

CT STATE STUDENT HANDBOOK

Academic Year
2026-2027

ctstate.edu

CT STATE
COMMUNITY COLLEGE

STUDENT HANDBOOK

Academic Year 2026-2027

ctstate.edu

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Rights Reserved Statement

The information contained in the 2026–2027 CT State Community College Student Handbook is subject to change and may be updated or revised throughout the academic year.

This Student Handbook supplements the Connecticut State Community College Catalog and is not a complete listing of all CSCU/CT State policies, procedures or practices. This digital Student Handbook is posted online for students and applicants for general information and guidance only. It does not constitute a contract, either expressed or implied. CSCU/CT State reserves the right to change its policies, procedures, regulations, fees and announcements without notice whenever such action becomes necessary.

Non-Discrimination Statement

CT State Community College does not discriminate based on age, ancestry, color, national origin, gender identity or expression, genetic information, learning disability, marital status, intellectual disability, physical disability (including but not limited to blindness), present or past history of mental disability, prior criminal record, race, religious creed, sex (including pregnancy and sexual harassment), sexual orientation, retaliation for previously opposed discrimination or coercion, veteran status, victims of domestic violence, sexual assault and/or trafficking or any other federal or state protected class in its employment, programs and activities, unless the provisions of Section 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there are bona fide occupational qualifications excluding people in one of the above protected groups.

For information regarding the nondiscrimination, disability and Title IX policies/procedures, contact: Dr. Arnita Walls
Interim Vice President of Diversity, Equity and Inclusion, CT State Community College, 185 Main Street, New Britain, CT 06051, 860-612-7056 or arnita.walls@ctstate.edu.

Publication Date

August 2026

This document has been updated to reflect current CSCU/CT State Community College policies and is subject to change during the academic year.

Message From the CT State President

Dear Students,

On behalf of the dedicated faculty, staff and professionals committed to your success at Connecticut State Community College, it is my honor to welcome you to the 2026–27 academic year. I'm thrilled to serve as Interim President of CT State and to champion your educational and professional journey.

This is an exciting time for CT State as we enter our fourth year as a statewide institution and New England's largest community college. As you begin or continue your experience with us, you are joining a dynamic, interconnected community spanning 12 campuses, multiple satellite locations and a community of campus-based and remote learners. Whether you're pursuing a degree, building new skills or preparing for the workforce, CT State is where your goals and ambitions can become reality.

Our mission is rooted in the belief that education transforms lives through affordable, high-quality learning and comprehensive student support. As a first-generation college student myself, I understand the power and potential each student brings to our community. As we continue to modernize programs, expand workforce training and align academic pathways with the evolving demands of today's world and economy, we remain committed to providing the tools and resources to guide every step of your academic and professional pursuits.

We continue to make important changes to help you focus on what matters most: your learning and your future. You can now take classes at any campus, transfer credits more easily and benefit from streamlined admissions, registration and financial aid processes. Our academic advising is consistent and supportive statewide and our programs connect you to real-world opportunities.

This Student Handbook is your roadmap to navigating life at CT State. Inside, you'll find key policies, helpful resources and clear expectations that define our shared responsibilities. It reflects not only what we ask of you, but what you can count on from us—equity, excellence and unwavering support.

I encourage you to make the most of your time here by engaging with your talented faculty, accessing support from experienced staff, connecting with your fellow students and taking advantage of everything, our college offers inside and outside the classroom across our proud state.

Thank you for choosing CT State. I look forward to all you'll accomplish in the year ahead.

Christina Royal, Ph.D.

Interim President, Connecticut State Community College

About Connecticut State Community College

CSCU Board Of Regents

The Board of Regents for Higher Education (BOR) is the governing body of the Connecticut State Colleges and Universities System (CSCU) and is comprised of 15 voting members and 6 non-voting, ex officio members who have been selected for their special talents, their vision and their sense of civic responsibility. Two students serve as Student Representatives who make periodic reports to the student body through the Student Advisory Council. The Connecticut State (CT State) Community College is a constituent unit of the State System of Higher Education and one of the institutions that comprise the Connecticut State Colleges and Universities.

CT State Structure and Campuses

In July of 2023, the 12 community colleges in Connecticut merged to become Connecticut State Community College, one of the largest community colleges in the country and the largest in New England. CT State students will be able to take classes at any of the following campuses: Asnuntuck (Enfield), Capital (Hartford), Gateway (New Haven and North Haven), Housatonic (Bridgeport), Manchester, Middlesex (Middletown and Meriden), Naugatuck Valley (Waterbury and Danbury), Northwestern (Winsted), Norwalk, Quinebaug Valley (Danielson and Willimantic), Three Rivers (Norwich) and Tunxis (Farmington and Bristol).

CT State Mission Statement

The Connecticut State Community College provides access to academically rigorous and innovative education and training focused on student success. The college supports excellence in teaching and learning, makes data-informed decisions, promotes equity and advances positive change for the students, communities and industries it serves.

CT State Diversity, Equity and Inclusion Statement

The Connecticut State Community College commits to bold and disruptive change by actively: identifying, naming and dismantling structural racism, systemic poverty and other barriers; establishing equitable and anti-racist policies and practices; and empowering students, faculty, staff and administrators to advance racial, social and economic justice. Our core collective responsibility is to continuously assess practices and policies and transform the world we live in by eliminating inequities.

Affirmative Action Policy Statement

As the statewide policy making authority for public higher education in Connecticut, the Board of Regents for Higher Education (BOR) 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 (specifically Connecticut General Statutes sections 10a-10 and 10a-11) 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 the Americans with Disabilities Act at all Connecticut state colleges and universities. Equal employment opportunities and affirmative action are essential to achieving higher education's twin goals of academic excellence and equity.

Non-Discrimination Statement

CT State Community College does not discriminate on the basis of age, ancestry, color, national origin, gender identity or expression, genetic information, learning disability, marital status, intellectual disability, physical disability (including but not limited to blindness), present or past history of mental disability, prior criminal record, race, religious creed, sex (including pregnancy and sexual harassment), sexual orientation, retaliation for previously opposed discrimination or coercion, veteran status, victims of domestic violence, sexual assault and/or trafficking or any other federal or state protected class in its employment, programs and activities, unless the provisions of Section 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there are bona fide occupational qualifications excluding persons in one of the above protected groups.

For information regarding the nondiscrimination, disability and Title IX policies/procedures, contact: Dr. Arnita Walls, Interim Vice President of Diversity, Equity and Inclusion, CT State Community College, 185 Main Street, New Britain, CT 06051, 860-612-7056 or arnita.walls@ctstate.edu.

College Accreditation

The New England Commission of Higher Education (NECHE) is one of seven higher education accrediting bodies in the United States. It is a voluntary, non- governmental member association recognized by the U.S. Department of Education as an authority of quality in higher education having as its primary purpose the accreditation of educational institutions. Connecticut State Community College was formally merged and accredited on July 1, 2023.

For information on specific program accreditations, please refer to the CT State College Catalog.

Public Health Emergency Disclaimer

In the event of a significant public health concern, including an outbreak of coronavirus or other communicable illness, Connecticut State Community College reserves the right to modify instructional formats, campus operations and related services as necessary to protect the health, safety and well-being of the college community and in accordance with applicable public health guidance and legal requirements.

Such modifications may include transitioning courses or services to online, hybrid or other alternative formats when warranted by public health conditions. Changes in instructional delivery format will not result in an increase or decrease in tuition and fees. Tuition and fees support access to educational opportunities, academic credit and related college services regardless of whether instruction or services are delivered in person, online or through a hybrid model.

CT State Community College remains committed to maintaining a safe and supportive learning environment. However, members of the college community acknowledge that, despite reasonable efforts to follow public health guidance and implement safety measures, it is not possible to guarantee an environment entirely free from communicable illnesses.

CT State Community College Directory

Connecticut State Community College – College Office

185 Main Street, New Britain, CT 06051 (ctstate.edu)

CT State Community College President (Interim)

Christina Royal, Ph.D.

CT State Community College Cabinet

Karen Hynick, Ed.D., *Acting Provost and Vice President of Academic Affairs, Student Affairs and Workforce Innovations*

Kerry A. Kelley, *Vice President of Finance and Administration*

Troy A. Miller, *Vice President for Enrollment Management*

Ruth Spencer, J.D., *Interim Vice President of Human Resources*

Arnita Walls, Ed.D., *Interim Vice President of Diversity, Equity and Inclusion*

Tom Yelich, *Chief of Staff*

CT State Community College Campuses

Asnuntuck Campus

170 Elm Street, Enfield, CT 06082

Joshua Moon-Johnson, Ed.D., *Campus President*

Asnuntuck | Campus Directory (ctstate.edu/locations/asnuntuck)

Main Campus Number: 866--526-6008

Asnuntuck | Map and Driving Directions (ctstate.edu/maps/#asnuntuck)

Capital Campus

950 Main Street, Hartford, CT 06103

Sharale Mathis, Ed.D., *Campus President*

Capital | Campus Directory (ctstate.edu/locations/capital)

Main Campus Numbers: 860-906-5000 Local or 800-894-6126 Toll-Free

Capital | Map and Driving Directions (ctstate.edu/maps/#capital)

Gateway Campus

20 Church Street, New Haven, CT 06510
***Gateway @ North Haven:* 88 Bassett Road, North Haven, CT 06473**

Shiang-Kwei Wang, Ph.D., *Campus President*
Gateway | Campus Directory (ctstate.edu/locations/gateway)
Main Campus Number: 203-285-2000
Gateway | Map and Driving Directions (ctstate.edu/maps/#gateway)

Housatonic Campus

900 Lafayette Boulevard, Bridgeport, CT 06604

Kamari Collins, Ed.D., *Campus President*

Housatonic | Campus Directory (ctstate.edu/locations/housatonic)
Main Campus Number: 203-332-5000
Housatonic | Map and Driving Directions (ctstate.edu/maps/#housatonic)

Manchester Campus

Great Path, P.O. Box 1046, Manchester, CT 06045-1046

Joshua Moon-Johnson, Ed.D., *Campus President*
Manchester | Campus Directory (ctstate.edu/locations/manchester)
Main Campus Number: 860-512-3000
Manchester | Map and Driving Directions (ctstate.edu/maps/#manchester)

Middlesex Campus

100 Training Hill Road, Middletown, CT 06457

Joshua Moon-Johnson, Ed.D., *Campus President*
Middlesex | Campus Directory (ctstate.edu/locations/middlesex)
Main Campus Numbers: 860-343-5719 Local or 866-526-6008 Toll-Free Middletown

For MxCC@Platt: 203-235-0774 or or 866-526-6008 Toll-Free

Enrollment Services: 860-343-5719

Middlesex | Map and Driving Directions (ctstate.edu/maps/#middlesex)

- **Middlesex @ Platt High School**, Satellite campus, 220 Coe Avenue, Meriden, CT 06450
- **Vinal Technical High School**, Houses manufacturing program, 60 Daniels Street, Middletown, CT 06457
  Wilcox Technical High School, Manufacturing classes, 298 Oregon Road, Meriden, CT 06451
- **Pieper Veterinary,** Houses Vet Tech program, 150 Berlin Street, Middletown, CT 06457
- **Middlesex Health**, Houses Rad Tech program, 28 Crescent Street, Middletown, CT 06457

Naugatuck Valley Campus

750 Chase Parkway, Waterbury, CT 06708

***Naugatuck Valley @ Danb*ury (Instructional site) 190 Main Street, Danbury, CT 06810**

***Campus Hours:* Monday-Friday, 8 a.m. to 5 p.m. (Administrative Offices)**

Michael A. Rooke, Ph.D., *Campus President*
Naugatuck Valley | Campus Directory (ctstate.edu/locations/naugatuck-valley)
Main Campus Numbers: 203-575-8000 Waterbury or 203-437-9699 Danbury
Naugatuck Valley | Map and Driving Directions (ctstate.edu/maps/#naugatuck-valley)

Northwestern Campus

Park Place East, Winsted, CT 06098

Michael A. Rooke, Ph.D., *Campus President*
Northwestern | Campus Directory (ctstate.edu/locations/northwestern)
Main Campus Number: 860-738-6300
Northwestern | Map and Driving Directions (ctstate.edu/maps/#northwestern)

Norwalk Campus

188 Richards Avenue, Norwalk, CT 06854

Cheryl C. DeVonish, J.D., *Campus President*
Norwalk | Campus Directory (ctstate.edu/locations/norwalk)
Main Campus Number: 203-857-7000
Norwalk | Map and Driving Directions (ctstate.edu/maps/#norwalk)

Quinebaug Valley Campus

742 Upper Maple Street, Danielson, CT 06239
Quinebaug Valley @ Willimantic Center: 729 Main Street, Willimantic, CT 06226
Mary Ellen Jukoski, Ed.D., *Campus President*
Quinebaug Valley | Campus Directory (ctstate.edu/locations/quinebaug-valley)
Main Campus Numbers: 860-932-4000 Danielson or 860-336-0900 Willimantic
Quinebaug Valley | Map and Driving Directions (ctstate.edu/maps/#quinebaug-valley)

Three Rivers Campus

574 New London Turnpike, Norwich, CT 06360
Three Rivers Manufacturing Apprenticeship Center (Housed in the Ella T. Grasso Southeastern Technical High School): 189 Fort Hill Road, Groton, CT 06340
Mary Ellen Jukoski, Ed.D., *Campus President*
Three Rivers | Campus Directory (ctstate.edu/locations/three-rivers)
Main Campus Numbers: 860-215-9000 Norwich or 860-441-0314 Groton-MAC Office
Three Rivers | Map and Driving Directions (ctstate.edu/maps/#three-rivers)

Tunxis Campus

271 Scott Swamp Road, Farmington, CT 06032
Tunxis @ Bristol: 430 North Main Street, Bristol, CT 06010
Sharale Mathis, Ed.D., *Campus President*
Tunxis | Campus Directory (ctstate.edu/locations/tunxis)
Main Campus Numbers: 860-773-1300; Farmington or 860-314-4700
Bristol Tunxis | Map and Driving Directions (ctstate.edu/maps/#tunxis)

CT State Community College Academic Calendar

Fall 2026

Full Term (1) (Thursday, August 27 - Wednesday, December 16, 2026)

Late Start (LS) (Thursday, September 10, 2026 - Wednesday, December 16, 2026)

7-Week Session I (7A) (Thursday, August 27, 2026 - Wednesday, October 14, 2026)

7-Week Session II (7B) (Thursday, October 22, 2026 - Tuesday, December 15, 2026)

Spring 2027

Full Semester (Friday, January 22 - Saturday, May 15, 2027)

7-Week Session I (7A) (Friday, January 22 - Thursday, March 11, 2027)

7-Week Session II (7B) (Tuesday, March 30 - Monday, May 17, 2027)

Late Start Classes (Friday, February 5 - Monday, May 17, 2027)

CT State Academic Calendar

ctstate.edu/academics/academic-calendar

Event	Date
CSU Faculty Year Begins	August 24, 2026
CT State Faculty Semester Begins	August 25, 2026
CSU Classes Start	August 25, 2026
CT State Classes Start	August 27, 2026
Labor Day, NO CLASSES	September 7, 2026
CT State Reading Day, NO CLASSES	November 3, 2026
Thanksgiving Recess, NO CLASSES	November 25 – 29, 2026
CSU Final Exams	December 7 – 13, 2026
CT State Final Exams	December 10 – 16, 2026
CT State Faculty Semester Ends	December 23, 2026
MLK Day	January 18, 2027
CT State Faculty Semester Begins	January 19, 2027
CSU Classes Start	January 20, 2027
CT State Classes Start	January 22, 2027
CSU President's Recess, NO CLASSES	February 12 – 15, 2027
CT State President's Day, NO CLASSES	February 15, 2027
Spring Break Recess, NO CLASSES	March 15 – 21, 2027
Day of Reflection Recess, NO CLASSES	March 26 – 28, 2027
CSU Final Exams	May 10 – 16, 2027
CT State Final Exams	May 11 – 17, 2027
Memorial Day, NO CLASSES	May 31, 2027
CSU Faculty Year Ends	May 31, 2027
CT State Faculty Semester Ends	June 1, 2027

The CSCU Common Calendar is a system-wide calendar for the institutions of the Connecticut State Colleges and Universities (CSCU) that defines the traditional fall and spring semesters.

