event of a catastrophic event on campus, you may hear a notification to evacuate the building or to shelter in place. If you hear the notification to evacuate, all persons are to immediately leave the building following posted evacuation routes and procedures, if feasible. There are evacuation routes posted in each classroom. Please familiarize yourself with the routes and exits at the beginning of each semester. If you hear the notification to shelter in place (or lockdown) and are unable to flee the building, follow the lockdown instructions below.

### BUILDING EVACUATION

In most cases, the procedures for evacuation and basic response to an emergency will essentially be the same and will include the following steps:

- The fire alarms will sound with an announcement to evacuate the building.
- The phone paging system will be used for special instructions during an emergency situation.
- Evacuation plans are posted near all classrooms and offices identifying the evacuation route, appropriate exit, and the location where persons should gather after they have left the building.
- Once people are outside the building, they should move to their designated Assembly Areas, keep away from the building and under no circumstance reenter the building until informed that the Fire Department or Law Enforcement Officer in Charge has declared the emergency over.

### LOCKDOWN

In the event of an active shooter and you are unable to evacuate safely, the following procedures should be followed:

- If you witness or hear gunfire on campus, seek escape from the building (if possible) or concealment *immediately*. Call 911 and provide as much information as possible (i.e., the number of shooters, physical description of shooter(s), number and type of weapons held by the shooter(s) and number of victims). Report the gunfire to Campus Security at Extension 55555, if able. If you are in a classroom, office, or laboratory secure the door by locking it. In the general-purpose classrooms (D- and E- wing), doors can be locked from the interior. If you don't have a key, wedge a door stop and/or other material against

the door to prevent the shooter from opening the door. If possible, cover the window in the door to prevent someone from seeing into the room. Move away from the door and out of sight of the door. Turn off the lights and close the blinds. Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible. Turn off all cell phones or set them on silent mode so that the suspected shooter cannot hear them. Use one phone to quietly call 911 and Campus Security (Ext. 55555) to notify them of gunfire and give them your location and the number of the cell phone that you are using, but only if the shooter is not in close proximity.

- If you are in a hallway or other open area when you hear gunfire, immediately seek concealment in an unlocked, open room or behind a substantial object. Do not expect those in barricaded rooms to open the room to admit you because they have no way of knowing that you are not the suspected shooter. If you are out-of-doors, seek concealment behind cars, dumpsters, or other large objects. Use extreme caution when moving across campus because this makes you a visible target.
- The officers' main objective upon arrival is to stop the immediate threat and they will not be able to help any victims of the crisis until after the shooter(s) has been stopped. Remain in your concealed location until the situation is declared safe by Law Enforcement Officials or Campus Security. Follow police officer's specific instructions. When the officers arrive on scene and pronounce it no longer dangerous, immediately raise your hands and spread your fingers, keeping your hands visible at all times. Do not point, yell, or scream. Put down any items in your hands such as phone, book bag, or jacket. Avoid making quick movements towards them such as holding or grabbing onto them for safety.

## **Career Development**

**A113; 860.215.9289**

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 through College Central Network (<https://collegecentral.com/threerivers>).

TRCC also provides career development opportunities for students through networking opportunities, employer on-campus recruitments, and other events that also bring employers to campus. The Virtual Career Office expands upon on-campus programming and support services with 24/7 access to career development information utilizing Blackboard. Links to resources within the Virtual Career Office provide career readiness and academic-planning tools. Along with the online job board, students gain access to self-assessments and career exploration (Focus 2 Career), interview practice (Optimal Interview), an employer on-campus recruitment schedule, and career documents for students, faculty, and staff. Students can access the Virtual Career Office by using their Student ID# to log onto their myCommNet student account, selecting the Blackboard or (Bb) link, then selecting: TRCC\_department\_VCCO\_Warner2: Virtual Career Office link for the Virtual Career Office.

## **Change of Name/Address/Email**

A student may obtain the form to change their name at the Registrar's Office or on the Registrar's web page. Name changes require supporting legal documentation (i.e. marriage certificate, court order, or divorce decree). 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 Attendance**

Instructional staff assigned to all sections of credit-bearing courses at Three Rivers monitor attendance. The manner in which attendance is taken is determined at the professional discretion of the instructor. In certain instances, these records are furnished to the Financial Aid Office, Veterans Affairs Office, employer sponsors and the International Student Advisor.

## **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 15-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](http://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/MRCH/WZMX (Hartford), WINY (Putnam), WILI (Willimantic), WBMW & 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.



## Community Resources

Various community resources that students might be interested in are listed on our website. The resources cover a wide variety of services. For example, domestic abuse/violence or neglect; basic needs such as food, shelter and clothing; addiction services; behavioral/mental health services; and legal assistance. Each listing includes a short description of the service and direct contact information. Advisors and Counselors in the Advising and Counseling Department (860-215-9017; [advising@threeivers.edu](mailto:advising@threeivers.edu)) may also help you locate the service(s) you might need.

## Computer Labs

There are forty-four (44) student-accessible computers in the Open Computer Lab (Room E112). These computers are loaded with academic program specific software.

There are thirty-six (36) student-accessible computers in the Library Commons (Room C119). These computers are loaded with a common software image.

Computer lab hours may vary by semester, see the College website for current hours.

## Computer Logon – Net ID

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

- NetID = Student ID without the "@" followed by @student.commnet.edu (01234567@student.commnet.edu).
- Password = First 3 letters of birth month + & + last 4 digits of SSN (Oct&6789)
- Log on to: STARS or trcc.commnet.edu

After 3 incorrect login attempts your account becomes locked. If a student has been locked out, there is a 15-minute wait before their account is automatically unlocked. Password resets can be performed online at <https://supportcenter.ct.edu/NetID/pswdmenu.asp>. Additionally, the A-Wing 1<sup>st</sup> floor student kiosks have a desktop shortcut to the password reset page.

## Computer Usage

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU

disciplinary and/or legal action. More detailed information regarding the CSCU Acceptable Use policy is available online at [http://www.ct.edu/files/it/BOR\\_IT-001.pdf](http://www.ct.edu/files/it/BOR_IT-001.pdf).

### **Printing**

Effective for the Fall 2021 semester, there is no charge for student printing at TRCC. Students are now allotted a monthly print quota that is the equivalent of 400 pages of B&W or 200 pages of Color printing. Each side of a double-sided print counts as 1 page. The quota is refilled automatically on the 1<sup>st</sup> of each month. If your print quota is exhausted before the end of the month, please contact the TRCC IT Service Desk by phone at 860-215-9049 or in person in C135 and your quota will be refilled. Printing should be limited to strictly academic use related to courses being taken at TRCC. The college reserves the right to limit excessive printing at any time.

### **Microsoft 365 Apps, Email and OneDrive**

TRCC students have access to the Microsoft 365 Apps suite (formerly called Office 365 ProPlus), including Word, Excel, PowerPoint, OneNote, and more. The suite can be loaded on up to 5 personal devices, with more information and instructions available here:

<https://supportcenter.ct.edu/service/office365.asp>

Microsoft 365 includes access to a CSCU email account with 100GB of storage. Use of CSCU email is governed by the CSCU Electronics Communications policy, which is available online at [https://www.ct.edu/files/it/BOR\\_IT-002.pdf](https://www.ct.edu/files/it/BOR_IT-002.pdf).

Microsoft 365 also includes access to OneDrive cloud file storage with 1TB of capacity. OneDrive is accessible from any internet connected device both on and off campus, and should be used as the primary method of personal file storage when using TRCC computer labs. 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.

### **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 within term (fall or spring). It will take a part-time student more than one semester to complete 12 credits and thus, will be recognized subsequent to the completion of 12 credits with a minimum 3.4

GPA. 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 Works

Degree Works is available to students at <http://my.commmnet.edu>. Degree Works 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 or finish your program. If you wish, you can run a degree audit for a different program as well. This can be useful if you are considering changing your program or adding a second program. To perform a degree audit, log into your MyCommNet account, and under the "Access Degree Works" box, click on the link titled "Three Rivers Community College". On the displaying page, enter your student ID number in the corresponding box and hit return. Your degree worksheet is now displayed, and you have access to many additional features there.

## Disability Services

### Statement of Purpose

Three Rivers Community College (TRCC) is committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities. To this end, TRCC seeks to ensure that no qualified person is excluded from participation in, is denied the benefit of, or otherwise is subjected to discrimination in any of its programs, services, or activities. Achieving full participation and integration of persons with disabilities requires the full cooperation and effort of all TRCC faculty and staff. The college will strive to maintain excellence in its services and to deliver those services equitably and effectively.

### Definitions

**Disability.** A student's assurance of equal educational opportunity rests upon foundations of federal law, specifically the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activity, such as walking, seeing, hearing, speaking or learning.

**Qualified.** A qualified individual with a disability is a person with a disability who meets essential academic and technical standards for acceptance and

participation in the college and its programs with or without reasonable modifications, auxiliary aids and services, or removal of barriers.

**Defining Reasonable Accommodations.** A reasonable accommodation is a modification or adjustment to a course, program, service, job activity, or facility that ensures an equal opportunity for qualified students with disabilities to participate in, and enjoy the benefits of, a service, program, or activity. Aids, benefits, or services need not produce equal results, but must afford an equal opportunity to achieve equal results. When necessary, a disability service provider will consult with faculty regarding whether an accommodation would fundamentally alter the nature of the service, program or activity or whether an academic requirement is essential to the instruction being pursued or to any directly related licensing requirement. In doing so, a disability service provider will examine the following:

- Barriers between individuals with disabilities and the campus environment in accessing courses, programs, services, jobs, activities or facilities without accommodations;
- Requested modifications, accommodations, and auxiliary aids;
- Whether the proposed accommodations would fundamentally alter the nature of the course, program, service, job, activity, or facility;
- Whether an academic requirement is essential to the instruction or to any directly related licensing requirement;
- Whether effective alternatives exist that would allow the individual with a disability to participate without lowering essential requirements or fundamentally altering the nature of the program.

When the College determines that a modification related to facilities or communication would result in a fundamental alteration or undue burden, a disability service provider shall acquire the written opinion of the proper authority, i.e. department chair of impacted discipline, providing the reasoning supporting the decision.

### **Accessing Services at TRCC**

Students with a disability can self-disclose upon application or may do so at any time. The student (not an advocate, parent, school, or community organization) must initiate the self-disclosure process that leads to the college's recognition of the student's disability. It is the student's responsibility to disclose their disability to the college. The student can complete the self-disclosure process from our website at: <https://www.threerivers.edu/student-life/support-services/disability-services-accommodations/>. Or the student can start the self-disclosure process by obtaining a form for self-disclosure of a disability. The form is available in the Advising and Counseling Office (A113) and on our website at

<https://www.trcc.commnet.edu/wp-content/uploads/2018/03/disabilitydisclosureform.pdf>.

The completed and signed form must be delivered or mailed to the Advising and Counseling Office (A113), or faxed to (860) 215-9907, or emailed to a TRCC disability service provider. When the form is received, the college will give/mail a packet of information to the student letting them know their next steps. For more information on Disability Services, please visit

<https://www.trcc.commnet.edu/student-services/disability-services/>.

If the student is seeking academic adjustment, it is the student's responsibility to provide appropriate and adequate documentation of disability that includes a current, comprehensive medical, psychological, psychoeducational, neuropsychological or other diagnostic evaluation of the disability and an evaluation of the impact of the disability on the individual in a college setting. Guidelines for documentation of a disability are provided in detail below.

While no qualified student will be denied appropriate auxiliary aids or service, such support need not be immediately available at all times. In order to ensure sufficient time to make provision for aids or service, it is the student's responsibility to request academic adjustment/modifications in a timely manner, following appropriate procedures. Generally, three weeks advance notice is the minimum, with some types of academic adjustments requiring more advance notice. If a request is submitted with less than the minimum time needed to arrange the request, college personnel will make a reasonable attempt to provide modifications but cannot guarantee that the request will be met without delay or substitution.

### **Guidelines for Documentation of a Disability**

Documentation of any disability should include:

**A diagnostic statement identifying the disability, date of current diagnostic evaluation, and the date of the original diagnosis.**

The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services, and/or the current editions of either the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD) are the recommended diagnostic taxonomies.