CT State - Connecticut State Community College
CSCU – Connecticut State Colleges and Universities

Applying to Become a CT State Community College Student

General Student Admissions

Please visit CT State | How to Apply (ctstate.edu/admissions-registration/how-to-apply) or the CT State College Catalog (catalog.ctstate.edu/) for further information about CT

State's general admissions process and requirements for admission into a degree program.

Open-Door Admissions Policy/Open Enrollment

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

Selective Student Admission

Though most degree and certificate programs at CT State are open admission and accept nearly all prospective students, certain academic programs have more stringent admissions requirements due to the specific nature of the program or the coursework involved. Learn more about each selective admissions (ctstate.edu/admissions-registration/how-to-apply/selective-admissions) program and please review the Frequently Asked Questions (ctstate.edu/admissions-registration/how-to-apply/selective-admissions#notes) section below. In addition, please consult the Nursing and Health Careers Overview (ctstate.edu/images/Forms-Documents/Fact-Sheets/Nursing-Health-Careers-Overview.pdf) which lists all associate degrees and certificate programs included in the Selective Admissions umbrella. Here you will find the campus locations for each program.

Please Note: CT State Workforce Development and Continuing Education (WDCE) non-credit students do not need to apply for admission to the college. Students should contact their home campus WDCE Office directly to request an application/registration form. Please see the Workforce Development and Continuing Education section of this Handbook for contact information.

International Student Admissions

CT State takes considerable pride in the diversity of its student body. The international students who attend the institution contribute to the powerful sense of respect and multicultural understanding that defines our campus culture. Being an international student in the United States (U.S.) is a great opportunity and exciting experience. However, it comes with a lot of responsibility. International students must maintain their F-1 visa status and follow these steps carefully:

Stay in touch with your International Advisor/DSO (Designated School Official). During your studies in the U.S., your DSO becomes an important person in your life. The DSO is responsible for creating your Form I-20, maintaining your SEVIS record, keeping you informed of the federal regulations governing your visa status and in some cases facilitating your interactions with U.S. Citizenship and Immigration Services (USCIS). Your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or refer you to someone who can help.

Non-U.S. citizens or residents who need a SEVIS Form I-20 from CT State to obtain an F-1 student visa or to change their current nonimmigrant visa status to F-1, as well as students in active F-1 status transferring from another U.S. college/university, must submit their application for admission and other required documents by the following deadlines:

New International Students

Fall Semester – June 15
Spring Semester – November 1

Transfer International Students in F-1 status

Fall Semester – July 20
Spring Semester – December 20

The following documentation must be provided by the prospective student before a SEVIS Form I-20 can be issued by CT State. All documents must be translated into English and validated and notarized as being an official and accurate translation.

- A completed CT State Community College Application.
  (Please note: When applying, please use the exact name as it appears on your passport.)
- A copy of the student's passport (biographical page only).
- Proof of high school graduation or its equivalent.
- Proof of English proficiency: TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System) or Duolingo official scores. The minimum TOEFL score for admission is 3.5on the internet-based version (for exams taken before January 21, 2026, we accept a score of 61 on the 120-point scale). The minimum IELTS score for admission is 5.5. The minimum Duolingo score for admission is 85. The minimum PTE score for admission is 43. Note: The test must

have been taken within the last two years from the semester you are applying for.

- Proof of available funding. Affidavit of Support and supporting financial documents noting the student's intended source of financing available to cover their education and living expenses while in the United States. All financial documents, including bank statements, must be in English and note currency values in U.S. dollar equivalencies. (Please note: *All funds must be liquid assets. Stock/Mutual/ Retirement accounts/properties are not considered liquid assets.*)
- Housing Plan Letter showing student's intended U.S. address, as well as permanent homeland address.
- Proof of adequate immunization against measles, mumps, rubella and varicella (chicken pox); a record of two doses of each required immunization must be on file with CT State prior to acceptance.
- Transfer students in F-1 status transferring from a college/university in the U.S. must provide proof that they are currently in status and eligible for transfer: a copy of the F-1 visa passport page, a copy of their current I-20, current college transcript and an F-1 Status Verification Form.
- Maintaining your legal F-1 visa status is extremely important to remain in the United States as an international student. It is important to take these steps seriously to maintain your F1 status. It is also important to stay up to date on new U.S. immigration policies that might take place during your stay in the U.S. CT State's International Student Admissions Team is happy to assist international students with all F-1 visa/I-20 related matters. To contact our team, please email us at: CTState-InternationalAdmissions@ct.edu.
- Maintain a full course of study every Fall and Spring semester: 12 credits minimum. At least 9 credits must be taken in-person (TRAD or HYBR), while only 3 credits can be taken online (ONLN, OLCR, LRON or LIVESTREAM). If you register for more than 12 credits, you can have more than one online class (as long as 9 credit hours are in-person). Under the current SEVP guidance, more than half of the credits must be offered through the home campus (the campus reflected on your Form I-20). If you cannot study full time, contact your DSO immediately. You may be eligible for an RCL (reduced course load) in limited circumstances. Summer enrollment is optional. Never drop classes without speaking with your DSO first.
- Extend your I-20 as needed. Sometimes program completion can take longer than expected. In most cases, you can request an I-20 extension.

- Apply for a new I-20 as needed. If you are planning to switch majors, you must request a new I-20.
- Check with your DSO before you travel abroad and make sure your DSO has signed your I-20 for travel.
- Obtain special permission to work. Working off-campus without prior approval from your DSO and USCIS is a serious violation of F-1 visa regulations which could result in deportation. However, all F- 1 students are allowed to work part-time on campus. For all employment-related questions, contact your DSO.
- Change your status or depart the U.S. in a timely manner. After you complete your program, you will have 60 days to depart the U.S. However, you may be eligible to apply for Optional Practical Training (OPT), transfer to another school or change your immigration status. Speak with your DSO about these options if you are considering extending your stay in the U.S. Make sure to do this prior to your program completion date.
- Keep your passport valid. You will need your passport to enter the U.S. Your passport should be valid for at least six months into the future.

Always speak with your DSO **before** you do any of the following:

- Drop classes
- Change your major
- Transfer to a new school or take a leave of absence
- Take a break from school
- Travel outside the United States
- Move to a new address
- Request a program extension

Helpful Terms

- **F-1 Visa** – the type of visa international students receives to study in the U.S.
- **I-20 Form (Certificate of Eligibility)** – document issued by a SEVP-certified school certifying that a student has been admitted to a full-time study program and has demonstrated sufficient financial resources to stay in the United States. The I-20

form allows foreign nationals to apply for an F-1 student visa at a U.S. embassy or consulate abroad.

- **USCIS** – United States Citizenship and Immigration Services
- **SEVIS** – Student and Exchange Visitor Information System, part of U.S. Immigration and Customs Enforcement that handle all matters related to international students and visitors.
- **SEVP** – Student and Exchange Visitor Program. To enroll international students, schools must be SEVP-certified.
- **CPT** – Curricular Practical Training – training that is an integral (i.e., required) part of the student's curriculum. It must be authorized by the DSO/ PDSO.
- **OPT** – Optional Practical Training – up to 12 months of full-time work authorization in student's field of study. Students can apply for this authorization while still studying in their program (pre-completion) or after they complete their program (post-completion). The application for OPT is made with USCIS and takes a few months to approve.
- **RCL** – Reduced Course Load – permission to enroll below the full-time requirement. It must be authorized by DSO/PDSO in advance.
- **DSO** – Designated School Official – an employee assisting and overseeing students who are studying at a U.S. institution on a student visa.
- **PDSO** – Principal Designated School Official – a DSO with added responsibilities.

For further information on international student admission requirements, please visit ctstate.edu/admissions-registration/how-to-apply/international-students.

Deferred Action for Childhood Arrivals (DACA) Students

The fundamental responsibility of a public education institution is to foster learning, innovation and strong communities to any student willing to put in the work to learn and achieve. CT State admits students based on a holistic approach and our campuses have open access. CT State does not collect or retain information on undocumented students' immigration status and does not maintain a list of undocumented students. Note, however, DACA students requesting institutional financial aid or scholarship assistance may be required to provide certain information regarding their immigration status. For more information, please visit ct.edu/admission/finaid#undocumented.

CT State campus police may not inquire about a student's immigration status during their work, including anyone seeking assistance from the CT State campus police. No student may be detained solely based on immigration status. This is standard operating procedure for CT State campus police.

CT State Protocol for Engagement with U.S. Immigration and Customs Enforcement (ICE)

CT State is strong because of its diversity. Our campuses thrive when people from different races, ages, religions, ethnicities, sexual orientations, gender expressions, nationalities, physical abilities and political perspectives have a forum for sharing their beliefs and ideas while learning together. This is a critical value of higher education. CT State is committed to social justice, to celebrating our diversity and fostering a climate of inclusion and respect for one another. CT State will continue to comply with federal and state law and at the same time, will remain focused on what is truly best for students and our community. For the complete CSCU Position on DACA and Protocol for Engagement with ICE, visit ct.edu/daca.

Re-Admit/Returning Student Admissions

Whether you have decided to return to earn an associate degree, certificate or have decided that you need to refresh your skills in a chosen profession, we are glad to welcome you back! If you have not registered for two or more years, excluding summer sessions, you must apply for readmission to CT State and should contact campus One Stop Enrollment Center (ctstate.edu/one-stop) prior to the beginning of the semester in which you wish to re- enter. There is no application fee. The CT State College Catalog in effect at the time of a student's readmission to the college or any subsequent and superseding catalog, will govern that student's academic status and graduation requirements. For further information, please refer to the CT State College Catalog.

Academic Fresh Start

The Academic Fresh Start Program is a one-time opportunity for eligible students, returning to college after an absence of two or more years (four standard semesters), to refresh their grade point average (GPA). A student must be re-enrolling with a cumulative GPA below 2.00 to qualify for this program. Students must apply for Fresh Start by the last day of classes in their first full semester back after being readmitted to CT State. Fresh Start may only be invoked during the fall/spring semester.

For information on CT State's Academic Fresh Start Policy, please refer to the CT State College Catalog.

Transfer Student Admissions

Transfer Student Admissions Students may transfer to CT State from other colleges for any semester. In addition to following the procedures for admission into a program, transfer students must submit an official transcript from any other college(s) and universities attended and must be an accepted or enrolled student with CT State for the completion of a transcript evaluation. Official transcript(s) must be sent by mail or electronically from your previous college(s) to) CT State Community College, ATTN: Admissions/Transfer Credit Evaluation, 185 Main Street, New Britain, CT 06051. Student copies of transcripts/unofficial transcripts will not be accepted for official evaluations. Official transcripts are accepted through e-transcript services such as Parchment, College Board and the National Student Clearinghouse or by postal mail. Transfer grades are not included in CT State's calculation of grade point average (GPA). For further information on Transfer Admissions, please visit ctstate.edu/admissions-registration/how-to-apply/transfer-students.

Navigating CT State: Quick Reference Sheet

Where Can I Get Help?

For Information Regarding...	Consult
Academic Programs	Guided Pathways Advising Department Chairperson
Adding/Dropping Courses	One Stop Enrollment Services Center Financial Aid Guided Pathways Advising Program Coordinator
Books and Supplies	Bookstore
Campus News and Information	Campus Bulletin Boards/Campus Video Monitors (where available) Campus/CT State Websites and Social Media
Career Planning	Career Services Office Guided Pathways Advising
Center for Equity and Justice @Housatonic	Beacon Hall 358 and Beacon Hall 278 203-332-5039 or HC-EquityCenter@hcc.commnet.edu
Change of Major	Guided Pathways Advising Faculty Advisor Department Chairperson One Stop Enrollment Services Center
Change of Personal Information (e.g., name or address)	One Stop Enrollment Services Center
Clear Student News Releases for Publication or Post Bulletins (campus dependent)	Associate Dean of Student Development or their designee or Dean of Students/Dean of Students & Faculty or their designee
Disability Disclosure	Disability Services Coordinator
Discrimination	Dr. Arnita Walls, Interim VP of Diversity, Equity and Inclusion 860-612-7056 or arnita.walls@ctstate.edu
Financial Aid	Financial Aid Office
Job Search Support	Career Services Office
Gender Equity Center @Gateway	Gender Equity Center Room N111 203-285-2480 or gw-wellness@gatewayct.edu
ID Cards	Please visit your home campus website for further information on

	how to obtain a student ID card at that location.
International Students/F-1 Visa/I-20 Form	International Student Admissions CTState-InternationalAdmissions@ct.edu
Loans	Financial Aid Office
Lockers	Please visit your home campus website to determine if lockers are available at that location.
Lost and Found	Please visit the campus information desk or public safety office to determine where the items found are held at that location.
Make Photocopies	Computer Centers/Labs/Library
Mental Health Counseling	Please visit campus Mental Health and Wellness webpages for on-and-off campus resources, including TimelyCare
Obtain Parking Permit (where required)	Please visit your home campus website for further information regarding the need for any parking permits at that location.
Registration	One Stop Enrollment Services Center
Religious Accommodations	Dr. Arnita Walls, Interim VP of Diversity, Equity and Inclusion 860-612-7056 or arnita.walls@ctstate.edu
Scholarships	Financial Aid Office Office of Institutional Advancement/College Foundation
See a Faculty Member	Faculty Office (during posted hours or by appointment)
Selective Admissions	Admissions help regarding Selective Nursing and Health Career programs CTState-SelectiveAdmissions@ct.edu
Student Clubs	Director of Student Engagement and Co-Curricular Programming Office of Student Engagement
Student Government	Director of Student Engagement and Co-Curricular Programming Office of Student Engagement
Study and Research	Library Staff
Talk over Academic Problems	Faculty Guided Pathways Advising Wellness Counselor
Talk over Personal Problems	Wellness Counselor Dean of Students/Dean of Students and Faculty Associate Dean of Student Development
Title IX	Campus Title IX Coordinators or Counselors 860-612-7056 or CTState-TitleIX@ct.edu

Transfer	Guided Pathways Advising
Transcripts	One Stop Enrollment Services Center
Tutoring	Tutoring and Academic Support Center
Veterans	Veterans Coordinator or Office of Veterans Services
Work Study	Financial Aid
Withdrawal from College	Guided Pathways Advising Wellness Counselor One Stop Enrollment Services Center Financial Aid

New Student Orientation

All accepted, degree seeking students are strongly encouraged to complete CT State's New Student Online Orientation and attend an in-person Orientation at their home CT State campus. The purpose of New Student Orientation is to prepare students to successfully transition to college. The orientation provides students with the tools to become academically and socially successful at CT State. Students will participate in workshops orientation resource fairs, campus tours and meet faculty and staff of the college.

Orientation and Onboarding workshop sessions can include:

- Navigating the college/campus website
- Student Support Services/campus resources
- Available resources (e.g., getting student IDs, U-PASS cards and access to computer loans)
- Degree and certificate programs offered
- Tools and technology
- Important college terminology
- Identifying faculty advisors; importance of creating a working relationship with them
- Identifying campus resources and departments (e.g., advising, career services, counseling, tutorial services, media services, campus foundation and financial aid)
- Student Code of Conduct (e.g., anti-discrimination, anti-harassment)
- Campus life
- Paying for college
- Academic advising support
- Classroom expectations
- Campus safety

Academic Advising

Academic advising assists students in establishing and achieving their academic, career and transfer goals. CT State students have access to both trained professional advisors (Guided Pathways Advisors), as well as faculty experts (faculty advisors). Students should meet with an advisor at least once per semester and more often as needed.

Advising appointments are available in-person and virtually. If students have questions or need assistance identifying or connecting with their Guided Pathways Advisor or faculty advisor, please follow the link below to connect with your campus advising office.

Faculty Advising

All full-time faculty engage in academic advising and provide advising to students within their specific program(s) or discipline. Faculty are the foremost experts on their specific discipline or program and play an integral part in the student's academic, career and transfer planning. Students should connect with their assigned faculty advisor to discuss program options and details about the structure, outcomes and specifics of the degree or certificate program.

Guided Pathways Advising

Mission Statement

All community college students, from initial registration to completion, are supported by Guided Pathways Advisors to establish academic and career goals, receive proactive and individualized academic and holistic supports that result in the timely and equitable completion of credentials that lead to employment, transfer and family sustainable wages.