**A description of the diagnostic criteria and or diagnostic test(s) used. This description should include the specific results of diagnostic procedures, diagnostic tests used, and when administered.**

When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available, the mean, standard deviation, and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standard evaluations should be described in enough detail to enable an understanding of their role and significance in the diagnostic process.

**A current description of the functional impact of the disability.**

The current functional impact on physical, cognitive, and behavioral abilities should be described either explicitly or through the provision of specific results from the diagnostic procedures. Currency is critical to the applicability of disability information to the context of the request for academic adjustments.

**Medications, treatments, assistive devices/services currently in use or prescribed.**

A description of all steps taken to ameliorate the impact of the disability and their estimated effectiveness should be noted. Included also should be significant side effects that may impact physical, perceptual, behavioral, or cognitive performance.

**A description of the expected progression or stability of the disability over time.**

This description should provide an estimate of the change in functional limitations of the disability over time and/or recommendations concerning the predictable need for re-evaluation.

**The credentials of the diagnosing professional(s).**

Provide the name, title, and credentials (e.g. licensure or certification) of the individual(s) conducting the evaluation.

**Suggestions for academic adjustments from professionals with a history of working with the individual.**

It is valuable to have the suggestions of practitioners regarding academic adjustments, and such information will be given consideration. Recommendations for specific accommodations, adaptive devices, and/or assistive services that may ameliorate the functional impact of the disability and provide fuller access would be helpful in the review process. However, Learning Services professionals working with students with disabilities will determine appropriate academic adjustments on a case-by-case basis, based on the specific needs of the individual student.

Whenever possible, documentation of disability should be received directly from the diagnosing professional(s). Disability documentation will be held for seven years after the student's last date of enrollment.

### **Responsibilities of Students**

Students must complete and submit the form for self-disclosure of a disability to the college Advising and Counseling Center (Room A113). Students should also contact and meet with a college disability service provider and provide adequate documentation of disability to their disability service provider as soon as possible after admission.

Because course requirements and learning environments vary from one semester to the next, students with disabilities are also responsible for meeting with their college disability service provider to request academic adjustments/modifications and to discuss any other educational needs or concerns prior to, or, at the beginning of each semester. It is also recommended that students meet with their instructors early in each semester to discuss any special learning needs, as well. Students are to notify their college disability service providers of any problems associated with the academic adjustments/modifications, or any other educational problem as soon as possible. College staff persons can be contacted with e-mail and voicemail, as well as by appointment or office visit. In their classes, students with disabilities are responsible for utilizing their academic adjustments, aids, and services as effectively as possible. Student abuse of these may result in loss of access to the academic adjustment, aid, or service being abused. For example, in-class support services are not a substitute for class attendance. Therefore, generally, students must attend classes on a regular basis or risk having such services curtailed or altered. All TRCC students are held to standards of behavior outlined in the college Student Handbook and in the handbooks for the specific curricula or programs of study in which they are enrolled. Failure to adhere to these standards will result in the student being referred to the appropriate college official for disciplinary action.

### **Confidentiality**

Three Rivers Community College recognizes the highly confidential nature of disability-related information and shares this information with college personnel only on a "need-to-know" basis, except where disclosure is required by law or authorized by the student. Disability-related information is kept in secure files that are separate from academic files. Access to student disability files is limited.

### **The College's Providers of Disability Services**

A college disability service provider shall make appropriate determination of academic adjustments/modifications for students based upon documentation

provided by the student. (Course substitution modifications are to be approved by the Dean of Academics after the student and the student's disability service provider have submitted a written request to the Dean of Academics.) The authority to make such decisions on behalf of the institution has been assigned by the college President. The college's two disability service providers are:

**Elizabeth Willcox, Advisor**

Advising and Counseling Center, Room A113  
Three Rivers Community College  
574 New London Turnpike  
Norwich, CT 06360  
E-mail address: [ewillcox@trcc.commnet.edu](mailto:ewillcox@trcc.commnet.edu)  
Telephone: (860) 215-9289  
FAX: (860) 215-9906

**Matt Liscum, Counselor**

Advising and Counseling Center, Room A113  
Three Rivers Community College  
574 New London Turnpike  
Norwich, CT 06360  
E-mail address: [mliscum@trcc.commnet.edu](mailto:mliscum@trcc.commnet.edu)  
Telephone: (860) 215-9265  
FAX: (860) 215-9906

**Responsibilities of Three Rivers Community College**

TRCC will provide academic adjustments, auxiliary aids, and services that modify the processes by which a student gains equal access to educational opportunity and demonstrates ability and knowledge. The college will not provide adjustments that alter the essential elements of a course or program or that compromise educational standards.

As needed, the college disability service provider will interact with faculty to help ensure reasonable and appropriate adjustments for a student with a documented disability. The college disability service provider will complete a memo to faculty and a form detailing appropriate adjustments for the student. Generally, the student will carry this information to instructors and discuss it with them. Whenever possible, the student and faculty member will collaborate on the implementation of the student's adjustments.

If a student has followed appropriate procedures but feels that agreed-upon adjustments are not being provided appropriately, the student should contact his/her disability service provider as soon as possible. If he/she is not satisfied



with the results of this meeting, they should follow grievance procedures outlined in the Student Rights section of the Student Handbook.

Also, if a student feels that adjustments assigned to them by the college disability service providers are not adequate or are inappropriate to expressed needs, he/she should follow grievance procedures outlined in the Student Rights section of the Student Handbook.

### **Course Substitutions**

The Americans with Disabilities Act (1992) addresses the substitution of courses required for a degree. In certain situations, provided the college has adequate documentation of the student's disability, a substitution of a course requirement for another appropriate course is possible. Students are encouraged to contact a disabilities advisor for the specific policy and procedures to follow.

### **Emergencies**

If a student needs medical assistance, they can contact the nearest office or Security at Ext. 55555. TRCC does not provide health services beyond basic first aid.

### **Evening Services**

#### **Information Desk – A wing lobby; 860.215.9116**

Students can obtain general assistance at the Student Services Information Desk in the evening when classes are in session. The staff assists students, visitors and the general public with information about the College as well as process various documents or paperwork for college departments as needed.

### **Faculty Contact & Office Hours**

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

<http://www.threerivers.edu/directory/?cn-s=&cn-cat=52>. Faculty can be reached via college email by typing their first initial and full last name followed by @threerivers.edu (e.g., *bsmith@threerivers.edu*). All faculty have mailboxes in Room D207 with a drop box for after hours.

## **Financial Aid**

**A105; 860.215.9040**

Three Rivers Community College offers financial aid in the forms of scholarships, grants, loans, and work-study for both full-time and part-time students. To apply for financial aid, students must first create a Federal Student Aid account (FSA ID) by clicking on "Create Account" at [www.studentaid.gov](http://www.studentaid.gov). After your FSA ID is created, return to [www.studentaid.gov](http://www.studentaid.gov) and complete the Free Application for Federal Student Financial Aid (FAFSA). Please make sure you include our Federal School Code 009765. After you submit your FAFSA application online, the U.S. Department of Education will use a standard formula to process your application which produces an Expected Family Contribution (EFC). After 3 to 5 business days our Financial Aid Department will receive your processed FAFSA, called the Student Aid Report (SAR), which contains your EFC. Your EFC will be used to determine if you are eligible for a Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study, and Federal Direct Stafford Loans.

### **What is a Federal Pell Grant?**

A Federal Pell Grant does not have to be re-paid and is only awarded to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry). The maximum award is determined annually by Congress. Currently, the maximum award for 2021/2022 is \$6,495 per academic year for a full-time student. How much you get will depend on your EFC, and the Cost of Attendance (COA). All Federal, State, and Institutional Financial Aid Grants are awarded per academic year; divided in half for fall & spring, then prorated according to the number of registered credits per semester. Three Rivers Community College will credit all received Grants to your student account. If you qualify for a Pell Grant and have the highest need (EFC=0) you may also receive a Federal Supplemental Educational Opportunity Grant (FSEOG). There is no guarantee every eligible student will be able to receive an FSEOG; students may be awarded an FSEOG based on the availability of funds at that school.

### **Federal Work-Study (FWS)**

Students with an unmet need, after grant aid, who are interested in Work-Study should contact the Financial Aid Office to check for job openings on campus. The amount of work-study awarded will be based on the supervisor's request and what is allowed within the student's unmet need. Three Rivers Community College limits students to a maximum of 20 hours per week; at a starting pay rate of \$12.00 (\$13.00 per hour beginning August 1, 2021). Eligible students who are interested in a FWS position should visit the Financial Aid Office.

Request to review the "Job Binder" where you will see ALL of the FWS positions, the description of the FWS positions, and the number of job openings.

### **Three Rivers Community College Grant**

The TRCC Grant is need-based grant that is available to students who show financial need. This grant can be awarded in combination with other grants or on its own. Each financial aid applicant is automatically considered for this grant - no separate application or additional materials are required. Funding is awarded until it is depleted. Students are encouraged to complete FAFSA by the priority deadline (May 1) in order to be considered for the TRCC Grant.

(TRCC Grant eligibility requires a minimum semester enrollment of 6 credits. Note that enrollment requirements for other aid programs, such as the Federal Pell Grant, vary. Students are always encouraged to discuss their aid package with the Financial Aid Office.)

### **Roberta B Willis Scholarship Program (RWSP)**

The Roberta B. Willis Scholarship Program provides state aid to help needy students that are Connecticut residents pay for college. Priority is given to those who are least able to contribute to college costs. Eligibility for this grant is limited to six years of undergraduate study for a bachelor's degree and three years of study for an associate degree. Based upon future funding levels, students who submit a 2021/2022 application will be considered for an award in future years if a completed FAFSA is submitted by May 1.

(RWSP eligibility requires a minimum semester enrollment of 6 credits.)

### **Federal Direct Loan**

After completing a Free Application for Federal Student Aid (FAFSA), students who do not qualify for any grants or scholarships, are unable to utilize Three Rivers Community College's Payment Plan, and are in need of funds to meet their educational expenses may contact our Financial Aid Department to make an appointment to complete Loan Counseling and our Student Loan Default Prevention Program. Students must be registered for six credits or more to qualify for the loan and payment plan.

### **Federal Direct Parent Loan for Undergraduate Students**

(Not commonly used at Community Colleges)

Parent borrowers who do not have an adverse credit history may also borrow to help meet the student's educational expenses. For more information and to apply, please contact the Financial Aid Department and visit the Direct Plus Loan section at <https://studentaid.gov/understand-aid/types/loans>.

### **Private Educational Loans (Not commonly used at Community Colleges)**

Private Educational Loans are available through different lenders to assist students with educational cost. They are not guaranteed and are generally based on income and credit history. Students who are considering borrowing an Alternative Education Loan should research each individual program carefully to determine which option will best suit their needs. These loans are generally at a higher interest rate and should be considered only as a last alternative, after all federal aid options have been considered. For more information on the differences between the Federal and Private Loans go to <https://studentaid.gov/understand-aid/types/loans/federal-vs-private>.

### **SAP (Satisfactory Academic Progress) Appeal Policy**

If you are not currently making satisfactory academic progress, you can access an Appeal Form at this link:

<http://www.commnet.edu/finaid/Documents/Satisfactory%20Academic%20Progress%20Appeal%20Form.pdf>.

Students may appeal any decision under the SAP Policy. The policy is available at <https://www.ct.edu/files/pdfs/FinancialAid-SAP-Policy.pdf>

A student must complete the Satisfactory Academic Progress Appeal Form from the above link. The form is also available in the Financial Aid Office. Appeals will be considered for extenuating circumstances such as illness, death of a family member, or other unusual situations. All students will be expected to provide clear evidence in their appeal, following these guidelines:

- Complete the Academic Plan in your appeal form with your Advisor, then return this appeal form to the Financial Aid Office.
- State the reason(s) for the appeal and provide documentation in support of the reason(s) for unsatisfactory academic progress.
- Describe what has changed in your life situation to support satisfactory academic progress in future semesters.