Vision

Guided Pathways Advising is a dynamic, student-centered, holistic approach grounded in student development and learning. Guided Pathways Advisors align advising practices with the diverse and unique needs of each individual student in their caseload. Guided Pathways Advisors advise, advocate, mentor, support and coach their caseload to reach their individual goals.

Please Note: CT State Workforce Development and Continuing Education non-credit students are not currently assigned to a Guided Pathways Advisor. Questions or concerns should be directed to your home campus Office of Workforce Development and Continuing Education. Please see the Workforce Development and Continuing Education section of this Handbook for contact information.

To schedule an appointment with a Guided Pathways Advisor, students may also contact or visit the advising office at their home campus location.

Contact Your GP Advisor

Visit ctstate.edu/academics/academic-advising to find your Guided Pathways Advisor as well as campus advising office location and hours or to find your advisor.

Degree Works

Degree Works is an advising tool that allows students to view their program requirements and to monitor their progress toward graduation. It also shows them who their advisor is, their home campus selection, Academic Standing and their chosen degree and/or certificate program(s).

"What If" Audits

A student can run a "What If" degree audit using Degree Works. If a student is considering changing their major or adding a second program of study (degree or certificate), this can be a very useful tool. With this tool, a student will be able to see how their completed courses would apply toward another program.

Please Note: Using the "What If" in Degree Works does not officially change a program of study – students will need to fill out a program change form in myCTState/Student Self-Service.

To Access Degree Works:

- Log in to myCTState (my.ctstate.edu/), the Student Self-Service card and select Degree Works.
- Type in your student Banner ID# and hit enter.

Not sure who your faculty advisor is? Log in to myCTState (my.ctstate.edu/), your guided Pathways Advisor will be listed on the Advisors card or through the Access Your Student Profile link on the Student Self-Service card. Click on the advisor's name for contact information.

Placement/Assessment

In its commitment to an open-door admissions policy, CT State welcomes students with different levels of academic preparation. The College believes that proper preparation and course selection is key to academic success.

All students should engage with academic advising prior to registering for courses. Advisors will meet with students to review placement options and make course recommendations based on multiple measures.

Currently, high school grade point average (GPA) is used as a primary measure to place students in English and Mathematics. However, students are encouraged through the admissions process to submit SAT scores, ACT scores, high school or college transcripts, AP credit, CLEP credit or other measures that can be used to assess placement. Students entering English for Speakers of Other Languages (ESOL) programming will engage in a placement process as determined by the ESOL programs.

Placement Waivers

Students who have an associate degree or higher are exempt from having to provide high school grade point average (GPA) upon presentation of appropriate documentation (i.e., transcripts or degree showing they have met the specified prerequisite).

Students who cannot produce a high school GPA, nor produce a self-reported GPA, should contact a Guided Pathways advisor or their home campus One Stop Center to discuss further options for placement assessment.

Tuition and Fees

Business/Cashier's Office

The campus Business/Cashier's Offices handle all tuition/fee payment transactions for students. It will help you better understand the finances of your education and assist with payments, refunds, payment plans, waivers and other billing transactions. Please refer to your home campus website (ctstate.edu/locations) for Business Office hours specific to your campus location.

Current Tuition and Fee Schedules

For information on CT State tuition and fees, please refer to the CT State College Catalog or visit ctstate.edu/admissions-registration/tuition-fees. Tuition and fees for non-credit courses are noted per class.

Delinquent Accounts

No student shall be enrolled or graduated until all previous charges, fines or other assessments have been paid.

Student Emergency Funds

To ensure student success, CT State offers emergency assistance to students for unforeseen financial hardships. For further information, please select the link below for your home campus.

CT State - Emergency Aid Campus Links

- Asnuntuck: ctstate.edu/admissions-registration/financial-aid#asnuntuck
- Capital: ctstate.edu/admissions-registration/financial-aid#capital
- Gateway: ctstate.edu/admissions-registration/financial-aid#gateway
- Housatonic: ctstate.edu/admissions-registration/financial-aid#housatonic
- Manchester: ctstate.edu/admissions-registration/financial-aid#manchester
- Middlesex: ctstate.edu/admissions-registration/financial-aid#middlesex
- Naugatuck Valley: ctstate.edu/admissions-registration/financial-aid#naugatuck-valley
- Northwestern: ctstate.edu/admissions-registration/financial-aid#northwestern
- Norwalk: ctstate.edu/admissions-registration/financial-aid#norwalk
- Quinebaug Valley: ctstate.edu/admissions-registration/financial-aid#quinebaug-valley

- Three Rivers: ctstate.edu/admissions-registration/financial-aid#three-rivers
- Tunxis: ctstate.edu/admissions-registration/financial-aid#tunxis

Refunds of Tuition and Fees

All students should familiarize themselves with the deadlines established by CT State for adding, dropping and withdrawing from courses. Please refer to the Academic Calendar (ctstate.edu/academics/academic-calendar) to identify these dates each semester. Different deadlines may apply to accelerated courses spanning less than the traditional 15- week term (e.g., late start, first half or second half courses). Please review the Academic Calendar to find the deadline(s) corresponding to your unique course schedule.

If you need more information on the course refund process, please contact the RefundAppeals@ct.edu*. Questions regarding late withdrawals should be directed to your home campus Dean of Students, Dean of Students and Faculty or their designee.*

- Please see CT State's Academic Calendar (ctstate.edu/academic-calendar) for all Add/Drop and Withdrawal Deadlines.

Policy on Refund and Course Withdrawals

CSCU - Policy on Refund and Course Withdrawals - Connecticut State Community College

Refunds for Full-Term Courses

Students may drop courses through the **date listed on your CT State Academic Calendar** for that term. Courses dropped during this period will not appear on your transcript. Courses can be added up to calendar day seven of a full, 15-week term.

No course withdrawals will be 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 course withdrawal deadline due to mitigating circumstances.

- Prior to the start of the term through calendar day seven of the term: 100% of tuition and fees will be refunded.
- Between the calendar day eight and census (20% of the term): 100% of tuition and 90% of fees will be refunded.
- After census and until 80% of the term: drops are considered a course withdrawal and will be noted as a "W" on the transcript. No tuition or fees will be refunded.

Refunds for Abbreviated Terms

(Summer, Winter, Late Start or Other Variable Terms)

Students may drop a course through the first 20% of an abbreviated term length; courses dropped during this period would not appear on a transcript. Courses can only be added up to the first 10% of the abbreviated term length, but not to exceed seven calendar days.

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.

- Prior to the start of the term through 10% of the term length: 100% of tuition and fees will be refunded.
- Between 10% of the term length and 20% of the term length: 100% of tuition and fees will be refunded.
- After 20% of the term length through 80% of the term: drops are considered a course withdrawal and will be noted as a "W" on the transcript. No tuition or fees will be refunded.

Refunds of Title IV and Other Financial Assistance

This policy excludes the effect of the Return of Title IV Aid calculation for student aid recipients.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for Title IV grant or loan recipients who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or period of enrollment unless otherwise noted by the US Department of Education. This includes "unofficial withdrawals," which are defined as students who stop attending their classes but do not follow college policy and officially withdraw from class(es). Federal law requires that the student's federal aid eligibility be recalculated in these situations and Title IV aid not earned by the student be returned to the US Department of Education.

It is recommended that students receiving financial assistance should consult with the Financial Aid Office prior to withdrawal in order to determine the financial impact that the Return of Title IV funds calculation will have.

Funds not earned by the student are required to be returned to the appropriate federal program in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Direct PLUS received on behalf of the student
- Federal Pell Grants

- Federal Supplemental Educational Opportunity Grants
- Other grant or loan assistance authorized by Title IV of the Higher Education Act
- Although not required under federal regulation at the time of this policy, after federal return obligations are satisfied, any remaining funding shall then be returned to the following programs at the discretion of the policy associated with that funding source:
    - Other State, Institutional or Private financial assistance
    - Student

Refunds to Veterans

Students entering the armed services, being relocated by the military or deployed, before earning degree credit will have 100% of term charges cancelled upon submitting notice in writing and a certified copy of enlistment papers.

Appeal for Refunds of Tuition and Fees

Common policies and procedures will be implemented across CT State to ensure students are treated equitably across each campus. This process will include the following: a single Refund Appeals Form for use at each campus, a common procedure for forming a committee to review appeals, common criteria for consideration in the review process, a common timeframe for students to submit appeals and a common policy for retaining documentation when the appeal is received.

To submit a request for a refund, students should submit their request (along with applicable supporting documentation) online using the CSCU - File Upload Service (cscu.easy-forward.com/cscu-auth/sso/?redirectTo=cscu.easy-forward.com/cscu/&client=PUBLIC#/). Appeals will only be considered for one of the following reasons: documented medical emergencies, documented personal emergency, documented military relocation/deployment or incorrect advisement for your program of study. Appeals are expected to be submitted during the term for which the appeal is requested. Appeals received for a course(s) that occurred in the prior academic year will not be reviewed. No appeals will be considered for a course in which the student is currently enrolled.

Full-time and Part-time Tuition (full-term courses): Tuition is due by the tuition due date at each college, which shall not be earlier than six weeks nor later than three weeks before the first day of classes unless a deferred payment plan is in place.

- Prior to the start of the term through calendar day seven of the term: 100% of tuition and fees will be refunded.
- Between the calendar day eight and census (20% of the term): 90% of tuition and 100% of fees will be refunded
- After census, no tuition or fees will be refunded

Supplemental Course Level 1 and 2	Due date established by college.	Refundable
Clinical Fees/Allied Health Fees	Due date established by college.	Refundable
Nursing Media Fee	Due date established by college.	Refundable
Nursing Program- Learning Support and Assessment	Due date established by college.	Refundable
Manufacturing Fee	Due date established by college.	Refundable
College Services and Student Activity Fees	Due date established by college.	Refundable
Transportation Fee	Due date established by college.	Refundable
Materials Fee	Due date established by college.	Refundable
Replacement ID Fee	Due date established by college.	Non-refundable
Academic Evaluation Fee	Due date established by college.	Non-refundable
Portfolio Fee	Due date established by college.	Non-refundable

Refund Policy – Non-Credit Programs

A full refund for non-credit programs will only be considered when a student drops a class 24 hours prior to the first scheduled meeting of a refund-eligible course. You may submit your written refund request to the CT State Office of Workforce Development and Continuing Education at your home campus in person, by mail, e-mail or fax.

Students need to provide the following information: full name, address, date of birth, student identification number or social security number and course reference number (CRN). In addition, we require a brief explanation for your withdrawal.

Verbal withdrawals for noncredit programs are processed through the CT State Office of Workforce Development and Continuing Education by phone or in person.

Refunds are mailed directly to you approximately two to four weeks from the processing date. No refunds or credit towards another program will be considered after the first class has begun. Please see the Workforce Development and Continuing Education section of this Handbook for contact information.

Financial Aid

CT State's campus Financial Aid Offices strive to help every student minimize financial barriers to earning a college education. The college encourages all students to apply for financial aid using the Free Application for Federal Student Aid (FAFSA) online (fafsa.gov). Campus Financial Aid Office personnel are available to assist students in all phases of the financial aid process and to answer any questions pertaining to financial aid, as well as work-study. Please visit CT State's online

CT State | Financial Aid Guide (ctstate.edu/admissions-registration/financial-aid) for more detailed information.

Students are expected to initiate the financial aid process in a timely manner. It is your responsibility to complete your application on time, check the status of your application, ensure all requirements are met and ASK FOR ASSISTANCE (ct.edu/admission/finaidguide) if needed. Late applications will be awarded on a fund-available basis. FAFSA is available on October 1st each year. Filing the FAFSA as early as possible every year may result in a larger aid award.

Who Should Apply for Financial Aid?

Whether or not you think you qualify, you should apply. All awards provided by the Financial Aid Office require a FAFSA to be completed. Outside scholarships may also require you to apply for federal financial aid first by completing a FAFSA.

Basic Eligibility Criteria

- Be a US citizen or an eligible non-citizen
- Have a valid Social Security Number
- Have a valid high school diploma or state-recognized equivalent
- Be enrolled in an eligible degree or certificate program
- Maintain satisfactory academic progress

How to Apply

To apply for ALL financial aid, you must file your FAFSA every year at https:/fafsa.gov. Workshops to assist you in completing the FAFSA are offered throughout the year and schedules are posted on CT State campus websites (ctstate.edu/locations) in both English and Spanish.

What if I am ineligible to complete the FAFSA?

If you are an undocumented student or a student within the DACA program, you may be eligible to

complete the Aid Application for CT Undocumented Students (AACTUS). This separate application provides access to institutional financial aid grants for those who cannot complete the FAFSA.

The AACTUS must be completed annually and is available at ct.edu/admission/finaid#undocumented.

Eligible Programs

Federal regulations stipulate that students may only receive financial aid for courses that count toward an eligible degree or certificate program. To comply with this requirement, CT State must track the courses that a student is registered for that count toward their degree or certificate program. Courses identified as not meeting program requirements will not be included in the calculation of financial aid eligibility and may result in a bill owed to the college. Prerequisite courses will be covered.

If it is determined that any coursework you are registered for falls outside of your program of study, your financial aid award (if applicable) will be impacted. For questions about taking coursework outside of your program of study, students are encouraged to meet with their Guided Pathways Advisors and faculty advisors.

Types of Financial Aid Available

CT State provides a variety of financial aid programs in the form of scholarships, grants, loans and jobs to eligible students. The amount and type of aid received is dependent upon the student's financial need as well as annual federal, state and institutional allocations.

- **Scholarships:** Many nonprofit and private organizations offer scholarships to help students pay for their college costs. This is typically money that does not have to be repaid and is awarded based on academic merit, talent or a particular area of study. Please see CT State Scholarships and Grants (ctstate.edu/admissions-registration/financial-aid/scholarships-and-grants) for further information.
- **Grants:** Grants are financial aid dollars that do not have to be repaid (unless, for example, you withdraw from school and owe a refund). A variety of grants are available and are awarded based on need.
- **Work-Study Jobs:** The Federal Work-Study Program allows you to earn a real wage by working part-time. You will earn at least the current minimum wage provided by the State of Connecticut, with the possibility of a higher wage depending on the type of work you do and the skills required for the job.
- **Loans:** Loans are funds that you borrow and must pay back with interest.
- **Tuition Waivers:** Waivers of tuition may apply to eligible Veterans and students over the age of 62.

Federal Financial Aid

- **Federal Pell Grants:** Awarded to eligible undergraduate students who display financial need and have not earned a bachelor's, graduate or professional degree.
- **Federal Supplemental Educational Opportunity Grants (FSEOG):** Awarded to eligible undergraduate students who demonstrate exceptional financial need.
- **Iraq and Afghanistan Service Grants:** Awarded to eligible students whose parent/ guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11.
- **Federal Direct Subsidized Loans:** Loans made to eligible undergraduate students based on financial need. The government will pay all interest on this loan while you are in school.
- **Federal Direct Unsubsidized Loans:** Loans made to eligible students, not based on financial need. You are responsible for all accrued interest.
- **Federal PLUS Loans:** Credit-based loans made to parents of undergraduate students.

State Financial Aid

- **Free Tuition Award (Mary Ann Handley Award):** Awarded to eligible students to cover the gap between federal and state grants and community college tuition and fees. Learn more at ctstate.edu/free-tuition.

Institutional Financial Aid

- **CT State Grant:** Awarded to students based on financial need.

Satisfactory Academic Progress (SAP)

To maintain your financial aid eligibility, it is important to maintain satisfactory academic progress. In general, this means a student must be in good academic standing and successfully complete the designated pace percentage (earned credits/attempted credits) according to their program of study. For more information, visit CT State's online CT State | Financial Aid Guide (ctstate.edu/admissions-registration/financial-aid). Please also refer to the CT State College Catalog.

If you are denied financial aid for failure to make satisfactory academic progress, you have 30 days from the date of being notified of the Financial Aid Office's decision in which to submit your appeal form. If you do not submit your appeal during this time, your appeal may not be considered.

Appeal forms are available at your CT State home campus Financial Aid Office or ctstate.edu/images/Forms-Documents/Enrollment-Services/Financial-Aid/SAP-Form.pdf.

Funding Options for Non-Credit Students

Please contact the CT State Office of Workforce Development and Continuing Education (WDCE) or visit your home campus WDCE website for further information on funding options available to non-credit students. Please see the Workforce Development and Continuing Education section of this Handbook for contact information.

Registering for CT State Community College Courses

Credit students can register online through myCTState (my.ctstate.edu/). Should you need personal assistance, please feel free to contact your home campus One Stop Enrollment Services Center (ctstate.edu/one-stop).

Please Note: CT State Workforce Development and Continuing Education non-credit students are not currently assigned to a Guided Pathway Advisor and may not have access to online registration and payment. Registration questions or concerns regarding non-credit courses should be directed to your home

campus CT State Office of Workforce Development and Continuing Education. Please see the Workforce Development and Continuing Education section of this Handbook for contact information.

Registration Steps for Currently Enrolled Credit Students

Know your assigned Guided Pathways Advisor

Log in to myCTState (my.ctstate.edu/). Your Guided Pathways Advisor will be listed on the Advisors card or through the Access Your Student Profile link on the Student Self-Service card. Click on the advisor's name for contact information.

Meet with your assigned advisor

Students should meet with their Guided Pathways Advisor to discuss their academic goals and plans for the upcoming semester. Students will find out what courses are required for their academic goals or 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 your campus, you will have an advising hold preventing online registration. Your advisor will release this hold after your advising session.

Review the course schedule

The course schedule can be found at myCTState (my.ctstate.edu/) or on your campus website (ctstate.edu/locations/campuses).

Financial Aid

If you have applied for financial aid, check your status by clicking myFinancialAid on the Financial Aid card. If your award offer is complete, proceed to register online. If not, visit, call or email your home campus Financial Aid Office.

Register

Registration can be completed within your online portal. Students who have been issued a NetID and password should log in to myCTState (my.ctstate.edu/), navigate to the *Student Self-Service* card and click on the *Access Registration Dashboard* link. Click the Register for Classes link, selecting the term you want to register for. The *Find Classes* tab will allow you to search all courses, with their CRN numbers, for the current registration term. Once you find the course you want to register for, click the *Add* button on the far right of the course row. Continue this process until you have selected all the courses you want to register for. Click the *Submit* button at the bottom of the screen to finalize course registration. If you know the specific Course Registration Numbers (CRNs), you may enter that instead. Select the *Enter CRNs tab*, enter the CRN numbers for all the courses you've selected (*Student Self-Service* card, *Browse Classes* link), click the *Add to Summary* button then click the *Submit* button to finalize course registration. Alternatively, registration can be completed in person at your home campus One Stop Enrollment Services Center with a Registration Form. (See also ctstate.edu/admissions-registration/register-for-classes.)

If you have difficulty with online registration, feel contact your One Stop Enrollment Services Center for assistance.

Provide payment

Payment can be made online at the time of registration or in person at your home campus Business Office. Be sure to retain a confirmation receipt of your payment for your records.

Remember, the earlier you register, the better class schedule you'll have.

Cross-Registration Privilege

A cross-registration privilege exists for students who register for fall or spring credit courses at multiple colleges within the Connecticut state system of higher education. A student who has proof of payment for the maximum full-time tuition at their home institution is exempt from further charges at a state university, the University of Connecticut or CT State. A student who has paid the tuition and fees of a part-time student at their home

institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student if the student's combined registration at both institutions would classify them as a full-time student. This exchange privilege is offered on a space- available basis only to degree or certificate-seeking students. Changes to registration may result in changes to your cross-registration privilege.

CT State students can register any time during in-person registration. Students who are not CT State students need to wait until the first day of classes to apply for this privilege. All students interested in this special cross-registration plan should contact the CT State One Stop Enrollment

Services Center at their home campus location. You will need to give a copy of your higher education institution's paid bill to your CT State home campus Business Office for processing. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see your home campus Financial Aid Office.

Adding/Dropping a Course

Students looking to add/drop CT State courses should do so online; forms are also available (as needed) at your home campus One Stop Enrollment Services Center (ctstate.edu/one-stop). Students are highly encouraged to meet with their Guided Pathways Advisor before dropping a class to ensure there will not be future Financial Aid concerns.

- Refer to CT State's Academic Calendar (ctstate.edu/academics/academic-calendar) for add/drop deadlines.
- Changes that increase or decrease the total number of credits in which a student is enrolled will affect billing and financial aid.

Before dropping a course, students should:

- Carefully review Financial Aid and Tuition and Fees policies as outlined in this Student Handbook.
- Meet with a Financial Aid counselor to determine any impact on financial aid eligibility.

Registration changes may be made:

- Online at myCTState (my.ctstate.edu/) in Banner Student Self-Service.
- By emailing the appropriate form to the One Stop Enrollment Services Center. Emailed forms will only be accepted if sent from the student's college email address.
- In person (with completed form) at the One Stop Enrollment Services Center.

To view CT State's Policy on Refund and Course Withdrawals, please see the Refunds of Tuition and Fees section of this Handbook or click: BOR | Policy 3.7 (CSCU - Policy on Refund and Course Withdrawals - Connecticut State Community College

Withdrawing From a Course or CT State

Students who wish to withdraw from their CT State coursework may do so. Course withdrawals are reflected by a "W" notation on the transcript. Withdrawal forms must be submitted to the One Stop Enrollment Services Center by given deadlines noted in the Academic Calendar (ctstate.edu/academics/academic-calendar). Withdrawal forms are available online or may be obtained at the One Stop Enrollment Services Center. Before withdrawing from a course, the student must meet with one of the following: course instructor, faculty advisor or Guided Pathways advisor for a signature. Course withdrawals may affect financial aid and veteran's benefits. Students are encouraged to meet with their Financial Aid Specialist or Veterans Certifying Official (if applicable) prior to withdrawal. Withdrawal forms will not be processed unless all required signatures are on the form.

Withdrawal from CT State

Students who are contemplating withdrawing from ALL courses are required to consult with either the course instructor, faculty advisor or a Guided Pathways Advisor. Students receiving financial assistance should consult the Financial Aid Office before withdrawal. Withdrawal forms are available in the One Stop Enrollment Service Center or for download online. A Guided Pathways Advisor or faculty advisor will sign the withdrawal form after meeting with the student. **Deciding not to attend class(es) does not constitute an official withdrawal and may result in a failing grade and/or financial obligation to CT State.**

Medical Withdrawals and Refunds

Students seeking medical withdrawals and/or refunds for medical reasons must submit documentation from a medical provider along with their withdrawal form to the campus Dean of Students/Dean of Students or Faculty/Associate Dean of Student Development. The documentation presented must be from a medical provider stating the dates and recommendations, there is not a request for a copy of a student's medical records, nor should they submit them to the Dean/Associate Dean. These requests must be received during the semester for which the request is being made and decisions are at the discretion of the Dean/Associate Dean.
Please refer to the CT State's Academic Calendar to identify the withdrawal period.

To view CT State's Policy on Refund and Course Withdrawals, please see the Refunds of Tuition and Fees section of this Handbook or CSCU - Policy on Refund and Course Withdrawals - Connecticut State Community College

Tips for Scheduling Classes

How Many Classes Should I Take?

The number of classes you choose to register for should reflect the amount of time you have to commit to the class expectations. In general: 1 hour in class = 2 - 3 hours of coursework, reading, studying, projects, etc.

Consider:

- How many hours a week do you work?
- Do you have children or other family members to take care of?
- Do you have church or volunteer commitments either on or off campus?
- Do you have health problems or other issues that may interfere with your concentration?

If YES to any of these, you should avoid a full-time load to avoid setting yourself up for failure and risk losing financial aid or getting placed on probation or suspended. Take 1-3 classes instead.

What Time Should I Schedule My Classes?

Think about your work and bus schedule. How long do you have to get to or from? It is not appropriate to come to class late or leave early even if it is for work or to catch the bus.

Think about when you learn best. Are you a morning person or do you start "waking up" and being able to concentrate in the afternoon?

When Should I Be Scheduling Classes Throughout the Week and Day?

Make sure your workload has balance. If you have 1 or 2 harder classes (subjects you do not enjoy or courses with heavier workload or labs), be sure to balance it out with 1 or 2 classes that you would consider easier.

Make sure your schedule has balance. Most classes meet twice a week for 1½ hours or once a week for 3 hours. Consider a course schedule that takes place throughout the week to give you a balanced timeframe to study. For example, you can take 2 classes on a Monday and Wednesday (MW) schedule and 2 on a Tuesday and Thursday (TR) schedule so you can study for your MW classes on Sunday and Tuesday and your TR classes on MW.

Consider your concentration level. Do you have a difficult time staying focused for more than 2 hours at a time? If so, you should schedule classes with a break in between to give you time to study, re-energize or grab a bite to eat. Other students may prefer to have classes back-to-back to feel they have accomplished their day early and allow them to do other things.

Consider your motivation level. If you schedule classes too far apart, you may be tempted to go home or leave campus and not come back!

Making the Most of Your Academic Advisor

Having a Guided Pathways Advisor (plus a faculty advisor) is a great resource to help you. You can make the most of your relationship with your advisor by considering a few tips:

Contact your advisor throughout the year, not just at course enrollment times. Let your advisor know if something particularly interesting or exciting has happened in your life or if you have questions or concerns your advisor may be able to help with. Let your advisor know what you do outside of your classes

— advisors receive grade reports, but they have no way to learn about any other aspect of who you are unless you share that with them.

Ask your advisor what the best way is to contact them. Many faculty members check their e-mail several times a day; others prefer a phone call, an appointment or for you to drop in.

For meetings, ask your advisor if they designate certain office hours each week for drop-in visits, use an open-door policy or prefer that you call ahead to make an appointment. Ask how far in advance you should call to set up an appointment.

Always come prepared to meetings with your advisor. If the agenda includes discussing course enrollment for the next semester, bring a completed copy of your program curriculum requirements worksheet indicating which requirements you have already met and bring a tentative plan for courses for the next semester. It is okay to include a list of several courses that you're thinking of selecting from; you and your advisor can pare down the list together.

The 2- or 4-year plan. With your advisor, plan with the "whole picture" in mind — consider how courses and activities (e.g., internships, travel abroad) might line up over your entire time at CT State and/or transfer plans, not just one semester at a time. Some courses are offered in alternate semesters; some programs have specific application deadlines. To help minimize unforeseen problems, plan with your advisor.

Submit forms and applications well ahead of the due date. Do not leave things until the last minute and risk losing out on great opportunities.

Use your advisor's knowledge about the professions linked to your major to help you think more about your career options. Do not limit your advising meetings to talking about course enrollment. Share your career aspirations with your advisor and ask for suggestions. CT State Career Services Offices can provide career counseling to students who are not sure about their career paths.

Student Records

Office of Enrollment and Retention Services (One Stop)

The CT State Office of Enrollment and Retention Services (One Stop) is responsible for the maintenance and security of all current and former student records. The Office of Enrollment and Retention Services also handles transcript requests, degree evaluations, enrollment verifications, graduation eligibility evaluations and more. Your home campus One Stop Enrollment Services Center will be able to assist you with a variety of enrollment needs.

Change of Personal Information

A student may update their personal information (address, phone number, preferred name, etc.) online (through myCTState (my.ctstate.edu/)) or at their home campus One Stop Enrollment Services Center. While legal name changes require supporting legal documentation (i.e., marriage certificate, court order or divorce decree), we can accommodate the use of students' preferred names and preferred pronouns; your home campus One Stop Enrollment Services Center will be able to assist you. **Students are encouraged to keep their personal information current.**

For further information, please review CSCU's Use of a Preferred First Name and Execution of Changes to Legal Name by Students Policy (ct.edu/policies).

Privacy of Student Education Records: Family Educational Rights and Privacy Act (FERPA) Notice and Directory information Policy

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Broadly, these are:

- The right to inspect and review the student's education records within 45 days of the day CT State receives a request for access.
- The right to request amendment of an education record that the student believes is inaccurate.
- The right to provide written consent before CT State discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to opt-out of CT State releasing Directory Information[1], except in certain circumstances. This can be done by completing a "Request for Non-Disclosure of Directory Information" form available online myCTState and Student Forms - CT State.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by CT State to comply with the requirements of FERPA.

[1]A subset of student information, called "Directory Information," is designated by the Board of Regents as permissible to release under specific circumstances as described in the full text of the Family Educational Rights and Privacy Act (FERPA) Notice and Directory information Policy (CSCU - (FALL 2026) Family Educational Rights and Privacy Act (FERPA) Notice and Directory Information Policy). Please also see the CT State College Catalog (Connecticut State Community College).

Authenticating Identity

At CT State, we take our responsibility for protecting student data very seriously. To comply with FERPA and before disclosing non-directory (confidential student education records) information to a student, parent or legal guardian or an authorized representative over the phone, in person or via email, we must first take reasonable steps to verify the requesting individual's identity and that such individual is authorized to receive the information about a student's education record.

We verify identity as follows:

In Person Verification

Before releasing or discussing confidential student records, we will verify the student's or other requesting individual's identity with an acceptable form of photo identification. Examples of acceptable photo identification include:

- College-issued photo ID
- Official high school-produced student ID card from the school currently attending
- Government-issued driver's license or non-driver identification card
- Government-issued photo work badges
- Government-issued passport
- Government-issued military or national identification card

If a student or other requesting individual is unable to provide an acceptable form of photo identification, we will ask a series of alternative questions to authenticate identity.

Over the Phone Verification

We will not use a student's social security number and/or date of birth to verify identity. Instead, we will ask students a series of questions that are compliant with both FERPA and the Board of Regent Directory Information Policy (ct.edu/policies). Students unable to answer these questions will be asked to visit the One Stop Enrollment Services Center to present a valid form of photo identification.

Email Verification

We will only communicate with students through their CT State email accounts. Should you email

our office using another email platform, please be aware that we will only provide a response to your query through your CT State student email account.

Release of Information to a Third Party

Students may, at their discretion, grant CT State Community College permission to release information about their student records to a third party by completing a "Student Information Release Authorization" form (available in myCTState (my.ctstate.edu/) and your home campus One Stop Enrollment Services Center). A separate form must be completed for each third party to whom access is granted. The specified information will be made available only if requested by the authorized third party. Please note: **CT State will not release information to an authorized third party over the phone.** The authorization form has no expiration date; however, this authorization may be revoked at any time by completing a "Revocation of Student Information Release Authorization" form (also available in myCTState (my.ctstate.edu/) and your home campus One Stop Enrollment Services Center (ctstate.edu/one-stop)).

Transcripts and Grade Reports

Official transcripts are currently provided free of charge. Current and former students can request official transcripts in electronic format (e-Transcripts) to be sent to other educational institutions, potential employers or any other appropriate entity. Electronic requests are processed within 24 hours of receipt of the request. Paper transcripts are processed within seven to ten business days.

Please Note: Transcripts issued to students are classified as "unofficial."

On-Line Transcripts Requests (Preferred Method with Faster Processing)

- **Current Students (enrolled in CT State beginning in Fall 2023)** should log in to myCTState, navigate to the Transfer Credit Evaluation card and click on the Parchment link. Once on the Parchment website, follow the instructions on the website's homepage to order an official transcript. If you do not remember your NetID or password, please use the online self-help tools to obtain your NetID or reset your NetID password. On the myCTState login page, click on either the "Password Rest" link or the "Technology Assistance" link and follow the directions. Students also have the option to view their unofficial transcript. Log in to myCTState, navigate to the Student Self-Service card, click on the "Unofficial Transcript" link, then select the Transcript Level and Transcript Type.
- **Former Students (never enrolled in CT State, but who were enrolled at one of the 12 legacy campuses)** should visit Parchment, Inc (parchment.com/). to submit an official transcript request. Please ensure that your last name, first name, date of birth and last four digits of your SSN are entered correctly so that your request can be processed in a timely manner.

Paper Transcripts (Secondary Method)

Please contact the One Stop Enrollment Services Center on your home campus to complete a Transcript Request Form. Please expect about seven to ten business days for processing once your request has been submitted.

Grade Reports

Current students may access their grades at myCTState *(*my.ctstate.edu/*)* approximately one week after the semester exam period. Students may be given mid-semester grades at the discretion of their instructor. Mid-semester grades are not entered on the permanent record.