IF your FAFSA is SELECTED for Verification by the Department of Education (DOE) you will need to READ the following:

- INCEPTIA is a new concept in verifications!
- All verifications will be completed online for 2021/2022!
- Inceptia will contact you if you are selected.
- Students and parents need to register on the website.
- To register at Inceptia, go to: [www.verificationgateway.org/trcc2022](http://www.verificationgateway.org/trcc2022).

## Grading and Grade Points

At the end of each semester, students receive grades in every course in which they are enrolled. Grades represent various levels of accomplishment. Except for developmental courses, grades carry certain “grade points”, which are numerical expressions used to determine each student’s academic standing. The following table lists the grades used and their corresponding grade points.

Grade	Grade Points	Definition
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Unsatisfactory

## Posting of “F” Grades

The online grading process requires additional information whenever a grade of F is assigned. To record a failing grade, the instructor is asked to select one of the following codes:

**F:** This grade for students who have attempted the course, but who have failed to meet course objectives.

## **Non-Academic Grades (No Grade Points)**

### **AU Audit**

An administrative transcript notation for students auditing a course. Students not wishing credit may audit a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor's course work. Full tuition and fees are charged for courses audited. A student who wishes to audit a course must request this within the first four weeks of the course. Students auditing a course may not change to credit status.

### **I Incomplete**

A temporary grade assigned by the faculty member when course work is missing, and the student agrees to complete the requirements. The student and instructor both must sign a contract to permit an "incomplete" grade. The contract will denote what must be completed to resolve the "I" grade. The "I" must be resolved by the end of the tenth week of the next full academic semester (except summer) or it automatically converts to an "F" or "F#" for remedial courses.

### **NP (Non-Participation)**

The community colleges are required to verify the academic engagement of each student in each registered course by demonstrating "academic attendance" or an "academically-related activity" for Title IV purposes. This must be completed prior to the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e., summer terms and other abbreviated terms).

Students who are determined to have not academically engaged in a period of enrollment leading up to census shall be assigned a registration status of "Never Participated (NP)" for each affected course. Students with the NP designation will be dropped from the course(s) they have not participated in and will be assessed a Late Drop Fee of \$50 for each affected course as outlined in BOR policy 3.7.

### **P Pass**

An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Pass ("P") is a final grade awarded to a student who elects the P/F Option prior to the end of the tenth week of the fall or spring semester or prior to the completion of two-thirds of a summer session or module course. The "P" is not figured in the Grade Point Average, but it does count as a course attempted. The "F" is figured in the Grade Point Average. The Pass/Fail Option is not available for use on courses to be applied toward a technology degree or for courses in the Nursing Program. The P/F option is irrevocable.

### **TR Transfer**

An administrative transcript notation in lieu of grade, for courses accepted for credit completed at all institutions within the Connecticut state system of higher education and at all other regionally accredited collegiate institutions in accordance with policy adopted by the Connecticut State College and Universities (CSCU) Board of Regents for Higher Education. This notation is also used to record credit granted through the Assessment of Prior Learning program.

### **W Withdrawal**

An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college. Students may withdraw in writing, online in their student portal, or by phoning the Registrar's Office directly.

### **TRADITIONAL FALL/SPRING SEMESTER COURSES**

No course withdrawals are accepted once 80% of the semester has passed. For a typical 15-week term, 80% of the term is considered the last day of the twelfth week of the term. A student may appeal the withdrawal deadline due to mitigating circumstances.

### **COURSES OFFERED IN ABBREVIATED TERMS (E.G. SUMMER, WINTER, LATE START COURSES, ETC.)**

No course withdrawals will be accepted once 80% of the abbreviated term has passed. For abbreviated terms, 80% is considered the last day of the business week of that period. A student may appeal the course withdrawal deadline due to mitigating circumstances.

Note: Financial aid students withdrawing from any courses are advised to notify the Financial Aid office to understand the consequences of withdrawing.

For additional detail relating to the course withdrawal policy, please see the following College Catalog sections: [Academic Misconduct](#) and [Tuition, Fees, Refund Information and Policies](#).

### **Grades for Developmental Courses**

Developmental courses do not carry grade points, and the credits assigned to these courses do not count towards the required credits necessary for graduation.

Developmental courses are graded A#, A-#, B+#, B#, B-#, C+#, C#, C-#, D+#, D#, D-#, P# and F# are not calculated in the Grade Point Average.

Grades received and credits earned or not earned in developmental courses do not affect graduation honors in any way, positively or negatively. Credits received in developmental courses do not count towards graduation and consequently cannot be applied towards the 25% minimum residency requirement.

## **Graduation Applications (Class of 2022)**

All students are required to file a graduation application with the Registrar's Office so their degree/certificate can be conferred.

For priority review/consideration, students should apply the semester BEFORE they plan to finish their degree.

Specific submission dates are noted below and all graduates in these terms are invited to participate in the annual commencement ceremony held on campus each May:

- Fall 2021 (December) Graduation - Apply before November 1
- Spring 2022 (May) Graduation - Apply before February 28.
- Summer 2022 (August) Graduation - Apply before February 28 (to participate in the May ceremony)

## **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**

**C136; Kevin Amenta; 860-215-9402; [kamenta@trcc.commnet.edu](mailto:kamenta@trcc.commnet.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 designation on transcripts
- -Individualized advising and faculty mentors



- -Automatic eligibility for membership in Phi Theta Kappa, the TRCC Honors Society, after successful completion of 18 credits at the college with a 3.5 GPA
- -Written recognition of scholastic achievement
- -Personal letter of recommendation

### Program Details:

- -Students select 1-4 courses that are part of their designated curriculum and identify them for honors credit. The credit will be earned upon completion of an additional Honors Project designed to enrich the academic experience of the course.
- -Students need approval of a faculty member who will oversee the Honors Project. Participation in an Honors Project is at the discretion of the faculty member. Before the Project begins, the student must submit a proposal, signed by the faculty member, to the Honors Program Coordinator for approval.
- -Each Project requires a written piece of work (this might include a research paper, a lab report, original creative works, or a self-reflective journal, depending on the focus of the project). Projects may include, but do not require, the use of academic research or original data collection.
- -All Honors Projects must be successfully completed to the satisfaction of the faculty member and the Honors Program Coordinator. In addition, the student must earn a B+ or higher in the course for Honors designation on the transcript.
- -There is a limit of 2 Honors Projects per semester and students may complete up to 4 Honors Projects during their time at Three Rivers.

### The Library

C119; 860.215.9051 [www.trcc.commnet.edu/learning-resources/library](http://www.trcc.commnet.edu/learning-resources/library)

Monday - Thursday, 8:30 am – 8:00 pm; Friday, 8:30 am – 3:00 pm

The Donald R. Welter Library is committed to supporting the research and information needs of faculty, staff and students by providing quality library services and resources for the diverse community of TRCC.

Physical resources available in the Library include books, DVDs, audiobooks, a popular reading collection, and a Spanish language collection. Also available are computers, color and black-and-white printers, a self-service photocopier/scanner, group study rooms, laptops, and wireless internet access. Laptops, course textbooks and other course reserve materials may be borrowed

for two hours for use within the Library. All library materials must be returned in good condition. If library materials are lost or damaged, students will be charged for the replacement of the item. If items are not returned within a month of the due date, a hold will be placed on the student's account.

Materials not available at the Donald R. Welter Library may be requested from any of the CSCU libraries through Search4It, a unified database of the CSCU Library catalogs, or through inter-library loan. Online library resources also include electronic books, reference books, streaming videos, and databases of articles from academic journals, magazines, and newspapers. Research assistance and individual or group instruction on the use of library resources are also provided in person and online.

Refer to the Library's webpage to get real time virtual assistance from a librarian or to access the Library's catalog, electronic databases, instructional materials and online request forms.

### **Little Learners Childcare Center at Three Rivers 860.215.9033**

Access to childcare 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.

### **Lockers**

Lockers with combination locks are available to currently enrolled students for the academic year ending in May. Locker availability is limited so if you wish to secure a hallway locker for the academic year, please inquire at the Security Desk located at the main entrance to the College and complete a locker usage form. Lockers will be swiped of all contents at the end of each spring semester (May).

## 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 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, you can view grades, email addresses and other student records, and sign up for the myCommNet (Everbridge) Alerts.

All students are provided a **college email** account. The email can be accessed via a link within myCommNet or from [www.trcc.commnet.edu/email](http://www.trcc.commnet.edu/email). Details of login and helpful tutorials can be found by clicking the student email button on the bottom right of the College homepage. The college 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 the syllabus, grades, supplemental activities and materials for their courses. Access is gained through myCommNet. Students who experience technical difficulties in Blackboard Learn can contact CSCU Support at 860.723.0221.

## Digication

All students are required to maintain an electronic portfolio using the College template within Digication. Digication can be accessed at <https://threerivers.digication.com>. Information about Digication including login and tutorials are located on the ePortfolio/Digication page ([www.trcc.commnet.edu/eportfolio](http://www.trcc.commnet.edu/eportfolio)) on the Extranet.

## Wireless Network (on campus)

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

## 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 E wing entrance 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. Repeat violators of the Parking Policy will be referred to the Dean of Administration for possible disciplinary sanctions. Faculty, staff, and students who would like an escort to their vehicles can make that request at the main entrance Security Desk.

## Scholarships and Awards

**C211; 860.215.9249**

Scholarships are a way for students to help pay for college. Students may earn a scholarship based on financial status, academic excellence, service to the College and community, or a combination of these factors. Awards range from two-hundred fifty dollars to covering the full amount of tuition.

Visit our website for additional information and to apply online.

<http://www.threerivers.edu/admissions/how-to-enroll/financial-aid-scholarships/scholarships/>

Specific scholarship results will not be announced until May 2022.

## Specialized Learning Space

**D117**

**The Language Lab** is designed for language teaching and learning. It serves as a quiet and useful space for students in all language courses (French, Spanish, ASL, ESL) for working on assignments, practicing language, and using the additional materials and resources to enhance the language learning experience. Students may use the Language Lab during open lab hours and for scheduled tutoring/ support appointments. Students are able to record videos and work on speaking activities in the lab or can use the Language Lab computers that are equipped with different language software.

For questions, please contact Professor Celeste Arrieta, Coordinator of the Language Lab at [carrieta@trcc.commnet.edu](mailto:carrieta@trcc.commnet.edu).

## **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-by-case basis and are limited to a one-time award in the form of a gas card, grocery card, or small amount of monetary support. The 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 Advising and Counseling (A113) or Student Programs (F211).

## **Student IDs**

All enrolled students are encouraged to obtain a photo identification card in the A wing. The IDs will enable the students to use the Library, Fitness Center, access to many student events, and the U-Pass. Though the ID card is not mandatory it may be in the future, they are a helpful means of identification for students both on and off campus. Students may also receive discounts at area retailers when displaying their TRCC ID at the time of purchase. The Student Programs Office (Room F211) has a list of participating retailers. Lost IDs will be replaced, but a nominal fee may be charged for this service.

To set up an appointment to get an ID card, please call 860-215-9116 or send an email to [welcomecenter@threerivers.edu](mailto:welcomecenter@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 2018, 2019, and 2020:

Crime Category	Number of Incidents		
	2018	2019	2020
Murder/Non-negligent Homicide	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	1	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny	4	2	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Vandalism	8	0	0
Domestic Violence	0	0	0
Dating Violence	1	1	0
Stalking	1	1	0

#### 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 have been two incidents of the personal use of a controlled substance in 2017.

#### 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 who have been referred by an advisor for assessment of basic skills in math, reading and writing. Testing is by appointment only and conducted

virtually at this time. Please email [cprunier@threeivers.edu](mailto:cprunier@threeivers.edu) if you are in need of a testing appointment.

**CLEP and DSST Exams:** Students can take any of the 34 CLEP exams virtually. At-home exams will contain the same questions, format, and timing as exams taken at a CLEP test center.

To register, students must log in to the CLEP My Account Registration Portal and follow the steps to sign up for a CLEP exam. When they reach the Preferred Test Center section, students can select **at home with remote proctoring** as their preferred test center and will be charged a \$30 remote proctoring fee at checkout along with the \$89 exam fee.

To learn more, visit the At-Home CLEP Exams page, or contact [clep@collegeboard.org](mailto:clep@collegeboard.org) with "At-Home CLEP Exams" in the subject line.

**DANTES-funded DSST:** DSST exams are now available on our remote testing solution, ProProctor™ (excluding the The Principles of Public Speaking Parts 1 & 2 exams). Through the ProProctor platform, service members can now register to test anytime, anywhere--providing greater exam accessibility. Candidates can learn more and schedule a remote exam by visiting the [DANTES page](#) on prometric.com.

**TEAS Exams:** The TEAS test for Nursing students is now offered virtually and on a regular basis for students and non-Three Rivers students. To view the testing schedule and sign up for the test, log on to [www.atitesting.com](http://www.atitesting.com). Please note there are three virtual options for taking this test. Please select *TEAS at Institution Online* and then choose *Three Rivers Community College* if you wish to take the exam through TRCC.

## **Tutoring and Academic Success Centers (TASC)**

**C117; 860.215.9082;**

<https://www.trcc.commnet.edu/learning-resources/tutoring-tasc/>

TASC provides free academic support to TRCC students primarily through face-to-face tutoring, with online tutoring also available. Additionally, handouts, books, and other academic resources 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 strongly suggested. Tutors will help students better understand the content matter of the course. Contact us at [TASC@threeivers.edu](mailto:TASC@threeivers.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@threeivers.edu](mailto:TRWritingCenter@threeivers.edu).

Appointments for both the Tutoring Center and the Writing Center can be made online at <https://trcc.go-redrock.com>. Call the reception desk or email the appropriate center for help in making appointments.

## **Transcripts and Educational Records**

### **Request Official or Unofficial Transcripts**

Official transcripts may be requested through myCommNet (electronically delivered the same day) or with a paper Transcript Request Form. There is no charge for requesting transcripts. Options for requesting transcripts may be found by clicking on the "Banner Student & Faculty Self-Service," link, select and click the "Student Records" tab. Select and click your choice of Official Transcripts or View Unofficial Transcript. Select again your choice. For unofficial, view and/or print. For official, click on Access the Transcript Ordering Site (Parchment, Inc.) and follow instructions for document ordering.

If preferred, you may submit a transcript request via the Registrar's Office and online at <https://www.threerivers.edu/life-after-trcc/alumni/transcript-request/>. All details related to requesting a printed transcript be mailed can be found on this page. Please expect about one week for processing once your request has been submitted.

### **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 post-secondary 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 also 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.

## 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 on the TRCC website, through your assigned advisor, or the Advising and Counseling 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.

**CSCU's Transfer Ticket** are new degree programs providing a pathway for community college students to complete degree programs that transfer to ***Connecticut State Universities (Central, Eastern, Southern, Western) and Charter Oak State College*** without losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Please visit [www.ct.edu/transfer](http://www.ct.edu/transfer) for details.

## Veterans' Benefits

Veterans and students eligible for Veterans Administration (VA) education benefits must complete the College's application procedures for degree or certificate students. In addition, such students must contact one of the College VA representatives, Justin Slater at 860-215-9235, or Sarah Dudley McDermott at 860-215-9247, or Donna Ramos, at 860-215-9283, and turn in a copy of their separation papers (DD214). Reservists and members of the National Guard are eligible for the Montgomery GI Bill (Chapter 1606 & 1607), must contact the College VA representative and supply the Notice of Basic Eligibility (NOBE) form in order to file for benefits. Connecticut tuition waiver or National Guard tuition waiver may apply to some veterans.

All students who will use VA benefits must be enrolled at Three Rivers as degree or certificate-seeking students. New students must have military and civilian education evaluated by the College. Since Veterans' Administration benefits cover only courses which do not replicate previously gained credit,

students, receiving VA benefits are advised to request their military transcript and/or educational transcripts for an evaluation of Military Learning and /or transfer credits.

Continued eligibility for benefits is contingent upon the student complying with College regulations and conformance with program of study requirements. Only courses required for degree or certificate completion are covered by VA benefit programs. Additional courses selected by the student become the financial responsibility of the student.

### **Academic/Financial Aid Warning and Suspension and VA Benefits**

Students receiving Veterans Affairs (VA) educational benefits who do not meet the College's satisfactory performance requirements will be placed on academic and/or financial aid warning. While on warning, students will be required to meet with an advisor for educational plan adjustment, which may require a reduction in course load. Students may continue to enroll and receive financial aid/VA benefits while on warning status. Failure to meet satisfactory academic progress while on warning status will result in academic and/or financial Aid/VA Benefits suspension. While on suspension, students are not eligible to enroll and/or receive federal funding/VA benefit funding. Students will be notified of being placed on warning or suspension status via College student email account.

### **Chapter 30 – Montgomery GI bill, Active Duty (MGIB):**

The MGIB program provides up to 36 months of educational benefits. The benefits may be used for degree and certificate programs, flight training, and apprenticeship / on the job training and correspondence courses. Remedial, deficiency and refresher courses may be appropriate under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30. This benefit is for those veterans who served on active duty after June 30, 1985, those who had remaining entitlement under the Vietnam-era GI bill, and those who switched VEAP before voluntarily separated after February 2, 1991.

### **Chapter 31 Benefits:**

Vocational Rehabilitation for veterans with service-connected disabilities. Vocational rehabilitation educational benefits are for veterans that have received, or will receive, a discharge that is other than dishonorable. Has a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veterans' Affairs and applies for vocational rehabilitation and employment VR&E vet success services.

### **Chapter 32 Benefits:**

Veterans Education Assistance Program (VEAP).

VEAP is available if you first entered active duty between January 1, 1977 and June 30, 1985 and you elected to make contributions from your military pay to participate in this educational benefit program. Contributions are matched on the \$2 for \$1 basis by the Department of Defense. This benefit may be used for degree and certificate programs, flight training, and apprenticeship / on the job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

### **Chapter 33 Benefits:**

Generally, an individual who served a minimum of 90 days on active duty after September 10, 2001, will be eligible for education assistance under the post 9/11 GI bill. Active duty served as a member of the armed forces or as a result of a call or order to active duty from a reserve component under Section 688, 12301(a), 12301(d), 12303(g), 12302 or 12304 of the Title 10 is qualifying active duty service. In general, an individual's eligibility to use Chapter 33 benefits expire 15 years from the date of the last discharge or release from active duty of at least 90 days. Some students may be eligible for the new Forever GI Bill if their last day of discharge or release from active duty was after January 1, 2013. They should contact VA at 1-888-442-4551 or go to the VA website to confirm eligibility.

### **Chapter 35 benefits:**

Dependent Educational Assistance (DEA).

Educational assistance paid to dependents of veterans who have a service-connected permanent and total disability or died as a result of service connection.

### **Chapter 1606 benefits:**

Montgomery GI Bill Selected Reserve (MGIB-SR):

Chapter 1606 is an educational program for members who are actively participating in the selected reserve. Selected reserve components include the Army Reserve, Naval Reserve, Air Force Reserve; Marine Corps Reserve, Coast Guard Reserve, Army National Guard and Air National Guard. The Department of Defense and the Department of Homeland Security (Coast Guard) determine who is eligible for Chapter 1606. The Department of Veterans' Affairs administers the program and pays benefits.

### **Chapter 1607 Benefits:**

Reserve Educational Assistance Program (REAP).

This is an education program for active members of the selected reserve called to active duty and members of the individual ready reserve (Army IRR, Air Force

IRR, Navy IRR, and Marine Corps IRR) called to active duty in support of a contingency operation or a national emergency declared by the President or Congress.

### **Quick Facts:**

#### **How do I apply for the GI Bill?**

Students must apply using the standard GI Bill forms. Students can come to the TRCC Veterans' Office and the Veterans' certifying official will be available to assist with these forms. Students can also apply online using VONAPP or Veterans Online Application. <https://www.benefits.va.gov/gibill/apply.asp>.

#### **What form do I use?**

If this is your first time applying for GI benefits, complete Form 22-1990; for others (dependent/spouse), complete Form 22-5490.

#### **What other forms do I provide?**

For all veteran students who served on active duty, you must attach a copy of your Form "DD-214". For non-active duty (reservists/guards) you must attach a copy of your Notice of Basic Eligibility "NOBE".

#### **How do I check the status of my submitted application?**

Call 1-888-442-4551 or 1-888-GIBILL-1.

### **Websites:**

<http://www.gibill.va.gov> is the official benefit website.

<http://www.ebenefits.va.gov> is a one stop shop for online benefits.

### **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. You can contact the OASIS Center at 860-215-9083.

TRCC also has a Veterans' Organization. Membership is not exclusive to Veterans only. Any person who has a vested interest in meeting the needs of Veterans is encouraged to join. For more information, please contact Andrew Cullen at 860-215-9229, Phyllis Brown at 860-215-9217 or go to our Facebook page: [www.facebook.com/TRCCVets](http://www.facebook.com/TRCCVets).

Three Rivers Community College commits to comply with the following *Principles of Excellence*:

- Provide students with a personalized Financial Aid Shopping Sheet covering the total cost of an education program.
- Inform students who are eligible to receive Veterans' education benefits of the availability and potential eligibility of Federal financial aid before packaging or arranging private student loans or alternative financing programs.
- In compliance with Policy 34 C.F.R. 668, TRCC avoids fraudulent and unduly aggressive recruiting techniques as well as misrepresentations, payment of incentive compensation, and failure to meet State authorization requirements.
- Obtain the approval of the institution's accrediting agency for new courses or program offerings prior to enrolling students.
- Accommodate the service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.
- Align institutional refund policies with those under Title IV, which governs the administration of Federal student financial aid programs.
- Provide educational plans for all military and Veteran education beneficiaries.
- Contacts who can provide academic and financial advising are:  
**Academic advising** - Betty Williamson at 860-215-9307  
**Financial advising** – Justin Slater at 860-215-9235, or Sarah Dudley McDermott at 860-215-9247, or Donna Ramos at 860 215-9283

Once students have applied and met with a TRCC education advisor, if they have any questions or concerns that TRCC cannot assist with they can contact the U.S. Department of Veterans' Affairs at 1-888-442-4551 or by email at [www.gibill.va.gov](http://www.gibill.va.gov). Active duty members after meeting with a TRCC educational advisor are encouraged to contact their Educational Services Officer, (ESO) for final approval.

## **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 Steps for Students Currently Attending Three Rivers Community College:

1. Know your assigned advisor
2. Meet with your assigned advisor
3. Review the course schedule
4. File a FAFSA – check in with Financial aid
5. Register online
6. Provide payment

If you have difficulty with online registration, feel free to send an e-mail to [registrar@threeivers.edu](mailto:registrar@threeivers.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@threeivers.edu](mailto:registrar@threeivers.edu)) or fax 860.215.9919. Retain a confirmation receipt for your records.

### 1. Know your assigned advisor

Log in to [my.comnet.edu](http://my.comnet.edu), click "Banner Student & Faculty Self-Service," click "Student Records," click "Advisor and Major," select the term, and then scroll down to "Primary Advisor." To find contact information for your advisor, go to [catalog.threerivers.edu](http://catalog.threerivers.edu) and click "General Academic Information and Policies."

### 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 and you should make note of the course(s) for which you intend to register. 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. Review the course schedule

The course schedule can be found at [my.comnet.edu](http://my.comnet.edu) or by going directly to <https://www.trcc.comnet.edu/academics/academic-course-scheduling-2/> and clicking "Current Course Schedule" link.

### 4. Financial Aid

If you have applied for financial aid, check your status by clicking "Financial Aid" in "Banner Student & Faculty Self-Service." If your award is complete, proceed to register online. If not, visit the Financial Aid Office in Room A111 or call 860-215-9040. You can also contact the Financial Aid Office by email at [financialaidhelp@threeivers.edu](mailto:financialaidhelp@threeivers.edu)

## 5. Register

Registration can be processed within "Banner Student & Faculty Self-Service" by clicking "Registration/Schedule," clicking "Class Registration," selecting the term that you would like to register for, entering the CRN numbers for all the courses you've selected (found within the course schedule tool), and clicking the "Submit Changes" button at the bottom of the screen. Alternatively, registration can be completed in person at the Registrar's Office with a Registration Form.