Student Support Services

CARE Teams

Together We Care

CT State works to create a community of care to support students to reach their academic goals. One integral component of the community of care are the campus CARE Teams. The CARE Team is a multidisciplinary team of campus partners who work collaboratively to support students' needs and keep the campus community safe. CARE Teams are inclusive of behavioral and threat teams needed to address a continuum of concerns. The CARE Team assists with any situation that could potentially pose a threat to a student's wellbeing or others within the CT State community. The CARE Team uses a proactive and educational approach to develop appropriate support and interventions for individuals of concern. The CARE Team will also be reactive when necessary to respond to perceived threats and concerns for safety by implementing appropriate resources to address the issue. Each CT State campus has a CARE Team. Each CARE Team works to ensure that the campuses are provided with the training and resources to respond to student and community safety concerns.

The CARE Team is not an emergency response team. If there is an immediate threat to a student or to CT State or if there is a medical or mental health emergency, please call your campus Public Safety office, 988/211 as appropriate. Afterwards, always document all actions with a CARE Referral.

CARE Referral

If you are concerned about someone or need more support yourself, please complete a CARE Referral. CARE referrals can also be completed to report a person of concern or an incident on your campus, even anonymously. Please submit a CARE Referral (ctstate.edu/care-team) using the link for the specific campus at which your concern is related.

For more information, please visit: CARE Teams (ctstate.edu/care-team).

Career Services

Career Services at CT State supports students and alumni in exploring career options, building professional skills and preparing for meaningful employment. Whether you are deciding on a major, searching for an internship or preparing to enter the workforce, Career Services provides the guidance and tools you need to make informed decisions about your academic and professional goals. We recognize that career development is a lifelong process that begins early in your educational journey. CT State offers career services and resources at multiple campuses, with access to support available to all students, regardless of location. Services may be provided in person or virtually, depending on the campus.

Career Services offers:

- Career and major exploration using tools such as Focus2 Career, interest inventories and work values assessments, with access to additional exploration tools available through the Career Services website
- One-on-one career advising and coaching to create career plans, set goals and make informed decisions
- Resume and cover letter reviews tailored to your goals and field
- Interview preparation, including mock interviews and coaching
- Job and internship search support, including employer research and networking strategies
- Internships, part-time jobs and full-time employment connections
- Access to Handshake, CT State's online career platform for job listings, events and employer outreach
- Virtual and in-person career fairs, employer spotlights and recruitment events
- Support building your LinkedIn profile and professional branding online

Career Services aligns its programming with the National Association of Colleges and Employers (NACE) Career Readiness Competencies, including communication, teamwork, critical thinking and professionalism. For more information about the Career Readiness Competencies, please view NACE's Career Readiness Fact Sheet.

Whether you need help identifying a major, preparing for your first interview or planning your next career move, Career Services is here to support you throughout your journey. All CT State students can access career support, regardless of their home campus. To find your campus Career Services office, view contact details, explore available services, book an appointment or attend upcoming events, visit ctstate.edu/career-services.

For more information about the Career Readiness Competencies, please view NACE's Career Readiness Fact Sheet (naceweb.org/career-readiness/competencies/career-readiness-defined/).

Whether you need help identifying a major, preparing for your first interview or planning your next career move, Career Services is here to support you throughout your journey. All CT State students can access career support, regardless of their home campus. To find your campus Career Services office, view contact details, explore available services, book an appointment or attend upcoming events, visit ctstate.edu/career-services.

Office for Disability and Accessibility Services (ODAS)

CT State is accessible to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. Students with disabilities that have been diagnosed and documented by a licensed professional qualified to make a diagnosis of the condition may be eligible for services. CT State is committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities. To this end, CT State uses a variety of disability services, academic adjustments, auxiliary aids and learning strategies to ensure that no eligible person is excluded from participation in, is denied the benefit of or is subjected to discrimination in any of its programs, services or activities.

For further information, please review your home campus website (ctstate.edu/locations/campuses) or contact Vera Dimoplon, Director of Disability and Accessibility Services at vera.dimoplon@ctstate.edu.

It is important for students moving from PK-12 to a Higher Education institution to understand that there are major differences in how disability accommodations are addressed. If you have any questions, please consult with your home campus Office of Disability Services (ctstate.edu/life-at-ctstate/dei/odei-staff).

Please Note: All Disability Procedures are listed at: ctstate.edu/life-at ct-state/dei/ecr .

Rights and Responsibilities

CT State is committed to ensuring equal opportunity for students with disabilities to access its programs and services. Students who have or suspect they may have, a disability for which they would like to request academic adjustments, modifications or reasonable accommodations can contact their home campus Office for Disability and Accessibility Services to discuss their needs. This process is a collaborative effort between the individual student, Office of Disability and Accessibility Services and CT State faculty. All participants in the interactive process have a role to play in making education accessible and understanding the rights and responsibilities of the participants is essential to the process.

Students

Students have the right to:

- Equal access to programs, activities, facilities and services at CT State campuses
- Information that is reasonably available in accessible formats
- Reasonable and effective accommodations, modifications, academic adjustments and/or auxiliary aids and services that are determined on an individual basis
- Appropriate confidentiality and maintenance of disability-related records and communications
- If accommodations are denied, they may request a written explanation of why their request(s) was denied.
- Appeal decisions regarding the determination or provisions of accommodations, modifications, academic adjustments and/or auxiliary aids and services. These appeals can be filed by contacting Vera Dimoplon, Director of Disability and Accessibility Services: vera.dimoplon@ctstate.edu
- File a complaint or an appeal when a faculty or staff member or another student has violated their rights. (See "CT State Student Grievance and Appeals" below.)

Students have the responsibility to:

- Meet the CT State academic, technical and institutional standards
- Self-identity to Disability Services when reasonable accommodations, academic adjustments and/or auxiliary aids and services are needed by contacting the Office of Disability and Accessibility Services at ctstate.edu/life-at-ct-state/dei/odas/obtaining-and-maintaining
- Provide supporting documentation, as outlined in the documentation guidelines, if the student is requesting academic adjustments and/or reasonable accommodations
- Promptly respond to any documentation requirements or requests from the campus Office of Disability Services
- Adhere to the expectations, policies and procedures outlined in this Student Handbook

Faculty have a right to:

- Maintain CT State academic, technical and institutional standards
- Request notification, through an Accommodation Letter, of a student's need for reasonable accommodations
- Contact the campus Office for Disability and Accessibility Services to clarify a student's request for reasonable accommodations, academic adjustments and/or auxiliary aids and service
- Appeal if they believe an academic adjustment or reasonable accommodation request constitutes an alteration to an essential element of a course or compromises academic, technical or institutional standards. Appeals should be directed to the Vice President of Diversity Equity and Inclusion

Faculty have the responsibility to:

- Contact the campus Office for Disability Services if it is suspected that an academic adjustment or reasonable accommodation request compromises the course content or expectations to determine alternate means of access for the student with a disability
- Discuss appropriate options with students, who have provided an Accommodation Letter, to determine how the approved academic adjustment or reasonable accommodation will be arranged
- Provide or arrange for approved reasonable accommodations, modifications, academic adjustments and/or auxiliary aids and services included in the Accommodation Letter, in a timely manner, for students with disabilities
- Refer to the campus Office for Disability Services those students who request accommodations, but have not provided an Accommodation Letter
- Maintain the confidentiality of information regarding any student disability issues
- List availability of accommodations in course syllabi “Students with disabilities who may require accommodations are encouraged to contact the Office of Disability and Accessibility Services (ODAS) at ctstate.edu/life-at-ct-state/dei/odas/obtaining-and-maintaining

CT State has the right to:

- Maintain CT State's academic, technical and institutional standards
- Request and receive, through Disability Services, documentation to verify the need for reasonable accommodations, academic adjustments and/or auxiliary aids and services
- Determine effective reasonable accommodations, academic adjustments and/or auxiliary aids and services through an interactive process between the individual student and Disability Services
- Deny a request for reasonable accommodations, academic adjustments and/or auxiliary aids and services if the documentation which has been submitted does not contain sufficient information to support the request
- Determine that an accommodation, academic adjustment and/or auxiliary aid or service is inappropriate or unreasonable when it poses a direct threat to the health and safety of others, constitutes an alteration to an essential element of a course or program or poses an undue financial or administrative burden on CT State or the home campus
- Hold students accountable to CT State policies and procedures, including any established deadlines

CT State has a responsibility to:

- Provide information in accessible formats to students with disabilities in a timely manner upon request
- Provide or arrange approved reasonable accommodations, academic adjustments and/or auxiliary aids and services in a timely manner for students with disabilities
- Maintain appropriate confidentiality of disability-related records and communications, except as permitted/required by law, including maintaining such records and communications in secure files separate from academic files, with limited access to authorized individuals
- Practice nondiscrimination in accordance with applicable state and federal laws
- Inform students with disabilities of the process of filing a complaint or an appeal if they feel their rights have been violated

Additional Information from the U.S. Department of Education

To ensure a full opportunity to enjoy the benefits of the post-secondary education experience, students with a disability need to be well informed about their rights and responsibilities, as well as the responsibilities post-secondary schools have toward them. The U. S. Department of Education Office for Civil Rights website explains the rights and responsibilities of students with disabilities who are preparing to attend postsecondary schools, as well as the obligations of a postsecondary school. To view the publication, please visit: Students with Disabilities Preparing for Postsecondary Education (ed.gov/higher-education/students-disabilities-preparing-postsecondary-education).

Accessing Disability Services at CT State

Students with disabilities are encouraged to self-disclose upon application to CT State or may do so at any time. The enrolled student (not an advocate, parent, school or community organization) must initiate the self-disclosure process that leads to CT State's recognition of the student's disability. It is the student's responsibility to follow the procedures to request an academic adjustment or reasonable accommodation from the Office for Disability Services by accessing the Accommodate System at their CT State home campus. All Disability Procedures are listed at: ctstate.edu/life-at-ct-state/odas

Timeliness of Requests

To ensure sufficient time to make provision for aids or service, it is the student's responsibility to request any needed academic adjustments or reasonable accommodation(s) in a timely manner, following appropriate procedures. Generally, **three weeks advance notice is the minimum**, with some types of accommodation requiring more advance notice. If a request is submitted with less than the minimum time needed to arrange the request, the campus Office for Disability Services will make a reasonable attempt to provide the requested academic adjustments or reasonable accommodations but cannot guarantee that the request will be met without delay or substitution.

General Requirements and Documentation Guidelines

Modifications, reasonable accommodations and academic adjustments are determined through an interactive process between the student and the campus ODAS staff. Consequently, documentation requirements may vary by situation. More importantly, the interactive process must be informed and guided by documentation that substantiates the need for specific accommodations. This means that students are responsible for providing the necessary documentation before the interactive process can begin.

For Disability Services to determine appropriate academic adjustments or reasonable accommodations, submitted documentation is expected to meet the following guidelines, regardless of the format:

- Documentation of a diagnosed disability or medical condition; the recentness of documentation required is generally dependent on the type of condition and whether the impact of the impairment on the student is static or changing.
- Documentation must be relevant to the impact of the impairment from the condition on the student's participation in education or co-curricular activities at CT State:
- Students may submit any history of accommodations used, however, prior receipt of accommodations (e.g., in high school or in another college) do not guarantee receipt of the same accommodations; and
- Students may submit any history of accommodations used, however, prior receipt of accommodations (e.g., in high school or in another college) do not guarantee receipt of the same accommodations. However, while secondary school accommodation plans such as IEPs or 504 Plans are helpful, they often do not provide sufficient information to determine accommodations at the college level when submitted without a corresponding evaluation.

Though supporting documents format may vary, the following information and data are generally recommended to assist Disability Services in determining the appropriate academic adjustments, modifications or reasonable accommodations:

- A clear statement of the diagnosed disability and severity of the condition
- The date of diagnosis and date of most recent evaluation
- Identification of the major life functions impacted by the disability
- A diagnostic summary, including any relevant history, with an indication of how the disability will affect participation in college courses, activities and/or the college experience
- Description of any auxiliary aids used by the student (e.g., hearing aids, assistive listening devices, visual aids, etc.)
- Recommended academic adjustments or accommodations that are appropriate to address the impact of the disability
- Name, title, license number and state (if applicable), address, phone number, fax number, email address and dated signature of evaluator qualified to make the diagnosis

To assist qualified evaluators with providing Disability Services with the information needed, the treating qualified evaluator submits a completed Disability Provider Form when a complete and recent evaluation report is not available. These forms can be obtained from your home campus Office of Disability Services. Please note that Disability Services will also provide students with the proper release forms in case of additional questions and when necessary, verify the evaluator’s credentials.

Additional Information

- Disability-related supporting information and documentation received is confidential and is used for the sole purpose of determining eligibility for academic adjustments, modifications or reasonable accommodations. **Such documentation is not shared with others without the student's consent, except as needed for legitimate educational purposes or when otherwise required by law.**
- Disability-related information, including submitted documentation, is maintained by ODAS for five years from the time the student graduates or last attends CT State. Original copies are not always maintained. For more information on the confidentiality of student records, FERPA Notice and Directory Information (ct.edu/policies)
- If the documentation submitted does not contain sufficient information to determine appropriate academic adjustments or accommodations, Disability Services will contact the student. Additionally, if the documentation provided is incomplete or insufficient to determine whether the student qualifies as having a disability or is eligible for an academic adjustment or reasonable accommodation, Disability Services may request additional documentation. Any cost incurred in obtaining additional documentation is the responsibility of the student. Missing or delayed information may result in a delay in reviewing a student's request.
- Students are always encouraged to meet with their home campus Office for Disability Services to discuss the documentation, provider releases.

CT State Student Grievance and Appeals

If a student has followed appropriate procedures but feels that agreed-upon academic adjustments or reasonable accommodations are not being provided appropriately, the student is encouraged to contact their home campus Office of Disability Services as soon as possible. If a student is not satisfied with the results of this meeting or the approved academic adjustments, modifications or reasonable accommodations from the home campus Office of Disability Services, they may direct questions, concerns or complaints to the CT State Office of Equity and Civil Rights Office at ctstate.edu/life-at-ct- state/dei/ecr .

CT State Barrier to Access Reporting

CT State is committed to taking steps to ensure and improve physical and technological access on CT State campuses and utilizes an internal reporting form which is one of several ways for students, faculty and staff to report a physical or technological barrier which restricts any person's access to campus websites, services or facilities. Please report any issues to the CT State Office of Equity and Civil Rights Office at: ctstate.edu/life-at-ct-state/dei/ecr .

Complaints through the U.S. Department of Education, Office for Civil Rights (OCR)

Students retain the right to file a complaint with the U.S. Department of Education | Office for Civil Rights (ed.gov/about/offices/list/ocr/) if they believe they have been discriminated against on the basis of disability regardless of whether they have utilized the above procedures for CT State.

OCR Contact Information for Connecticut

Boston Office Office for Civil Rights

U.S. Department of Education 5 Post Office Square, 8th Floor Boston, MA 02109-3921

Telephone: 617-289-0111

FAX: 617-289-0150; TDD: 800-877-8339

Email: OCR.Boston@ed.gov

English for Speaker of Other Language Programs

CT State's English for Speakers of Other Languages (ESOL) programs are designed to serve the needs of all students whose primary language is not English. These credit and non-credit classes were developed to enhance students' listening, speaking, reading and writing skills. They were designed to enable non- native English-speaking students to develop and synthesize the core English language proficiency skills necessary for success towards attaining a college degree or certificate.

Resources available to students include Academic Advising, Tutoring Services and specialized ESOL Faculty. Please visit your home campus website (ctstate.edu/locations) to identify ESOL services available to students at your specific campus location.

Mental Health and Wellness

College can be exciting and rewarding but also stressful and overwhelming. Juggling academics, work, relationships and life responsibilities can impact your well-being and academic performance. Our licensed Mental Health and Wellness Counselors are here to support you. Whether you're feeling anxious, burned out or just need someone to talk to, we'll work with you to identify what's going on, build practical coping strategies and connect you with helpful resources on and off campus. You're not alone, your well-being matters.

Mental Health and Wellness staff are here to create an inclusive environment to provide equitable mental health support and wellness services to all CT State students.

- Crises Response
- Wellness and Prevention Programming
- Emotional Support in an Accessible, Safe, Judgement-Free Space
- Coordinated Referrals for More Immediate or Specialized Care Within the Community
- Free, Confidential, Short-Term Case Management and Counseling Services
- Advocacy for Mental Health Policies and Initiatives
- For more information and how to schedule an appointment visit: Mental Health Counseling and Wellness Services (ctstate.edu/life-at-ct-state/ wellness).