## 6. Provide payment

Payment can be made online at the time of registration or in person at the Cashier's Office located at A109. Be sure to retain a confirmation receipt for your records.

Please consult the Academic Calendar regarding the last day to add or drop classes! Remember, 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.

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

### Traditional Fall/Spring Semester Courses:

Students who drop courses prior to the term or up until the 7<sup>th</sup> day of the term having elapsed (i.e. 10% of the term) will be entitled to a 100% refund of tuition and fees.

Students who drop subsequently to the 7<sup>th</sup> day of the term but prior to the 21<sup>st</sup> day of the term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.

Students who withdraw subsequently to the 21<sup>st</sup> day of the term having elapsed will be charged 100% of all tuition and fees.

Courses Offered in Abbreviated Terms (e.g. summer, winter, late start courses, etc.):

Students who drop courses prior to the abbreviated term and up until 10% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees.

Students who drop subsequently to 10% of the abbreviated term having elapsed but prior to 20% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.

Students who withdraw subsequently to 20% of the abbreviated term having elapsed will be charged 100% of all tuition and fees. Dates representing the 10% - 20% points of the respective abbreviated terms will vary according to each session/part of term in which the student is registered. Please see the Registrar or Bursar's office for the exact dates on which the "late drop" fee will be assessed.

## **Student Life**

### **Student Programs**

F211; 860.215.9074:

<https://www.trcc.commnet.edu/student-services/student-programs/>  
<https://trccconnect.threerivers.edu/>

Students can enhance their experiences at Three Rivers by participating in student activities and events, helping them develop leadership skills and create friendships. Student Programs coordinates student activities on and off campus, and oversees the Student Lounge, the Veterans OASIS Center, Student Organization Office, and the Game Room. Student Programs advertises upcoming activities on their Facebook page (TRCC Student Programs Office), with flyers around campus, on the monitors throughout the campus, on TRCCConnect, the student online activity website, and produces The Campus Link, a weekly publication informing students of upcoming activities. A complete list of student organizations is available in the Student Programs Office in Room F211, or on TRCCConnect.

### **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 & Veterans' OASIS Center**

The Game Room in F217 has a pool table, foosball table and Wii available for student use. The Lounge in F202 is a free space for all students. The Veterans' OASIS Center in F203 offers study space and social space for active duty and veteran service members. Both spaces are open Monday through Thursday from 10 am to 8 pm, and Friday 10 am to 5 pm.

## **Student Government**

**F209; 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 three computer workstations, mailboxes and club storage. There are 33 student clubs -- from architects to vets, there is something for everyone! Student Government adds new clubs throughout the year – check with Student Programs for an up-to-date listing.

### **List of Organizations**

Alpha Omega Christian Club  
American Institute of Architecture Students  
Anime Club  
Art Club  
Baseball Club  
Business Club  
Campus Activity Board  
The Current  
Exercise Science Club  
Future Educators Club  
Karaoke Club  
La Vida  
Math Club  
Mind Your Mental Health  
Phi Theta Kappa

Psychology Club  
Quill and Brush  
Sexual Identity & Gender Minority Advocates  
Social Justice Club  
Students Advocating Gender Equality  
Students Affected by Addiction  
Student Government Association  
Student Nurses' Association  
Student Performing Arts Group  
Student Veterans of America at Three Rivers  
Table Top Games Club  
Three Rivers Aquatic Activists  
Three Rivers United Environmentalists  
Trailblazers  
Voices of the River  
Video Game Club  
Wrestling Club  
The Writers' Guild

### **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.

## **College Policies and Guidelines**

A complete text of all institutional policies is available on the TRCC website at <http://catalog.threerivers.edu/>.

### **Academic/Progress Warning**

Students who have completed less than 12 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 for the next enrollment period. Financial Aid recipients placed on academic probation may also have their funding suspended until they regain satisfactory academic progress. See the College Catalog for a more detailed description.

## **Academic Suspension and Progress Probation**

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

Students placed on academic 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.

## **Veterans: Satisfactory Academic Progress (SAP) and VA Benefits**

U.S. Department of Veterans Affairs (VA) regulations require that all students receiving VA educational benefits meet the College's satisfactory academic progress (SAP) standard and the College's academic standing policy as stated in the college catalog. Students failing to make SAP will have their VA educational benefits discontinued in accordance with the institution's [policy](#). Students who are suspended for failing to meet the college's academic standing policy will be reported to the VA. Students may appeal their academic suspension in accordance with the [policy](#). Should the appeal be successful, the student's enrollment will be reported retroactively to VA for the enrollment period to which the appeal applies.

## **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 Student Code of Conduct and Discipline Policy, as provided by the Connecticut State Colleges and Universities (CSCU) - 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 Connecticut Board of Regents for Higher Education, 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.

## **BOARD OF REGENTS FOR HIGHER EDUCATION AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT:**

As the statewide policy making authority for public higher education in Connecticut, the Board of Regents for Higher Education is committed to leading, by example, in the areas of equal employment opportunity and affirmative action. Additionally, the Board of Regents has been charged by state statutes to promote representative racial and ethnic diversity among the students, faculty, administrators and staff at public institutions of higher education. The Board of Regents for Higher Education's policies also advance compliance with Title IX requirements and the Americans with Disabilities Act (ADA) at all Connecticut State Colleges and Universities. Equal employment opportunity and affirmative action are essential to achieving higher education's goals of academic excellence and equity. The Board of Regents for Higher Education recognizes that affirmative action is positive action undertaken with diligence and conviction to: Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and; Achieve the full and fair participation of all protected class members found to be underutilized in the workplace, or adversely impacted by policies or practices. The Board of Regents for Higher Education deems equal employment opportunity to be the education or employment of individuals without consideration of race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed,

marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of a mental disability), gender identity or expression, sexual orientation, transgender status, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The Board will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the Board of Regents for Higher Education will not unlawfully discriminate against persons with a prior criminal conviction. Equal opportunity is the purpose and goal of affirmative action. It is the policy of the Board of Regents for Higher Education to administer all personnel policies in manners that insure that there is no discrimination based upon race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of a mental disability), gender identity or expression, genetic information, sexual orientation, transgender status, criminal record, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification or other factors which cannot lawfully be the basis for employment actions. The Board's personnel policies involve employment applications, job qualifications, job specifications, recruitment practices, job structuring, orientation, training, counseling, grievance procedures, evaluation procedures, layoffs and terminations. To ensure the full and fair participation of protected group members in the employment process the Manager of Diversity and Inclusion shall be consulted and shall monitor the complete employment process. In addition, the Manager of Diversity and Inclusion has sign off responsibilities in all aspects of the staff recruitment and selection process. The Board of Regents for Higher Education recognizes the hiring difficulties experienced by persons with disabilities and by many older persons. If necessary, the Board shall establish program goals within the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair participation of such persons in the workforce. The Board of Regents for Higher Education shall explore alternative approaches wherever personnel practices have a negative impact on protected classes and establish procedures for the extra effort deemed necessary to assure that the recruitment and hiring of protected group members reflect their availability in the job market. To this end, the Board of Regents for Higher Education shall continuously review its personnel policies and procedures to ensure that barriers that unnecessarily exclude protected classes and practices that have a discriminatory impact are identified and eliminated. Recognizing that there are residual effects of past discrimination, the

Board of Regents for Higher Education pledges not only to provide services in a fair and impartial manner, but also establish, through this policy, affirmative action and equal opportunity as immediate and necessary Board objectives. The Board of Regents for Higher Education is committed to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner. The Board of Regents for Higher Education has an internal complaint procedure and system to process and resolve grievances. The President for the Board of Regents for Higher Education is committed to successfully implementing the Affirmative Action Plan and goals within timetables set forth. The President assures that all employees, especially managers and professionals, understand the policies and their responsibilities for implementing such and take positive steps to ensure compliance with the Affirmative Action Plan, AA/EEO, Americans with Disabilities Act (ADA) and Title IX policies, procedures and programs. Nicholas D'Agostino, Director of Diversity and Inclusion is the appointed Equal Employment Opportunity Officer for the Board of Regents for Higher Education and reports directly to the President regarding all AA/EEO, diversity, inclusion, ADA and Title IX matters. The Affirmative Action Plan is available to all members of the workforce through the Human Resources Office, which is located at 61 Woodland Street, Hartford, CT 06105. Mr. D'Agostino can be reached by telephone at (203) 285-2039 or by email at [ndagostino@commnet.edu](mailto:ndagostino@commnet.edu).

For more information, contact the Equal Employment Opportunity Officer, 574 New London Turnpike, Norwich, CT 06360.

To see the complete Affirmative Action and Equal Employment Opportunity Policy Statement: <http://www.ct.edu/files/pdfs/policy-affirmative-action.pdf>

### **Title IX (Discussion, Reporting Process)**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This applies to recruitment, admissions, counseling, financial aid, academic access, discipline, single-sex education, athletics, and employment. "Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or making charges, testifying or participating in any complaint action under Title IX" (US DoEd).

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



Maria Krug, Deputy Title IX Coordinator, Three Rivers Community College, 574 New London Turnpike, Norwich, CT 06360 (860) 215-9208.

## **AIDS and Other Communicable Diseases Policy**

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Community College community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS or HIV-infected or having any other communicable disease. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information. All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS. Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood

and other body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987) or other approved guidelines. Violations of any part of this Policy shall be dealt with under the appropriate disciplinary procedures for students or employees. This policy shall be published in all college catalogs and student handbooks and shall be made available to all employees.

## **Bullying**

Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any staff member, employee or student who engages in an act that injures, degrades, or disgraces another student or staff member is disrupting the educational process and interfering with a student's opportunity to obtain an education. See Code of Conduct.

## **Campus Disturbances Policy**

In the interest of assisting in the preservation of academic freedom, including the important characteristics of access to sources of knowledge, freedom to reach unpressured conclusions and respect for freedom of movement, and the performance of responsibilities relating to this, the Connecticut Board of Regents for Higher Education sets forth the following policies to guide faculty, students, and administrators in cases of disruptions on campuses of the public Community Colleges of Connecticut.

1. College staff, faculty, and students shall be free to exercise their rights as professional staff, students, and citizens of the United States or as foreign nationals protected by the laws of the United States respecting those professionals and humane courtesies which contribute to the success of the academic community.
2. The president, staff, faculty, and students should work to maintain study and research of ideas and facts of humanity and the universe, lawful free assembly, access to sources of knowledge, and the freedom of staff to perform teaching and administrative functions.
3. The Board of Regents believes that activities as listed below and those akin to them might result in the need to take disciplinary action to maintain the right and opportunities for all segments of the campus community to learn and to teach and to administer:
  - a. occupying and preventing authorized use of facilities
  - b. damaging, removing, or destroying college property

- c. preventing instruction, research, or other authorized activity by disorderly conduct and/or interfering with access to facilities
- d. physically detaining or removing any person engaged in lawful and/or normal college functions
- e. failing to comply with directives from college officials or law enforcement personnel issued in the performance of their duties.

## **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.

## **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.

## **COVID-19 Mask & Social Distancing Guidelines**

### **Effective for the 2020-2021 AY or until rescinded**

*The COVID-19 Mask & Social Distancing Guidelines are in effect to foster a safe learning environment during the coronavirus (COVID-19) pandemic. Although the Connecticut State Colleges and Universities (CSCU) cannot guarantee a disease-free environment, it is important for everyone to understand that we are in this together and it is required that everyone do their part to protect the health and personal well-being of others within our communities.*

***Therefore, the following rules are in effect:***

**1. Masks and Face Coverings.**

All students **MUST** wear masks or face coverings on campus, covering their mouth and nose. Students must wear a mask or face covering to enter and while present in any academic, administrative, residential, food service, or recreational building.

Additionally, students must wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks. Students are permitted to remove their mask or face covering to eat and drink.

Students who do not want to wear a mask or face covering may only participate in remote learning and online classes.

If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Disability/Access Ability Office *prior to* arriving on campus.

**2. Social Distancing Requirement.**

Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors. Residential students should refer to their Residence Hall Contract for further guidance on common areas and living spaces within the residence halls.

**3. Enforcement.**

All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation.

***Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct.***

***Possible sanctions for disciplinary violations range from a warning to expulsion from the institution.***

## Coronavirus (COVID-19) Pandemic Disclaimer

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Three Rivers Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Three Rivers Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Three Rivers Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease-free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in a remote learning environment.

The Three Rivers Community College community is looking forward to welcoming you back.

## **Drugs and Alcohol in the Community Colleges Policy**

The Connecticut Board of Regents for Higher Education endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise: American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Regents policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct. These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with Board policy, the consumption of alcoholic beverages on campus may only be authorized by written permission of the President for special events as appropriate.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral

resources in their respective service planning regions. Failure to comply with this Policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

Students are urged to seek information, advice, or confidential counseling regarding drugs and/or alcohol by contacting the counseling staff. Also, Three Rivers is prepared to refer students to appropriate professionals (medical, legal, psychiatric, etc.) according to the needs of the individual student. Contact will be held in complete confidence. A student who ignores opportunities for help and assistance and who willfully violates College policies and the law faces disciplinary action as outlined in the BOR/CSCU Student Code of Conduct.

The College's full policies and programs on the Drug Free Workplace and Drug Prevention are published separately. Copies of these policies and programs are available to students through the Dean of Student Services.

## **Gambling**

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

## **Hoverboards, Use of**

CSCU System Office offers the following guidance regarding the use of "hoverboards" or other electronically operated skateboard type devices. Due to safety concerns about both fire and rider safety, hoverboards shall not be allowed to be either charged, operated or stored on CSCU campuses. This prohibition is consistent with the CSCU Student Code of Conduct, Article I, Part D, Section 12 which prohibits "behavior or activity which endangers the health, safety or well-being of others." Further, the practice of prohibiting hoverboards on CSCU campuses is consistent with other colleges and universities across the country.

This guidance is offered due to the concern about fire safety and collisions. Due to the abundance of reported safety issues with the devices, the U.S. Consumer Product Safety Commission is investigating the safety of hoverboards. Moreover, the National Association of Fire Marshals has also issued a warning regarding fire safety due to spontaneous fires potentially linked to the battery which powers the board. Given the warnings and concerns of these organizations, CSCU has issued this prohibition.

For more information please contact Stephen Goetchius, Dean of Administration.

## **Open Door Admissions Policy**

Three Rivers Community College has an open door admissions policy. The open door admissions policy offers admission to every high school graduate or anyone holding a high school equivalency diploma (GED) without requiring Scholastic Aptitude Tests (SAT). Some programs may have special requirements. Applications accepted year-round.

## **Opioid Overdose Prevention and Awareness Policy**

The Board of Regents for Higher Education ("BOR") in conjunction with the Connecticut State Colleges and Universities ("CSCU") is committed to maintaining safe and substance-free campuses for all students, employees and visitors. It is the intent of the BOR and each of its Colleges and Universities to increase awareness regarding opioid addiction and prevention. In the unfortunate instance of opioid overdose, it is the intent of the BOR and the CSCU to prevent overdose related death through the proper training, administration, and usage of naloxone hydrochloride, commonly known as Narcan® Nasal Spray, or other similarly acting and equally safe overdose-reversing drug approved by the FDA ("Intranasal Naloxone" or "IN kits").<sup>1</sup> Therefore, this policy serves to direct each Connecticut State College and University to participate, together with other agencies, in a statewide initiative focused on public health issues regarding opioid-related drug overdose persons.<sup>2</sup>

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<sup>1</sup> Intranasal Naloxone is a proven and effective emergency treatment for known or suspected opioid overdoses. Such medications are not a substitute for emergency medical care. However, when administered during an opioid overdose, and with proper emergency medical assistance, lives may be saved.

<sup>2</sup> The Connecticut Good Samaritan Law allows anyone, if acting with reasonable care, to administer an opioid antagonist to a person one believes in good faith is experiencing an opioid-related drug overdose without criminal or civil liability. To see the full policy, please refer to:

<https://www.ct.edu/files/policies/5.11%20CSCU%20Opioid%20Overdose%20Prevention%20and%20Awareness%20Policy.docs.pdf>



## **People with Disabilities Policy**

The Connecticut Board of Regents for Higher Education and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the Community Colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a Community College Campus or in the Central Office of the Board of Regents. The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way. The efforts of the Community Colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college. Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among institutions of higher education. The Board of Regents will work to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges. This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way to replace the Equal Opportunity Policy Statement.

## **ADA Grievance Procedure for the General Public**

A grievance is an allegation that an agent of the college has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C. 12101 et. seq. (ADA). The following procedure shall apply only to members of the public.

1. How to file a grievance: A grievance must be submitted in writing to the ADA coordinator or such other college official as the president may designate within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall describe the discriminatory action and state briefly the underlying facts.
2. Procedure for grievance resolution: The ADA coordinator shall investigate the grievance in consultation with the college's affirmative

action person and, within thirty days from the time the grievance was submitted, recommend to the president a disposition of the grievance. The president may accept or reject the recommendation or direct such further investigation as he or she deems appropriate. The president shall notify the grievant of the final disposition of the grievance within fifteen days of receiving the recommendation.

## **Racism and Acts of Intolerance Policy**

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the Mission Statements and Policies concerning Student Rights, Affirmative Action, and Equal Opportunity. The Board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives. Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the First Amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the Community Colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth. Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures. Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this Policy statement to the entire college community.

## **Service Animals**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 require public colleges and universities to modify their

policies, practices and procedures to permit the use of trained dogs that qualify as service animals by individuals with a disability. The ADA's definition of a service dog is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

A college need not accommodate/make an academic adjustment for a service animal if the owner cannot effectively control it, if the animal is not housebroken, if the animal's behavior or presence poses a direct threat to the health or safety of others, if its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical damage to the property of others, or if it substantially interferes with the reasonable enjoyment by others. In addition, the owner of the animal is required to meet all requirements for the service animal regarding vaccination, licensure, leash control, cleanup rules, animal health, etc.

When responding to a request for an accommodation/academic adjustment regarding a service animal, a college is not permitted to inquire about the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a service animal. A college may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A college shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a college or any public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

## **Support Animals**

Emotional support, comfort or companionship animals are not considered service animals. There is a clear distinction between service dogs that are trained to respond to an individual's needs and untrained "emotional support" animals whose mere presence may positively affect a person's disability. Service Dogs, with their recognition and response training are covered under the ADA, while Support Dogs, therapeutic as they may be to the disabled individual, are not covered and are not allowed on Campus.

In extenuating circumstances, a student may request approval from the Disabilities Office to have a Support Dog accompany them to class. Such

requests will be considered on a case by case basis consistent with applicable laws.

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

For questions, please contact Stephen Goetchius, Dean of Administrative Services, IT, and Human Resources at 860-215-9002.

## **Smoking and Use of Tobacco Products Policy**

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 or e-cigarettes 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 on 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.

## **Student Rights Policy**

### **Section 1: Rights of Students**

It is the policy of the Board of Regents 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, gender identity or expression, age, national origin, ancestry, present or past history of mental disorder, genetic information, marital status, sexual orientation, learning disability, 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).
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, gender identity or expression, age, national origin, ancestry, present or past history of mental disorder, marital status, 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 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 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.
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.
6. The time frames provided herein may be modified by the president for good cause.

### ***CSCU Student Complaints & Request for Review Process***

In compliance with the Higher Education Opportunities Act of 2008, the Connecticut State Colleges and Universities (CSCU) investigates Request for Review of all written and signed student complaints against the colleges and universities in the CSCU system. Additionally, CSCU also provides prospective and enrolled students with contact information for filing complaints with our accrediting agency and other appropriate state agencies.

#### ***Initiating a Request for Review***

In order for the CSCU system to consider a Request for Review, the following must be true:

- The student has exhausted all available grievance procedures established by the institution.
- The student did not receive a satisfactory resolution and is contacting CSCU as a last resort in the grievance process.
- The student has submitted the claim in writing to CSCU. The student complaint must provide CSCU with a detailed description of the claim(s), including dates, times, and full names of all involved, as well as the actions taken by both the student and the school to resolve the matter.
- The student has signed the Request for Review, electronically, or by signature, attesting to the truth and accuracy of the request.
- By signing the request, the student acknowledges that CSCU may share the information provided with the school or other relevant organizations, in order to help resolve the dispute. CSCU does not guarantee a resolution resulting from the submission or its investigation into the allegation(s).

Upon receiving a Request for Review, CSCU will determine whether the matter being disputed falls within its jurisdiction, based on the elements stated above. If it does, CSCU initiates an investigation into the allegation(s). If preliminary findings indicate an inconsistency with CSCU policy by the institution, CSCU will

resolve the request administratively through mediated discussion. All parties are notified in writing of the outcome of the investigation. If the claim(s) in the Request for Review is outside of CSCU jurisdiction, it may be directed to the accrediting body, or to another agency that is authorized to resolve the matter, if appropriate.

CSCU will not investigate anonymous Request for Reviews.

#### *Filing a Request for Review*

Request for Reviews can be filed electronically at the online submission form. The Request for Review Form can be found at the following web address: [www.ct.edu/complaint](http://www.ct.edu/complaint). The online form also permits students to submit supporting evidence and documentation electronically. If you cannot submit your complaint online, please mail it to:

CT Board of Regents for Higher Education  
Attention: State Complaint Department  
61 Woodland Street  
Hartford, CT 06105

Or call: 860-723-0000

The student and/or the institution may be contacted during the investigation to submit documented evidence regarding the complaint, which may include but is not limited to, copies of enrollment documentation, contracts, syllabi, receipts, financial aid notices, promissory notes, or other relevant correspondence.

Students should be aware that they have the right to seek advice from a private attorney. Questions regarding a Request for Review can be sent to [CSCU-Legal@ct.edu](mailto:CSCU-Legal@ct.edu).

#### *Accrediting Agency*

Three Rivers Community College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEASC). The link <https://www.neche.org/for-the-public/comments-complaints/> provides information for students to address public comments, complaints against affiliated institutions, and complaints against the Commission.

#### *State of Connecticut*

The link to access the complaint form for the State of Connecticut is located at the Connecticut Attorney General's website:  
<http://www.ct.gov/ag/site/default.asp>.



## Student Code of Conduct

**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 and 2016), which is available for review electronically at:

<https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf> 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 Code of Conduct (Preamble and Introduction)

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.

### Part B: Application, Distribution, and Administration of the Student Code of Conduct

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.

### **Part C: Scope of Authority**

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 43 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 of 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 69 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; and (vi) invoke the standard of "affirmative consent" in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity (the standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference);

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 shall not 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.

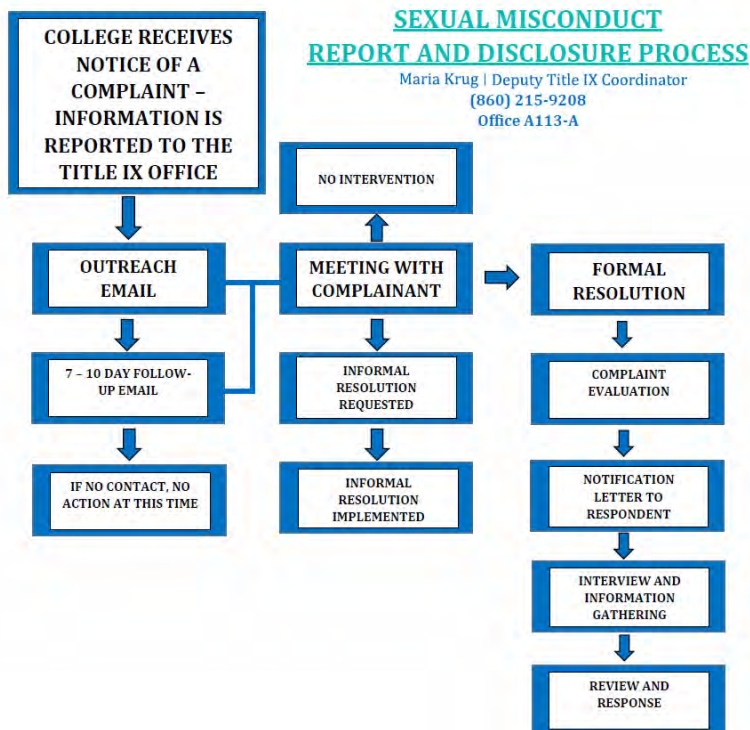


## Part B: Disciplinary Sanctions

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

### *Statement of Policy*

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to ensuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. 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.