TimelyCare

CT State Community College has partnered with TimelyCare to make mental telehealth counseling free and available to all students. TimelyCare will help supplement our current on campus Mental Health and Wellness services. Go to TimelyCare (app.timelycare.com/auth/login) to create an account with your school (.edu) email address or students can sign- up/ register for an account by downloading the TimelyCare mobile app to begin seeing providers.

TimelyCare will provide key services to our community. Free services available to students 24/7 from anywhere in the U.S.:

- Scheduled Counseling: choose a time and date to meet with a licensed counselor
- Services provided to those under 18 years of age with parental consent
- Medical: scheduled and on-demand support for common health issues (cold, flu, etc.)
- Documentation for some diagnosed disabilities
- Basic needs support through a Care Team

Medical Leaves of Absence

In accordance with House Bill 6402, PA Act 21-132: An Act Concerning Higher Education Sec. 6 (2), CT State is committed to supporting students' health and well-being and promoting an equitable approach to student support and wellness.

The terms "health" and "well-being" include, but are not limited to, medical, psychological and emotional diagnoses. Students may experience medical and/or mental health situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students can request a voluntary Medical Leave of Absence to seek treatment. Support services and programming for students, including resources available for crises, can be found in multiple locations on campuses, including print and electronic listings.

For further information about seeking a medical withdrawal and/or refund for medical reasons, please visit the Medical Withdrawals and Refunds section of this Handbook.

Additional Resources

IN IMMEDIATE DANGER: Call 911

Suicide and Crisis Lifeline: In crisis, call 988 for immediate mental health support

Crisis Text Line: Get Help Now: Free, 24/7, Confidential – Text START to 741-741 Text STEVE to 741-741 for a culturally trained crises counselor

211: Call 211 for basic needs support and mental health services or visit 211ct.org

National Suicide Prevention Lifeline: Chat now: National Suicide Prevention Lifeline 988 or 1-800-273-TALK (1-800-273-8255)

Veterans' Suicide Prevention Lifeline: see above, then press 1

The Trevor Lifeline (Suicide Prevention for LGBTQ Youth): 866--4-U-TREVOR (1-866--488-7386)

Treatment Referral Hotline (Substance Abuse): 1-800-662-HELP (1-800-662-4357)

Connecticut Alliance to End Sexual Violence: Call or Text 1-888-999-5545 In Espanol: 1-888-568-8332

National Sexual Assault Hotline: 24-hour online hotline: ohl.rainn.org/online/ 1-800-656-HOPE (1-800-656-4673)

CT Domestic Violence 24-Hour Hotline: Text CCADV or call CTSafeConnect: 1-888-774-2900 Visit ctsafeconnect.org

National Domestic Violence Emergency: Visit TheHotline.org Call 1-800-799-SAFE (7233) or Text START to 88788

Connecticut Office of Victim Service: Victim Advocate to help victims of crime – 1-800-822-8428

National Center for Victims of Crime: Visit National Center for Victims of Crime (TheHotline.org)

Victim Resource Center 1-855-4-VICTIM

JED Mental Health Resources: jedfoundation.org/mental-health-resource-center/

Tutoring/Academic Success Centers

At all CT State campuses, tutoring services are provided in a comfortable academic environment where students can receive extra help and support with classwork and writing assignments. Students are encouraged to think logically and work through problems, so that their understanding of the subject material is strengthened.

Our campus Academic Success Centers provide a wide array of free academic support services to all registered students. Convenient scheduling options are available to meet student needs. Although some services may vary by campus, our Centers offer:

- Individual and group tutoring in most subjects
- Academic coaching, including help with study skills, test taking and organization
- Placement testing preparation
- Software and materials to enhance reading, writing and math skills
- Specialized workshops (e.g., research paper writing skills, time management, coping with test anxiety)
- Online tutoring
- Support for students with disabilities

Specialized Learning Centers are located on some CT State campuses, including:

- **Math Labs**– for concepts review and skills practice, from developmental to advanced mathematics
- **Writing Centers** – for help with writing for all subjects, including brainstorming ideas and revising drafts
- **Computer Centers/Labs** – for computer tutoring and assistant with instructional software
- **Language Labs** – for working on assignments, practicing language and using additional materials and resources to enhance the language learning experience

To obtain further information on all Center programs and to learn how to schedule an appointment for virtual or in-person tutoring services, please select the link below for your home campus (ctstate.edu/academics/tutoring).

Veterans Services

The federal government offers a wide variety of services to veterans through the U.S. Department of Veterans Affairs (VA) (VA | GI Bill Benefits (va.gov/education/about-gi-bill-benefits/)). CT State is committed to having exceptional resources available for student veterans on our campuses by fostering an encouraging environment to strengthen institutional and individual goals. The Veterans Certifying Officials located at all 12 main campuses of CT State can help eligible students apply for VA benefits. Y**ou are advised to apply for veterans benefits as soon as you apply for admission to the college using the information found at** VA | How to Apply (va.gov/education/how-to-apply/). To be eligible for VA benefits, you must be enrolled in a degree or certificate program. Most credit programs and some non-credit programs offered by the college are eligible for VA benefits. Approved programs can be found at portal.ct.gov/ohe?language=en_US. Once you have registered for classes and submitted your request for certification, the CT State will certify your enrollment to the VA. Your continued certification by CT State is contingent upon meeting satisfactory academic progress guidelines (please see section below). A student whose Combined Academic Standing indicates "suspension" is academically ineligible to receive VA educational benefits.

Students receiving VA benefits must complete and submit a Request for VA Certification to their home campus VA Certifying Official each semester and notify them of any changes in their course load and/or program of study. Courses must meet the requirements of the degree or certificate in which the veteran or dependent is enrolled.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at VA | Education and Training (benefits.va.gov/gibill/).

Policy Protecting Students from Fees and Penalties Due to VA Payment Delay

In accordance with Title 38 U.S. Code 3679 subsection (e), the college adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, while payment to the institution is pending from the VA. The college will not:

- Prevent the student's enrollment
- Assess a late penalty fee
- Require students to secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the college

However, to qualify for this provision, such students may be required to:

- Provide a Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, a VA Vocational Rehabilitation and Employment contract with the college on VA Form 28-1905 by the first day of class
- Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA Vocational Rehabilitation and Employment case manager issues it to the college.
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies
- Review the VA | G.I. Bill® Comparison Tool to identify additional requirements

Veterans and Satisfactory Academic Progress (SAP)

VA regulations require that all students receiving VA educational benefits meet the college's academic standing policy as stated in the CT State College Catalog. Students failing to make SAP will have their VA educational benefits discontinued in accordance with CT State 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 CT State 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. For further information on Satisfactory Progress, please refer to the CT State College Catalog.

Veterans Tuition Waiver

A waiver of general fund tuition is extended to all eligible Connecticut Veterans with service during certain wartime periods. Members of the Connecticut National Guard may also be eligible for waivers of tuition.

To be eligible for a tuition waiver, veterans must:

- Be honorably discharged or released under honorable conditions for active service in the U.S. Armed Forces (U.S. Army, Navy, Marine Corps, Air Force and Coast Guard). National Guard members activated under Title 10 of the United States Code also are included
- Have served at least 90 or more cumulative days active duty in time of war (please see "Periods of Service" below), except if separated from service earlier because of a federal Department of Veterans Affairs (VA) rated service-connected disability; or the war, campaign or operation lasted less than 90 days and service was for the duration

- Be accepted for admission at CT State
- Be domiciled in Connecticut at the time of acceptance, which includes domicile for less than one year

Veterans must submit their DD-214 (Discharge Papers) to their home campus Veterans Certifying Official. **Tuition waivers are not provided for summer session, winter intersession or credit-free courses**.

Periods of Service

Only those who served in the following manner may qualify:

Active duty for at least 90 days during:

- World War II December 7, 1941 – December 31, 1946
- Korean Conflict June 27, 1950 – January 31, 1955
- Vietnam Era February 28, 1961 – July 1, 1975
- Persian Gulf War August 2, 1990 – Until an ending date prescribed by presidential proclamation or by law (no end date at this time). All military war service subsequent to August 2, 1990, is covered, including but not limited to, Enduring Freedom, Noble Eagle, Iraqi Freedom, Somalia and Bosnia.

Engaged in combat or in a combat support role in:

- Lebanon July 1, 1958 – November 1, 1958 or September 29, 1982 – March 30, 1984
- Grenada October 25, 1983 – December 15, 1983
- Operation Earnest Will July 24, 1987 – August 1, 1990 (escort of Kuwaiti oil tankers flying the U.S. flag in the Persian Gulf)
- Panama December 20, 1989 – January 31, 1990
- Reservists must be mobilized in time of war for other than training purposes.

Connecticut National Guard Tuition Assistance

CT National Guard members will need to file an application with their unit before the beginning of each semester. The Certificate of Eligibility that is issued from the CT National Guard must be on file at CT State with the home campus Veterans Certifying Official before the registration process can be completed. **Tuition waivers are not provided for summer session, winter intersession or credit-free courses.**

Dependent Children/Surviving Spouse Waivers

State statutes also provide that tuition at Connecticut public colleges and universities may be waived for:

- Any Connecticut resident who is a dependent child or a surviving spouse of a member of the Armed Forces killed in action on or after September 11, 2001, who was a Connecticut resident; and
- State residents who are dependent children of a person whom the Armed Forces has declared to be either missing in action or a prisoner of war while serving in the Armed Forces after January 1, 1960.

Courses Subject to Waiver

Tuition Waivers are for credit courses during the spring and fall semesters ONLY and are not provided for summer session or winter intersession courses. Continuing Education non-credit course waivers are available only at the discretion of your home campus Office of Workforce Development and Continuing Education and are also dependent on seat availability 24 hours prior to the start of the non-credit course.

Expenses Not Covered

College costs other than tuition – such as for books, student activity and course fees, parking – are not waived. Waivers may also be reduced by the amount of education reimbursement you may receive from your employer.

Principles of Excellence

CT State adheres to the principles outlined in the Principles of Excellence provided under Executive Order 13607. The college must:

- Provide students with a personalized form covering the total cost of an educational program
- Provide educational plans for all military and veteran education beneficiaries
- End fraudulent and aggressive recruiting techniques and misrepresentation
- Provide accommodation for Service Members and Reservists absent due to service requirements
- Designate a Point of Contact for academic and financial advising
- Ensure accreditation of all new programs prior to enrolling students
- Align institutional refund policies with those under Title IV of the Higher Education Act of 1965, as amended

- Foreign schools, high schools, on-the-job training and apprenticeship programs, residency and internship programs and those who do not charge tuition and fees are not asked to comply with this executive order.

The VA's Comparison tool (VA | G.I. Bill® Comparison Tool (va.gov/education/gi-bill-comparison-tool/)) will also allow you to review which institutions participate in the Principles of Excellence program. In Connecticut, veterans are a protected class. If you have any concerns or would like to file a complaint, please contact Dr. Arnita Walls at 860-612-7056 or at arnita.walls@ctstate.edu.

For further information, please select the link for your home campus below. CT State - Veterans Services Campus Links (ctstate.edu/veterans)

Veterans Operation Academic Support for Incoming Service (OASIS)

CT State is dedicated to supporting our military community with their transition from service members to students. Each CT State main campus provides a safe space specifically for veterans to study, relax and build comradery with other student veterans. Campuses also offer information on how to access Veteran Administration benefits for all who are eligible. For further information, please select the link above for your home campus.

Struggling in Your Classes?

If any academic issues or difficulty arise, your first step is to speak with your instructor. If you still need support or guidance, please meet with your Guided Pathways Advisor, your faculty advisor or a counselor. The CT State faculty and staff on our campuses have a wealth of knowledge and are there to offer you the support and assistance you need. If they are unable to help you, they will refer you to someone who can.

Student Life

Student Engagement and Co-Curricular Programs

The Student Engagement (formerly Student Activities) department is the hub and heart of all activities relating to student clubs and special interest organizations. We are a learning laboratory for students to build and hone their leadership skills and abilities. The activities provided will enhance the overall student experience. By getting involved in activities, students become more connected to their campuses, increase their persistence and are provided with a well-rounded student experience. Each campus Student Activities department offers a variety of clubs to choose from. Participating in a club or activity will help students make lasting friendships and develop lifelong skills to enrich your personal and professional life. Student Activities encourage and promote inter-departmental cooperation and community service activities for students to get the maximum benefit out of the college experience. For further information, please select the link for your home campus below.

CT State - Student Engagement and Co-Curricular Programs Campus Links

- Asnuntuck (ctstate.edu/life-at-ct-state/student-activities-clubs/#asnuntuck)
- Capital (ctstate.edu/life-at-ct-state/student-activities-clubs/ #capital)
- Gateway (ctstate.edu/life-at-ct-state/student-activities-clubs/ #gateway)
- Housatonic (ctstate.edu/life-at-ct-state/student-activities-clubs/#housatonic)
- Manchester (ctstate.edu/life-at-ct-state/student-activities-clubs/#manchester)
- Middlesex (ctstate.edu/life-at-ct-state/student-activities-clubs/#middlesex)
- Naugatuck Valley (ctstate.edu/life-at-ct-state/student-activities-clubs/#naugatuck-valley)
- Northwestern (ctstate.edu/life-at-ct-state/student-activities-clubs/#northwestern)
- Norwalk (ctstate.edu/life-at-ct-state/student-activities-clubs/ #norwalk)
- Quinebaug Valley (ctstate.edu/life-at-ct-state/student-activities-clubs/#quinebaug-valley)
- Three Rivers (ctstate.edu/life-at-ct-state/student-activities-clubs/#three-rivers)
- Tunxis (ctstate.edu/life-at-ct-state/student-activities-clubs/ #tunxis)

Student Employment

A limited number of part-time, on-campus employment opportunities are available to currently enrolled students each semester. Most campus jobs are limited to financial aid recipients. Please visit your home campus Career Services Office for more information regarding on- and off-campus employment opportunities.

Student Government

Student Government serves as the student governing body. The purpose is to create and maintain channels of communication with faculty, staff and administration and to participate meaningfully in college and campus affairs. The Student Government functions as the coordinator of student interests, grants recognition to student organizations and sponsors a variety of social, cultural and educational activities throughout the year. As the coordinating agency for student activities, the Student Government makes major decisions concerning expenditure from the student activities fund.

For further information, please select the link for your home campus below.

CT State - Student Government Campus Links

- Asnuntuck (ctstate.edu/student-governance#asnuntuck)
- Capital (ctstate.edu/student-governance#capital)
- Gateway (ctstate.edu/student-governance#gateway)
- Housatonic (ctstate.edu/student-governance#housatonic)
- Manchester (ctstate.edu/student-governance#manchester)
- Middlesex (ctstate.edu/life-at-ct-state/student-activities-clubs/#middlesex)
- Naugatuck Valley (ctstate.edu/student-governance#naugatuck-valley)
- Northwestern (ctstate.edu/student-governance#northwestern)
- Norwalk (ctstate.edu/student-governance#norwalk)
- Quinebaug Valley (ctstate.edu/student-governance#quinebaug-valley)
- Three Rivers (ctstate.edu/student-governance#three-rivers)
- Tunxis (ctstate.edu/student-governance#tunxis)

Student Newspapers

Several CT State campuses have student-run newspapers that focus on news and events that affect their local campus communities. Please visit your home campus website (ctstate.edu/locations/campuses) or Student Activities department to determine if a campus newspaper is published at your location and how you can get involved.

CT State President Student Advisory Board

Beginning in Fall 2026, CT State Community College will launch the President's Student Advisory Board (PSAB), a volunteer opportunity and collegewide advisory body established to elevate student voice, strengthen communication between students and college leadership and reinforce CT State's commitment to shared governance.

The PSAB will bring together student leaders representing each CT State campus to provide

meaningful, representative feedback on issues affecting the student experience. Serving as a direct advisory body to the President, the Board will create structured opportunities for students to engage with President Royal and senior leadership, discuss emerging issues, provide recommendations on institutional priorities and help shape initiatives that support student success.

Student Radio Stations

Students can enjoy experiential learning opportunities involved in creating and presenting on-air programming at CT State's two campus radio stations:

- Asnuntuck Radio, WACC-107.7 FM
- Manchester Radio, ICE-1620 AM

These non-commercial radio stations provide educational, informational and entertainment programming. For further information, visit the Asnuntuck and Manchester campus websites (ctstate.edu/locations/campuses).