The BOR 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. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution. Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions: Sexual Misconduct Reporting Support Services and Processes Policy

### ***Terms, Usage and Standards***

**Consent** must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never 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 affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a

valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Report** of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

**Disclosure** is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

**Sexual misconduct** includes engaging in any of the following 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 or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment 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.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

(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. Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(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 (for example, an individual who allows friends to 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.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(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

under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes 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 includes but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim's statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(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.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant

message, on- line community or any other internet communication) or remaining in the physical presence of the other person.

### ***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 are defined as follows: For the universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Sexual Misconduct Reporting Support Services and Processes Policy Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies 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.

### ***Mandated Reporting by College and University Employees***

Other than confidential resources as defined above, 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 (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

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 Parties***

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.

### ***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.

### ***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.

### ***Employee Conduct Procedures***

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

### ***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 Title IX Coordinator can assist in explaining the student conduct process. 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.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such

cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final. 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.

### ***Dissemination of this Policy***

Upon adoption by the Board all CSU 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.

## **Use of a Preferred First Name and Execution of Changes to Legal Name by Students**

The Board of Regents for Higher Education is committed to providing an educational environment where all are welcome and free to express the manner in which they choose to identify themselves. In this vein the BOR is issuing this policy so that individuals may be identified by a preferred first name or used name as well as understand procedures to change their legal names for the purposes of their education records. Connecticut State Colleges & Universities (CSU) shall use a preferred or used name on all documents and records other than official documents, such as diplomas and transcripts. Documents and records that may display a preferred or used name include, among others, course rosters, identification cards, email addresses, and honors, awards and prizes issued by the institution. The Board of Regents for Higher Education directs the system office working with representatives of the CSU institutions to establish appropriate forms, procedures and timelines to facilitate students' requests for usage of a preferred first name or used name. The institutions are to incorporate advisement regarding the ramifications of preferred first name or used name usage into their process. CSU institutions must use students' legal names in all official documents, despite requests for the usage of preferred or used names. Legal names are to appear on all external use reports and documents including, but not limited to employment paperwork, paychecks, tax forms, student billings, financial aid forms, scholarships, transcripts, diplomas,

and other documents required by law. The Board of Regents for Higher Education directs the system office working with representatives of the CSCU institutions to establish appropriate forms, procedures and timelines to facilitate students' requests to change their legal name. Within such a request, the student must present an original or certified copy of the court order. After the request has been processed, only the new legal name should be reflected in the institution's official documents, unless the individual requests in writing that such documents include reference to his or her former name (e.g. Heather Pauline Armstrong formerly known as John Joseph Doe). In the event of a typographical or other error in institutional records or documents, the individual's request to correct the name will be granted after verification that the correction is due to an error. Documents that may provide sufficient verification for determination of the correction include birth certificates, social security cards, driver's licenses, and other documents issued by federal, state and local governmental agencies' Definitions Preferred First Name: A preferred first name or used name is not a legal first name, but is generally used to change the manner in which others refer to the individual. For example, student Mathew Allan Smith may prefer the name Matt or Susan Elaine Taylor may choose to be referred to as Sue or Elly rather than Susan. Note that preferred first names or used names are not limited to variations or derivatives of a given or legal name; for example, student Margaret Ann Parker may request the preferred name Robert or Lawrence Peterson may choose to be called Sarah due to gender identity or transgender status, respectively, without court-ordered documentations. Legal Name: A legal name is the person's official name in accordance with the law. Legal names can only be changed on official documents when a student acquires a court order. Such a court order may arise in a number of different contexts, including a name change proceeding, an adoption, a divorce decree, individual choice, witness protection program. Additionally, a marriage certificate should be treated like a court order.

## **Consensual Relationships**

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities' respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty and or staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

### **Policy Prohibited Between Employee and Student**

Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all State Universities and Colleges. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

### **Strongly Discouraged Between Employee and Student**

Romantic, dating or sexual relationships between employees and students over whom said employee does *not* have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety. If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.

## **Between Employee and Employee**

BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

## **In the Event of a Sexual Harassment Charge**

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit. Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

## **Sanctions**

All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.

## **Directory Information (and "Opt Out" Procedure)**

At their 6-24-21 meeting, the Connecticut Board of Regents determined that disclosure of Directory Information is within the sole discretion of the College and that Directory Information may be disclosed without the prior consent of the student as noted herein.

For purposes of access by school officials this information can be disclosed:

- Student's legal name
- Permanent mailing address
- Month and day of birth
- Photographs
- Student identification number, User ID, or other unique identifier
- Email address
- Telephone number
- University or College previously attended or currently attending
- Dates of attendance
- Full vs. part-time student status
- Academic Honors & Awards
- Class standing/year

- Major, minor, concentration and/or program of study
- Degree(s)/Certificate(s) candidacy
- Degree(s)/Certificate(s) earned
- Previous Institutions attended
- Graduation expected/completion dates

For purposes of access by military recruiters only, the following is designated:

- Student's legal name
- Permanent mailing address
- Student email address (issued by the institution)
- Telephone number
- Age
- Place of birth
- Class standing/year
- Major and/or program of study
- Degrees received
- Most recent educational institution attended

For purposes of participation in any recognized activity or sports, the following is designated:

- Student's preferred name
- City and State of Residence
- Dates of attendance
- Class standing/Year
- Recognized activity or sport
- Team performance statistics
- Team position
- Photos and videos
- Athletic Honors & Awards
- Height and weight of athlete

For purposes of disclosure to/access by the general public, the following is designated:

- Student's preferred name
- Permanent mailing address
- Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Academic Honors & Awards
- Full vs. Part-time status
- Anticipated graduation date

- Graduation date
- Charter Oak State University Only – Email address

Should a student want to “opt out” of directory information being released to the military, for purposes of activities and the general public, the FERPA “Opt Out” form must be completed and submitted to the Registrar’s Office. Forms may be obtained by emailing to the Records office at [registrar@threeivers.edu](mailto:registrar@threeivers.edu). Students should note that choosing to “opt out” does also mean that student achievements (such as Dean’s List and Graduation publications) will not be released. Questions about this policy or process should be directed to the Records/Registration Office using the email 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 or University 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 or University 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 or University 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 or University official to amend a record that they believe is inaccurate, misleading or a violation of the student’s right to privacy. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official 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.

**3. The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Connecticut State Colleges and Universities system office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

**FERPA also permits disclosure of education records without consent in connection with, but not limited to:**

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- 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 or University;
- 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.

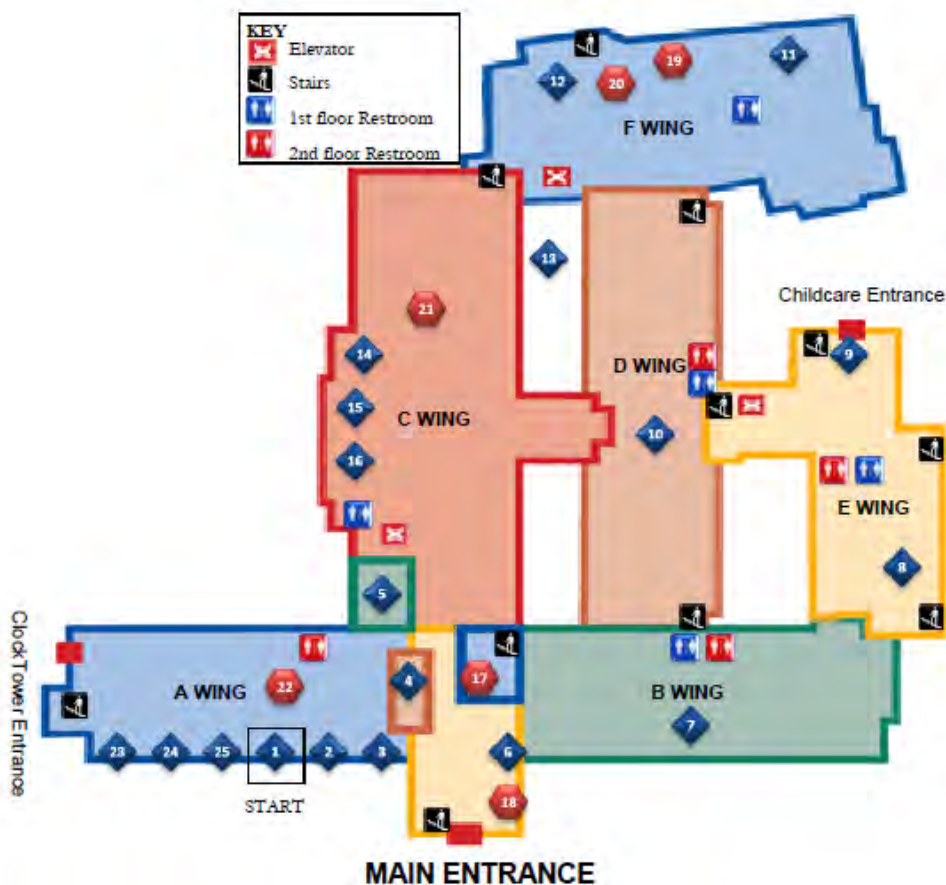
- Directory information as defined in the policy of the Board of Regents.

**4. The right to refuse to permit the College or University to release Directory Information about the student**, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

**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 that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

# 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 Information Center/Welcome Center (A113). This is where all new students should begin.
- 2) Take a right out of the Information Center/Welcome Center. On your right-hand side is the Cashier's window.
- 3) Continuing on you will see the Financial Aid Office on your right (A111). Feel free to stop in and 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 where vending machines are available.
- 6) Enter the Main Lobby. Here you will find the Security Desk/Office which also houses Lost & Found.
- 7) Pass the Security Desk 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 (E112) available to student use.
- 9) The E-Wing is also home to Little Learner's Daycare (E101), which offers daycare services and has its own separate entrance.
- 10) Take a right into the D-Wing. Here you can find classrooms for the Liberal Arts, Technology, and Sciences.
- 11) Take a right into the F-Wing, then a left to check out the Fitness Center (F105). There is a good selection of cardio equipment and weights, as well as a dance studio and locker rooms.
- 12) The Cafeteria is also in the F-Wing on the right-hand side. Come in to see the menu or sit and 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 (C114) on your right. In addition to tutoring, there is a writing Center, math lab, and language lab.
- 15) Continuing on, 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) The Department of Information Technology is located in C135. Students can stop in for assistance with connecting to the wireless network, accessing myCommNet, or resetting their network account.
- 17) You are now ready to visit the 2<sup>nd</sup> floor. Take the stairs or the elevator located just inside the C-Wing.
- 18) Directly in front of the main stairs on the 2<sup>nd</sup> floor is the Art Gallery which exhibits national and local artists, as well as the Annual Student Art Show.
- 14) 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) and come in to ask about student activities, clubs, and scholarships.
- 15) Nearby is the Student Lounge (F217), complete with a pool table and a Wii.
- 16) Take a left at the end of the hall to the C-Wing. The Administrative Offices are on the right and faculty offices are on the left.
- 17) Heading into the A-Wing, you will find the Nursing classrooms and labs. Then, take the stairs at the end of the hall to the 1<sup>st</sup> floor.
- 18) Back on the 1<sup>st</sup> floor, the first office to your right is the Admissions Office (A119).
- 19) Continuing, you will find the Testing Center (A117). In addition to placement testing, make-up and accommodation, CLEP/DSST, and TEAS testing are available.
- 20) Lastly, you will find the Registrar's window to your right. Please come back to the Information Center/Welcome Center (A113) if you have any questions or need to access Advising, Counseling, Accommodations, and/or Career Counseling.