Additional Academic Information and Student Resources

Academic Appeal (Grade Appeal)

Please refer to the "Grade Appeals" section of the CT State College Catalog for further information regarding the CT State academic appeal policy and related appeal procedures (catalog.ctstate.edu/academic-policies-procedures/academic-standing/).

Students may also contact their Guided Pathways Advisor and/or program advisor for help navigating the appeal process (ctstate.edu/advising).

Academic Engagement

While CT State is not considered an attendance-taking institution we 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). The purpose of this practice is to identify students who have enrolled in coursework but have not demonstrated an academically related activity to accurately report official college enrollment and meet the regulatory standard of compliance.

Required Activity Prior to Census

All students are required to demonstrate academic engagement (defined below) in each of their registered courses no later than the predetermined census date of each period of enrollment. Students who make this demonstration in at least one of their registered courses shall be considered to have begun the period of enrollment. Students who do not make this demonstration in any registered courses shall be considered to have not begun the period of enrollment.

In accordance with federal regulatory definition, academic engagement (otherwise known as "academic attendance" and "attendance at an academically related activity") includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied

in the course.

- This does not include activities where a student may be present, but not academically engaged, such as:
- Logging into an online class without active participation; or
- Participating in academic counseling or advising.

The institution must make a determination of "academic attendance" or an "academically related activity;" a student's certification of attendance that is not supported by institutional documentation is not acceptable.

For more information about academic engagement, please review the policy at 1.19 Policy on Grades, Notations and Academic Engagement.pdf (ct.edu/policies).

Academic Honors – Semester and Graduation

For information on the CT State Honors Policy, please refer to the CT State College Catalog (catalog.ctstate.edu/).

Announcements (Student Postings)

Student printed announcements may be posted only in campus posting areas assigned to the office of student engagement and co-curricular programs. All postings (both in print and in digital format) of student announcements, including emails announcing student events, require the prior approval of the campus Dean of Students/Dean of Students and Faculty/Associate Dean of Student Development or their designee. Please contact your home campus Office of Student Engagement for further information.

Bookstore

The Follett Bookstore has textbooks available for sale or rent, as well as clothing, gifts and a wide selection of supplies needed for your classes. The bookstore has established an online textbook ordering program designed to enable students to electronically view, select and order new or used textbooks with convenient pick up in your campus bookstore. The bookstore has implemented the following initiatives to make books more affordable:

- In addition to being committed to charging fair prices on all books per industry standards, the bookstore will also provide a ten percent (10%) discount off retail prices for all new textbooks.
- The bookstore is committed to supporting, where applicable, the adoption of Open Educational Resources (OER) at the lowest possible price to students.

- A Price Match program whereby the bookstore shall match the lowest advertised price for new, used or rental textbooks found at other local bookstores, Barnes and Noble and Amazon retail (not Amazon marketplace) for books that it currently has in stock.
- A book buyback program whereby the bookstore shall pay students no less than 50% of their books' purchase price so long as that book has been adopted for the ensuing semester.
- A textbook rental program in which rentals shall save the student, on average, at least 50% of what it would cost to purchase the same book as new.

Bring your class schedule with you when you visit the bookstore and Follett staff will help with finding the books and materials required for your classes. Please refer to your home campus website for regular bookstore hours at your campus location.

Disclaimer: The CT State bookstores are operated by the Follett Higher Education Group of Oak Brook, Illinois. CT State accepts no liability for acts or claims arising from any action or lack of action by the bookstore company. A copy of the contract between the college and Follett is available for review in your home campus Business Office.

Class Cancellations – Instructor Related

If an instructor cancels class due to illness or other extenuating circumstances, a notice of cancellation will be posted by campus staff 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 Dean of Students/Dean of Students and/or Faculty /Associate Dean of Student Development or their designee should 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 CT State email for messages from their instructors.

Commencement Ceremony

Each of the campuses of CT State hosts one commencement ceremony annually at the end of the spring semester in May. There is no commencement ceremony for fall semester or summer session completers. However, these completers will be invited to participate in the following spring's commencement ceremony.

Community Resources

Community resources that may be of interest to students are identified on CT State's campus websites. The resources available cover a wide variety of services, such as domestic abuse/violence or neglect; basic needs such as food, shelter and clothing; addiction services; mental health and wellness services; and legal assistance. Your Guided Pathways Advisor and home campus Student Affairs staff can also help you locate the service(s) you might need.

Community Service/Volunteerism

The campuses of CT State hold community events each semester and welcome student volunteers for these events. Some examples of community service opportunities are Blood Drives, Food Drives and Read Across America. Please look for future volunteer recruitment announcements on your home campuses.

Cooperative Education, Practicum or Internships

Through Cooperative Education, Practicum or Internship programs, students may have an opportunity to earn credit, pay and/or work experience. Academic credit is awarded for cooperative education and work experience under the supervision of department faculty. Cooperative education and work experience opportunities allow students to bridge the gap between classroom theory and on-the-job training in an actual work environment. In some programs of study, cooperative education/work experience is a required course of study within the curriculum. Please refer to the specific Program of Study (ctstate.edu/academics/programs) and/or contact the specific program coordinator for further information.

Early Childhood Centers

The Early Childhood Centers on seven of our CT State campuses provide safe, quality programs for preschool children and serve as model lab schools for our Early Childhood Associate Degree programs. These Centers are staffed with licensed, qualified and experienced early childhood professionals and give Early Childhood Education students an opportunity to observe and practice the methods and theories taught in CT State's academic program. These Centers are accredited by the National Association for the Education of Young Children (NAEYC).

Students can benefit from low-cost, on-site childcare in these Centers while they attend school. Many of the Center childcare slots are filled on a first-come, first served basis. Students who wish to have their children in these programs must first apply. There may be a waiting list, so an application should be submitted as early as possible. Please note that the age range of children served varies by campus Center.

For Early Childhood Center enrollment options, hours of operation and Director contact

information, please select one of the links below:

CT State - Early Childhood Centers

- Capital (ctstate.edu/childcare/#capital)
- Gateway (ctstate.edu/childcare/#gateway)
- Housatonic (ctstate.edu/childcare/#housatonic)
- Manchester (ctstate.edu/childcare/#manchester)
- Naugatuck Valley (ctstate.edu/childcare/#naugatuck-valley)
- Norwalk (ctstate.edu/childcare/#norwalk)
- Tunxis (ctstate.edu/childcare/#tunxis)

Faculty Contact and 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 also posted outside of the faculty offices. Faculty can be reached via college email and have mailboxes on campus.

Fitness Centers

CT State is committed to improving the overall health and general well-being of its students. Several of our campuses have fitness facilities that are available for use by currently enrolled students. For further information, please visit your home campus website (ctstate.edu/locations/campuses) to determine if these facilities are available.

Food Pantries

Campus food pantries are free and available to all enrolled students. Our food pantries seek to alleviate the barriers and challenges associated with food insecurity so students can remain in school. For further information, please visit ctstate.edu/food-pantries and find your campus pantry.

Food Services/Cafeteria

Snacks, drinks and hot/cold meals are available for purchase in most of CT State's campus cafeterias. Please check your home campus website (ctstate.edu/locations/campuses) for current hours of operation. Snacks and beverages are also available for purchase from campus vending machines.

Foundations

CT State's 12 campus foundations are nonprofit organizations that support efforts to provide

quality, affordable post-secondary education to our students. For links to foundation scholarship opportunities, please visit the Financial Aid section of this Handbook.

Health Insurance

If you do not have health insurance, please visit accesshealthct.com to see available healthcare options. (Please see the TimelyCare section of this handbook.)

Honor Societies – Including Phi Theta Kappa

Phi Theta Kappa is the national honorary fraternity in two-year colleges that recognizes high scholastic achievement. To be eligible for membership, a student must achieve and maintain a QPA of 3.5 for a minimum of 12 credits earned. There is a Phi Theta Kappa chapter at all 12 CT State campuses. Please visit your home campus website (ctstate.edu/locations/campuses) to learn about other honor societies that may also have a presence at that campus location.

Honors Program

The Honors Program at CT State provides students with academic enrichment in addition to their associate degree program. Throughout the cohort-based program, Honors students hone the academic, professional and interpersonal skills necessary for transfer and future academic and career success. Honors students benefit from a lower-than-average teacher-to-student ratio, close faculty mentoring, special programming, independent study opportunities and access to unique opportunities and scholarships. The Honors Program is flexible enough to fit with most degree programs and students can use Honors Program courses to fulfill general education requirements. Students have the option of completing a two-year program or a 1.5-year program.
For more information please refer to the college catalog (catalog.ctstate.edu/).

Housing

CT State is a commuter college and does not provide on-campus or off-campus housing to its students.

Intramural Sports and Athletics

Game rooms, gyms, fitness centers and sporting equipment are available at some CT State campus locations for student use. To learn more about available sport and fitness options on your home campus, please visit your campus Student Engagement and Co-Curricular Programs website or contact your home campus Office of Student Activities. Please note that some programs may require a nominal participation fee.

Library

The CT State campus libraries provide resources and services to support the learning, teaching and research needs of students, faculty and staff. Library staff are committed to helping students achieve their academic goals by providing both in-person and virtual assistance to students in need of research help. Each CT State campus library contains high-quality collections of print and electronic books, electronic journals and newspapers, reference materials and audiovisual materials, including streaming films. Please visit your home campus library website for more information.

Lost and Found

Any found items should be turned in at your campus Lost and Found location. Lost articles, upon proper identification, may be claimed at these locations. Flash drives and computers will be given to the campus Information Technology Department to determine ownership. Please write your name on all books and other valued articles to make identification easier. To identify where Lost and Found is on a specific campus, please visit the information desk or public safety office there.

Reading Days

Reading Days are to be used as study days and/or optional make-up class time at faculty members' discretion. 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. To identify scheduled Reading Days on CT State's Academic Calendar, please visit ctstate.edu/academics/academic-calendar.

Smoking and Vaping

CT State is committed to providing a safe and healthy working/learning environment for all members of our campus communities. Pursuant to state law, smoking is prohibited in any building or portion of a building owned and operated or leased and operated by CT State. "Smoking" means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device. Electronic nicotine delivery systems or vapor products are also prohibited by law.

Violations will be subject to disciplinary action. Compliance will be monitored by Public Safety and CT State campus staff.

Transportation Services

U-PASS

Riding buses and trains in Connecticut is FREE for most students at participating U-Pass CT

schools, including CT State[1]. The cost of the program is already included in your student fees, so all you need is your U-Pass CT and your valid CT State student ID and you're on your way. Students must present a valid CT State campus student ID every time they use the U-Pass for travel. Students can use the unlimited semester pass to travel within the state by rail or bus. Transit systems participate in the U-Pass CT program including:

- Greater Bridgeport Transit (GBT)
- Housatonic Area Regional Transit (HART)
- Southeast Area Transit (SEAT)
- Magic Carpet Bus
- River Valley Transit
- Hartford
- Stamford
- New Britain/Bristol
- CTfastrak
- Hartford Line
- Norwalk Transit District
- Milford Transit District milfordtransit.com
- Windham Regional Transit District (WRTD)
- Northwest CT Transit District (NWCTD)
- CTtransit
- New Haven
- Waterbury
- Meriden/Wallingford
- Shore Line East Commuter Rail

U-Pass is not valid for travel to New York or on shoreline Amtrak trains. On most CT State campuses, U- Passes are available in the campus Business Office. Replacements are $10.00, with a limit of one replacement pass per student, per semester. Please visit your home campus website (ctstate.edu/locations) for further U-Pass information specific to your campus location.

- For general information: U-Pass CT (ctrides.com/u-pass-ct-for-students/).
- For route or schedule questions: call CTtransit Customer Service, 525-9181 or visit CTtransit (cttransit.com/). Students with special communication needs: call TTY 727-8196.

[1] Non-degree students, students who are fully on-line or students designating Naugatuck Valley and Quinebaug Valley as their home campus do not pay the U-Pass fee but may opt-into the program by paying the fee.

Students may also use the U-Pass for unlimited off-peak intra-state transportation on New Haven Line Commuter Rail. Students must pay a step-up fee when using their U-Pass for travel to New York and for travel when peak period fares apply. This step-up fee will be calculated as the difference between peak and off-peak fares. For travel to New York students must pay the fare from Greenwich to their destination.

When can a student start using a U-Pass?

The Fall semester U-Pass is valid from August 1, 2026, through December 31, 2026. The Spring semester U-Pass is valid from January 1, 2027, through July 31, 2027.

Which students are eligible to receive a U-Pass?

Any registered credit student or select non-credit student enrolled in a Workforce Development program, with a home campus designation at one of following CT State campuses are eligible to receive a U-Pass: Asnuntuck, Capital, Gateway, Housatonic, Manchester, Middlesex, Norwalk, Northwestern, Three Rivers and Tunxis.

Which students are NOT eligible to receive a U-Pass?

Any credit students with a Naugatuck Valley and Quinebaug Valley home campus designation are NOT eligible to receive the U-Pass. Any non-credit students taking course(s) at Naugatuck Valley or Quinebaug Valley are **not** eligible to receive the U-Pass.

Other exclusions include:

- Incarcerated students
- Students enrolled in non-credit personal enrichment courses
- High school students concurrently earning college or university credit at their high school with on ground/in- person courses at a college or university (concurrent enrollment)

If a credit student is taking courses at an excluded campus, Naugatuck Valley or Quinebaug Valley and also at another campus, can they participate in the U-Pass Program?

This depends on their home campus designation. If their home campus is NV or QV, then they are not eligible and the U-Pass transportation fee should not be applied to their account. If the student's home campus is one of the 10 participating campuses, then yes, they can participate and the U-Pass transportation fee should have automatically applied to their account at the time of registration.

NV Rides

Riding public transportation routes in Waterbury and Danbury through HARTransit is FREE for students designating Naugatuck Valley as their home campus. The cost of the program is included in the fees, so all you need is your valid student ID and your bus pass

Student Code of Conduct

In compliance with the Higher Education opportunities Act of 2008, Connecticut State Colleges and Universities (CSCU) investigates all written and signed student complaints against the colleges and universities in the CSCU system. Additionally, CSCU also provides prospective and enrolled with contact information for filing complaints with our accrediting agency and other appropriate state agencies. View Request for Review Forms (ct.edu/asa/complaints%23forms)

Introduction

The Connecticut State Colleges and Universities (CSCU) Student Code of Conduct outlines expectations for student behavior across various settings, including on-campus, off-campus and virtual environments. This document defines the scope, application and procedural considerations governing student conduct at CSCU institutions.

Scope of Jurisdiction

The Student Code applies to behavior:

- On CSCU property
- At CSCU-sponsored events
- In student organization activities
- Online and through electronic communication (including social media)
- Off-campus when it significantly impacts the CSCU community, poses safety threats or violates the law

Discretionary authority allows CSCU institutions to assert jurisdiction over off-campus behavior under specific circumstances such as threats to safety, legal violations or reputational harm.

Compliance with External Institutional Policies

Students participating in CSCU-affiliated programs (e.g., clinical sites, study abroad or other higher education institutions) must adhere to both CSCU and host institution policies. Misconduct at either institution may result in disciplinary action by one or both entities.

Multi-Institution Enrollment

Students enrolled at multiple CSCU institutions may face a coordinated conduct process involving all relevant campuses. Decisions related to joint proceedings are managed at the discretion of the Senior Student Conduct Officers of the involved institutions.

Duration of Responsibility

Students are accountable for their conduct:

- From admission through degree conferral
- Between academic terms
- Even after withdrawal or graduation if there is a continuing relationship with CSCU Pending conduct cases may proceed despite a student's withdrawal or graduation status.

Responsibility for Guests

Students are held responsible for the conduct of their guests while on CSCU property. Guests must comply with CSCU rules and violations may lead to disciplinary action against the hosting student and removal of the guest.

Independence from Legal Proceedings

CSCU conduct proceedings operate independently from external legal processes. Student disciplinary action may proceed regardless of criminal or civil litigation status and outcomes in court do not influence CSCU's decisions.

Timeliness of Reporting

While there is no formal time limit to file complaints, prompt reporting is encouraged for effective resolution. Reports filed more than 30 days after an incident are reviewed at the discretion of the Senior Student Conduct Officer, especially in cases involving long-separated students or organizations.