*August*

*2021*

Sunday
<i>Aug 1</i>
Monday
2
Tuesday
3
Wednesday
4
Thursday
5
Friday
6
Saturday
7
Sunday
8
<i>Monday</i>
9

*August*

*2021*

Tuesday
<i>10</i>
Wednesday
<i>11</i>
Thursday
<i>12</i>
Friday
<i>13</i>
Saturday
<i>14</i>
Sunday
<i>15</i>
Monday
<i>16</i>
Tuesday
<i>17</i>
Wednesday
<i>18</i>

*August*

*2021*

Thursday
19
Friday
20
Saturday
21
Sunday
22
Monday
23
Tuesday
24
Wednesday
25
Thursday
Fall classes begin. Add/Drop period begins
26
Friday
27



**Aug/Sep**

**2021**

<b>Saturday</b>
<b>28</b>
<b>Sunday</b>
<b>29</b>
<b>Monday</b> Welcome Week
<b>30</b>
<b>Tuesday</b> Welcome Week
<b>31</b>
<b>Wednesday</b> Welcome Week Last day to Add/Drop a class (no fee)
<b>Sep 1</b>
<b>Thursday</b> Welcome Week
<b>2</b>
<b>Friday</b> Welcome Week
<b>3</b>
<b>Saturday</b>
<b>4</b>
<b>Sunday</b>
<b>5</b>

# September

# 2021

Monday	Labor Day – college closed
6	
Tuesday	
7	
Wednesday	
8	
Thursday	
9	
Friday	
10	
Saturday	
11	
Sunday	
12	
Monday	
13	
Tuesday	
14	

# September

2021

Wednesday
<b>15</b> Last day to drop a class (\$50 per class fee)
Thursday
<b>16</b>
Friday Constitution Day (classes in session)
<b>17</b>
Saturday
<b>18</b>
Sunday
<b>19</b>
Monday
<b>20</b>
Tuesday
<b>21</b>
Wednesday
<b>22</b>
Thursday
<b>23</b>

Sep/Oct

2021

Friday	Last day to select audit option
24	
Saturday	
25	
Sunday	
26	
Monday	
27	
Tuesday	
28	
Wednesday	
29	
Thursday	
30	
Friday	
Oct 1	
Saturday	
2	

October

2021

Sunday
3
Monday
4
Tuesday
5
Wednesday
6
Thursday
7
Friday
8
Saturday
9
Sunday
10
Monday Columbus Day – classes in session
11

October

2021

Tuesday
12
Wednesday
13
Thursday
14
Friday Faculty submit midterm grades
15
Saturday
16
Sunday
17
Monday
18
Tuesday Reading Day
19
Wednesday
20

*October*

*2021*

Thursday
21
Friday
22
Saturday
23
Sunday
24
Monday
25
Tuesday
26
Wednesday
27
Thursday
28
Friday
29

*Oct/Nov*

*2021*

Saturday
30
Sunday
31
<b>Monday</b> Advising Day, Winter'21 and Spring '22 registration begins for current students, and Last day to apply for Dec or Jan graduation
<i>Nov 1</i>
Tuesday
2
<b>Wednesday</b> Last day to submit incomplete work from Spring and Summer 2021
3
Thursday
4
Friday
5
Saturday
6
Sunday
7



# November

# 2021

<b>Monday</b>	Winter '21 and Spring '22 registration begins for new, transfer, and re-enrolled students
<b>8</b>	
<b>Tuesday</b>	Last day to select pass/fail option
<b>9</b>	
<b>Wednesday</b>	
<b>10</b>	
<b>Thursday</b>	Veterans' Day – classes in session
<b>11</b>	
<b>Friday</b>	Last day to withdraw from a class
<b>12</b>	
<b>Saturday</b>	
<b>13</b>	
<b>Sunday</b>	
<b>14</b>	
<b>Monday</b>	
<b>15</b>	
<b>Tuesday</b>	
<b>16</b>	

*November*

*2021*

Wednesday
17
Thursday
18
Friday
19
Saturday
20
Sunday
21
Monday
22
Tuesday
23
Wednesday College open – no classes in session
24
Thursday Thanksgiving Recess - college closed
25

*Nov/Dec*

*2021*

Friday	Thanksgiving Recess - no classes in session
26	
Saturday	
27	
Sunday	
28	
Monday	
29	
Tuesday	
30	
Wednesday	
Dec 1	
Thursday	
2	
Friday	
3	
Saturday	
4	

*December*

*2021*

Sunday
5
Monday
6
Tuesday
7
Wednesday
8
Thursday
9
Friday
10
Saturday
11
Sunday
12
Monday
13

December

2021

Tuesday
14
Wednesday Last Day of Fall classes
15
Thursday
16
Friday
17
Saturday
18
Sunday
19
Monday
20
Tuesday Grades are available on the web
21
Wednesday
22

*December*

*2021*

Thursday
23
Friday Christmas Day Observed – college closed
24
Saturday
25
Sunday
26
Monday
27
Tuesday 3-Week Winter Session classes begin
28
Wednesday
29
Thursday
30
Friday
31 New Year's Day Observed - college closed

*January*

*2022*

Saturday
<i>Jan 1</i>
Sunday
2
Monday
3
Tuesday
4
Wednesday
5
Thursday
6
Friday
7
Saturday
8
Sunday
9

*January*

*2022*

Monday
<b>10</b>
Tuesday
<b>11</b>
Wednesday
<b>12</b>
Thursday
<b>13</b>
Friday Last day to withdraw from a Winter Session class
<b>14</b>
Saturday
<b>15</b>
Sunday
<b>16</b>
Monday Martin Luther King, Jr. Day - college closed
<b>17</b>
Tuesday Last day of Winter Session classes
<b>18</b>



January

2022

Wednesday
19
Thursday
20
Friday Spring classes begin - Add/Drop period begins
21
Saturday
22
Sunday
23
Monday
24
Tuesday
25
Wednesday
26
Thursday Last day to Add/Drop a class (no fee)
27

*Jan/Feb*

*2022*

Friday
<i>28</i>
Saturday
<i>29</i>
Sunday
<i>30</i>
Monday
<i>31</i>
Tuesday
<i>Feb 1</i>
Wednesday
<i>2</i>
Thursday
<i>3</i>
Friday
<i>4</i>
Saturday
<i>5</i>

February

2022

Sunday
6
Monday
7
Tuesday
8
Wednesday
9
Thursday Last day to drop a class (\$50 per class fee)
10
Friday
11
Saturday
12
Sunday
13
Monday
14

<b>February</b>	<b>2022</b>
<b>Tuesday</b>	
<b>15</b>	
<b>Wednesday</b>	
<b>16</b>	
<b>Thursday</b> Last day to select audit option	
<b>17</b>	
<b>Friday</b> Presidents' Recess - classes not in session college open	
<b>18</b>	
<b>Saturday</b>	
<b>19</b>	
<b>Sunday</b>	
<b>20</b>	
<b>Monday</b> President's Day - college closed	
<b>21</b>	
<b>Tuesday</b>	
<b>22</b>	
<b>Wednesday</b>	
<b>23</b>	

*Feb/Mar*

*2022*

Thursday
<b>24</b>
Friday
<b>25</b>
Saturday
<b>26</b>
Sunday
<b>27</b>
<b>Monday</b> Last day to apply for Spring and Summer '22 graduation to participate in commencement
<b>28</b>
Tuesday
<b>Mar 1</b>
Wednesday
<b>2</b>
Thursday
<b>3</b>
Friday
<b>4</b>

*March*

*2022*

Saturday
5
Sunday
6
Monday
7
Tuesday
8
Wednesday
9
Thursday
10
Friday
11
Saturday
12
Sunday
13

# March

# 2022

Monday	Spring Break – classes not in session
14	
Tuesday	Spring Break – classes not in session
15	
Wednesday	Spring Break – classes not in session
16	
Thursday	Spring Break – classes not in session
17	
Friday	Spring Break – classes not in session
18	
Saturday	
19	
Sunday	
20	
Monday	Faculty submit midterm grades
21	
Tuesday	
22	

*March*

*2022*

Wednesday
23
Thursday
24
Friday
25
Saturday
26
Sunday
27
Monday
28
Tuesday
29
Wednesday
30
Thursday
31



*April*

*2022*

Friday
<i>Apr 1</i>
Saturday
2
Sunday
3
<b>Monday</b> Summer and Fall '22 registration begins for current students and Advising Day
4
Tuesday
5
Wednesday
6
<b>Thursday</b> Last day to submit incomplete work from Fall and Winter 2021
7
<b>Friday</b> Last day to select pass/fail option
8

*April*

*2022*

Saturday
9
Sunday
10
Monday Summer and Fall '22 registration begins for new, transfer, and re-enrolled students
11
Tuesday
12
Wednesday
13
Thursday
14
Friday Day of Reflection – college closed
15
Saturday
16
Sunday
17

*April*

*2022*

Monday
<b>18</b>
Tuesday
<b>19</b>
Wednesday
<b>20</b>
Thursday
<b>21</b>
Friday Last day to withdraw from a class
<b>22</b>
Saturday
<b>23</b>
Sunday
<b>24</b>
Monday
<b>25</b>
Tuesday
<b>26</b>

*Apr/May*

*2022*

Wednesday
27
Thursday
28
Friday
29
Saturday
30
Sunday
<i>May 1</i>
Monday
2
Tuesday
3
Wednesday
4
Thursday
5

*May*

*2022*

Friday
<i>6</i>
Saturday
<i>7</i>
Sunday
<i>8</i>
Monday
<i>9</i>
Tuesday
<i>10</i>
Wednesday
<i>11</i>
Thursday
<i>12</i>
Friday
<i>13</i>
Saturday
<i>14</i>

May

2022

Sunday
15
Monday Last Day of Spring classes
16
Tuesday
17
Wednesday Summer Session Mod 1 classes begin
18
Thursday
19
Friday Student grades available on web
20
Saturday
21
Sunday
22
Monday
23

*May/Jun*

*2022*

Tuesday
<b>24</b>
Wednesday
<b>25</b>
Thursday
<b>26</b>
Friday
<b>27</b>
Saturday
<b>28</b>
Sunday
<b>29</b>
Monday
<b>30</b> Memorial Day - college closed
Tuesday
<b>31</b>
Wednesday
<b>Jun 1</b>

*June*

*2022*

Thursday
2
Friday
3
Saturday
4
Sunday
5
Monday Summer Session Mod 2 classes begin
6
Tuesday
7
Wednesday
8
Thursday
9
Friday
10



*June*

*2022*

Saturday
<b>11</b>
Sunday
<b>12</b>
Monday
<b>13</b>
Tuesday
<b>14</b>
Wednesday
<b>15</b>
Thursday
<b>16</b>
Friday
<b>17</b>
Saturday
<b>18</b>
Sunday
<b>19</b>

*June*

*2022*

Monday
20
Tuesday
21
Wednesday
22
Thursday
23
Friday
24
Saturday
25
Sunday
26
Monday
27
Tuesday
28

*Jun/Jul*

*2022*

Wednesday
<i>29</i>
Thursday
<i>30</i>
Friday
<i>Jul 1</i>
Saturday
<i>2</i>
Sunday
<i>3</i>
Monday Independence Day – college closed
<i>4</i>
Tuesday
<i>5</i>
Wednesday
<i>6</i>
Thursday
<i>7</i>

*July*

*2022*

Friday
8
Saturday
9
Sunday
10
Monday
11
Tuesday Summer Session Mod 3 classes begin
12
Wednesday
13
Thursday
14
Friday
15
Saturday
16

July

2022

Sunday
17
Monday
18
Tuesday
19
Wednesday
20
Thursday
21
Friday
22
Saturday
23
Sunday
24
Monday
25

*July*

*2022*

Tuesday
26
Wednesday
27
Thursday
28
Friday
29
Saturday
30
Sunday
31

**Note:** *Classes are in session unless otherwise indicated on the above Planner*