Conclusion

The CSCU Student Code of Conduct establishes a broad and flexible framework to ensure a safe, respectful and accountable campus environment. It maintains jurisdiction across a range of settings and upholds institutional values regardless of student status or concurrent legal matters.

For more information on the Student Code of Conduct Policy: ct.edu/policies

Prohibited Conduct Under the CSCU Student Code:

Harassment and Discrimination

- Harassment based on actual or perceived protected characteristics is considered discriminatory harassment, as defined in the Interim Discriminatory Harassment, Nondiscrimination and Title IX Policy.
- Allegations that may violate both this policy and the Student Code will be handled under the applicable policy and procedures.
- When evaluating whether conduct constitutes harassment, the Student Conduct Officer will assess the full context, considering campus climate, individual rights, freedom of expression, academic freedom and advocacy.
- Not all offensive behavior qualifies as harassment or a code violation.

Health and Safety Violations

- **Public Health Violations:** Failure to comply with public health or safety guidelines issued by the BOR, CSCU, government authorities, affiliated institutions or host governments (e.g., during study abroad).
- **Privacy Violations:** Unauthorized recording, photographing or videoing of individuals without consent—especially in private spaces—or sharing such material without permission.
- **Hazing:** Any action required for initiation or membership in a group that causes humiliation, degradation or risk of harm to individuals or property. Silence or passive participation is also a violation.

Alcohol and Drug Violations

Alcohol-Related Violations

- Possession, use, sale or distribution of alcohol in violation of law or CSCU policy.
- Underage possession or consumption.
- Being intoxicated on campus.

Open Containers

- Possessing or consuming open containers of alcohol in public or on private property without consent.

Driving Under the Influence

- Operating a motor vehicle while impaired by alcohol or drugs.

Drug Violations

- Use, possession, distribution or manufacturing of illegal drugs or drug paraphernalia.
- Possession or use of marijuana (including medical marijuana) is prohibited on CSCU property, regardless of state law, due to federal restrictions.

Weapons and Hazardous Materials

- Possession or use of firearms, ammunition, explosives, fireworks, dangerous chemicals or any dangerous instrument—even if legally owned—is prohibited on CSCU premises.

Failure to Comply

Failure to Obey Authorities

- Failure to comply with lawful directives from CSCU officials or other authorities acting within their official capacity.

Fire Safety and Emergency Violations

Fire-Related Misconduct

- Setting unauthorized fires or explosives.
- False emergency reports (e.g., bomb threats).
- Tampering with fire safety equipment or failing to follow fire safety procedures.

Complicity and Aiding Misconduct

Complicity in Violations

- Assisting or being present during a violation of the Student Code without intervening or reporting it, including the actions of one's guest.

Policy Violations

Violation of CSCU or BOR Policies includes but is not limited to:

- BOR Information Technology Policies (IT-001, IT-002, IT-004)
- Title IX and nondiscrimination policies
- Housing contract violations

Theft and Property Misuse

Theft

Attempted or actual theft of property or services.

Unauthorized Access or Entry

- Forcible or unauthorized entry into CSCU buildings or property.

- Unauthorized construction on CSCU property.

Misuse of Property or Information

- Unauthorized possession, duplication or misuse of CSCU or personal property (e.g., keys, records, electronic files).
- Unauthorized use of CSCU trademarks, logos or intellectual property.

Property Damage

- Attempted or actual damage or misuse of CSCU, public or private property.

Legal Violations

Violation of Law

- Breaking local, state or federal laws that significantly impact the CSCU community.

Abuse of the Student Conduct System

Conduct Process Violations includes, but is not limited to:

- Disrupting conduct proceedings
- Providing false or misleading information
- Retaliating against participants in conduct proceedings
- Initiating unfounded complaints
- Failing to comply with imposed sanctions

Academic Misconduct Process: What Students Need to Know

CT State expects all students to complete their academic work honestly. Academic misconduct includes plagiarism, cheating, unauthorized use of materials or assistance, and any other conduct prohibited by your instructor in the course syllabus.

If You Are Accused of Academic Misconduct

If an instructor believes that academic misconduct has occurred, they will submit an Academic Misconduct Incident Form and notify you of the allegation.

You have the right to:

- Be informed of the alleged violation.
- Meet with your instructor to discuss the allegation.
- Bring an advisor to meetings and hearings for support. Advisors may not speak on your behalf or question faculty members or hearing board members.
- Request review of the matter through the established appeal process.
- Continue participating in the course and your academic program while the case is being reviewed, including during any appeal.

Steps in the Process

Step 1: Request a Meeting with Your Instructor

Within **five (5) business days** of being notified of the allegation, you may request a meeting with the instructor using your college email account.

Step 2: Meet with Your Instructor

During the meeting, you will have an opportunity to discuss the allegation, review the circumstances, and hear the instructor's concerns.

Step 3: Request Additional Review

If the issue is not resolved after meeting with the instructor, you may request a meeting with the appropriate **Program Coordinator, Department Chair, and/or Program Director** listed in the course syllabus.

Step 4: Request a Hearing

If the matter remains unresolved, you may submit a written appeal requesting review by an **Academic Misconduct Hearing Board**. Requests are submitted through the Academic Misconduct Officer (the Campus Dean of Faculty or designee).

Step 5: Hearing Board Review

The Hearing Board will review information provided by you and the instructor, hear testimony as appropriate, and determine whether you are responsible for the alleged misconduct.

The board may:

- Find you **Not Responsible** and impose no sanction.
- Find you **Responsible** and impose a sanction.
- Uphold, modify, reduce, or increase a recommended sanction.

Possible Sanctions

Depending on the nature and severity of the violation, sanctions may include:

- A reduced grade on an assignment or exam.
- A failing grade on an assignment or exam.
- A failing grade in the course.
- Removal from a clinical, internship, or other placement.
- Removal from an academic program.
- Other educational or disciplinary sanctions as appropriate.

More serious sanctions may require a Hearing Board review before they can be imposed.

Appeals

If a Hearing Board finds you responsible, you may appeal the decision to the **Provost/Academic Vice President**.

Appeals must:

- Be submitted in writing within **three (3) calendar days** of receiving the Hearing Board's decision.
- Be based on one or more of the following grounds:
    - A significant procedural error.
    - New information that was not available during the hearing.
    - An inappropriate non-academic sanction.
    - An academic sanction that resulted in a clear injustice.

The decision of the Provost/Academic Vice President is final.

Timelines

Whenever possible, academic misconduct cases should be resolved within **15 business days** of your initial meeting with the instructor and, ideally, within the same semester.

Important Reminder

Students are responsible for understanding and following:

- CT State academic integrity expectations.
- The Student Handbook.
- Program-specific handbook requirements.
- Requirements of any applicable professional or accrediting organizations.

If you are unsure whether something may be considered academic misconduct, speak with your instructor before submitting your work. Honest communication and proper citation of sources are the best ways to avoid academic integrity violations.

Information Technology Services

Student Email

All students are provided a college Office 365 email account. Students can log on to the Office 365 portal (CSCU | Office 365 Access (cscu.edusupportcenter.com/shp/cscu/error)) with their student NetID and password to access their Outlook Web App email (OWA). You can also access the Office 365 portal by logging on to myCTState (my.ctstate.edu/)

- *All official college email communications, including email sent from within the Blackboard learning management system, are sent to your college Office 365 email account. Employees and students are expected to check their official email accounts on a frequent basis.*

Your email address is automatically generated typically in about 24 hours after you are admitted (or re- admitted) to CT State (exceptions include weekends or holidays where it could be longer). You should receive information from your CT State home campus (which may be via the email address you entered on your application or a mailed letter) letting you know what your assigned student email is or how to find it.

Please Note: Your NetID (e.g., 00123456@student.commnet.edu) is **not** the same thing as your email address. Do not use your NetID as an email address. Student email addresses currently end in @ctstate.edu

Don't know your Office 365 email address? [Click here for instructions (cscu.edusupportcenter.com/shp/cscu/article?articleId=1912-1463713)]

IT Support

The Information Technology (IT) Department at CT State is committed to providing the highest quality services to students, faculty and staff. IT helps with accessing campus computers, logging in to myCTState (my.ctstate.edu/), email, campus wireless networks and the maintenance of classroom computers, phones and printers.

Computer Usage

CT State will assign individual accounts to registered students. The account holder is responsible for all usage on the assigned account. Computer related accounts issued to individuals are intended for the sole use of those individuals. Any student found utilizing accounts other than their own will be subject to disciplinary action. In addition, students are not to use CT State computer resources for monetary gain or for the development of software intended for sale.

All resources and facilities of the Computer Centers/Labs and other campus computing sites are to be used for legitimate and authorized CT State academic and administrative purposes. Computing resources include host computer systems, personal computers and workstations,

communication networks, software and data files.

Students will be subject to appropriate disciplinary action for any unauthorized or illegitimate use of the computer systems, resources and/or facilities. This includes willful or malicious acts of deletion, alteration or destruction of computer hardware, modifying any equipment belonging to or under the control of the Computer Centers/Labs and loading or storing non-college licensed software on CT State equipment. Users may also be subject to criminal prosecution.

The usage of CT State IT resources is a privilege dependent upon appropriate use. All users of CT State IT resources are responsible for using IT resources in accordance with the Student Code of Conduct, CSCU/CT State policies and the law, as applicable. Individuals who violate CSCU/ CT State policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU/CT State disciplinary and/or legal action.

Help Desks

Student support hours are 24/7, 365 days per year. For assistance with a covered service (Blackboard, myCTState, Banner Self Service, Office 365, NetID, Wireless, Library), visit the CT State | IT Online Help Desk to chat or create a case or contact IT by phone at 860-723-0221.

For local IT resources, please visit: ctstate.edu/it-support

Multifactor Authentication Requirement

CSCU and CT State are committed to safeguarding student data and the integrity of our institutions' systems. In line with our continuous efforts to enhance security practices, Multifactor Authentication (MFA) will now be mandatory for accessing CSCU Microsoft 365 applications, including access to institutional email, OneDrive, SharePoint and Teams.

MFA provides an additional layer of protection for your account by requiring a second authentication factor when you log in. This ensures only you can access your account, even if your password is compromised. We are compatible with several MFA enrollment options, including the Free Microsoft Authenticator app, text messages, voice calls, personal hardware keys (FIDO) and other OATH compatible authenticator apps. You can choose the options that best suit your needs.

Our IT teams are available to help if you need assistance with enrollment. To get started or check your status, please visit the CSCU Enrollment Wizard MFA Enrollment Wizard any time for assistance. To find out more about MFA and how it may impact you, please read the MFA FAQ.

NetID

The Network ID (NetID) is a Windows Active Directory account that is uniquely assigned to each CT State student, faculty and staff member. It serves as your login to many CT State computing and networking services, including the Login Portal. Your student NetID is composed of the following two items:

- Your Username: Student Banner ID Number (without the @ sign)
- Domain:@ctstate.edu For Example: 00123456@ctstate.edu

Please Note: Your NetID is **not** the same thing as your email address. Do not use this as an email address. Student email addresses currently end in @mail.ct.edu.

Logging into the myCTState Portal

Enter your Net ID and password.

Please refer to the instructions you received from Admissions or Workforce Development/Continuing Ed (WDCE) for your NetID.

If you do not know your NetID, click on the Net ID Lookup link on the myCTState Log In page (my.ctstate.edu) and follow the on-screen instructions or launch the NetID lookup tool. After your NetID displays, click on the Microsoft Password Reset button in the dialog box to set your password (if you are not a returning user). The Password Reset tool not only allows you to "reset" your password but also allows you to set up your "initial password".

After three (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.

NetID Password Reset

Password resets can be performed online at: CSCU | IT Support Center - NetID Reset

CT State Computer Services Students Can Access with Their NetID

The NetID will be used to access a variety of CT State services over time. Services that will be immediately available using your NetID include:

- PC workstations through the CT State campus system
- MS Office 365 (Word, Excel, PowerPoint, OneNote, OneDrive access and more)
- myCTState (source of information and access to personal, academic and work-related services)
- Degree Works (an advising tool)

- Blackboard Learn (a learning management system used to conduct online and distance learning)
- The Library Database

Wireless Network

The wireless network is available throughout each CT State campus and allows a student to connect and access the internet using their personal wireless devices (laptop, tablet or smartphone). Just use your NetID and password for connection. For WiFi instructions, including eduroam, visit CSCU | Wireless Access.

Campus Safety

Campus Public Safety Contacts

In all life-threatening emergencies, dial or text 911.

Find your campus public safety contacts at ctstate.edu/safety .

Student Identification (ID) Cards

To enhance the safety and security of the entire CT State community, all students are required to obtain a student photo identification (ID) card and always have the card on them while on campus.

A CT State student ID will allow access to campus buildings and some campus-specific parking garages (where applicable). The student ID also serves as a library card, can be used to access resources from other campus departments (e.g., computer centers/labs, tutoring centers, career services) and is used to secure admission to CT State campus-sponsored activities and special events, when required. The student ID card, along with your student U-Pass, will allow free bus and rail transportation in Connecticut. (Please see U- Pass section of this Handbook.)

Students will be required to show their current CT State registration/bill and a valid form of picture ID to receive their ID Card. Please visit your home campus website (ctstate.edu/locations) for further information on how to obtain a student ID Card for your home campus location. There is no fee for the initial issuance of a student ID card.
While on campus, all CT State students must always carry a photo ID visibly displayed on their person. Upon request from CT State Public Safety Officers, faculty or staff, students must present this identification. Anyone without a valid CT State ID may be declined access to campus buildings.

ID Reissuance

No reissuances of student ID Cards will be allowed except for lost or stolen cards. There is a CSCU Board of Regents authorized replacement fee of $10.00 for a misplaced, lost or stolen photo ID card.

Closings, Cancellations and Delayed Openings

In the event of severe weather, power failure or any other extreme or unusual circumstances, your CT State campus may have to close or have a delayed opening. Should this occur, an announcement will be made by your home campus on their website, Facebook, Instagram and/or Twitter platforms, as well as to local radio and television stations. Your campus's main telephone number will also play a recorded message.

Emergency Notification System (ENS)

CT State has an Emergency Notification System (ENS) developed by Everbridge to provide notification for when an emergency condition is imminent or a situation exists that threatens the health and safety of individuals. These notifications include when campuses may be closed or delayed due to weather or other circumstances.

The ENS will permit the distribution of emergency information via telephone, e-mail, text message and/or voice message. Messages can be provided to landlines or cell phones. Individuals will receive information or instructions relative to the specific circumstance.

Updating the Everbridge Emergency Notification System (ENS)

Faculty, staff and students of CT State should update the ENS System with their Emergency Contact information via Banner Self-Service whenever their current contact information changes.

Directions:

- Log in to myCTState (my.ctstate.edu/) and select *myCTState Alert* from the homepage.
- Review your Emergency Notification contact information and make any changes you need.
- Once you submit the form, your contact information will be updated.

Please Note: CT State is currently in the process of developing a new opt-in process for ENS messages. Once completed, it will allow all users to select which campuses from which they receive emergency notifications.

Campus Emergency Situations

FOR ALL LIFE-THREATENING EMERGENCIES, DIAL OR TEXT 911.

Campus Public Safety should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on your campus. IF YOU SEE SOMETHING, PLEASE SAY SOMETHING.

Find your campus public safety contacts at ctstate.edu/safety .

How to Report an Emergency

Identify:

- The nature of the emergency.
- If police, fire or ambulance is needed.
- If there is a weapon involved.
- If the suspect is still present; if not, identify the direction the suspect went.

Emergency Exits/Evacuation Routes

Emergency response procedures and evacuation routes are posted in all CT State classrooms. Please familiarize yourself with these routes and campus emergency exits at the beginning of each semester. Do not evacuate one building and enter another. Go around any buildings to the designated exterior assembly areas.

Evacuation of the Building

If you hear the notification to evacuate, all people are to immediately leave the building following posted evacuation routes and procedures, if feasible. **Only if it is safe to do so**, please be sure to take all personal belongings with you.

In most cases, the procedures for evacuation 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.
- Evacuation plans are posted near all classrooms and offices identifying the evacuation route, appropriate exit and the location where people 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.
- Campus Public Safety personnel and/or the Law Enforcement Officer in Charge will direct you to re-enter when the building is cleared and safe to do so.

Lockdown/Shelter in Place

In the event of a shelter-in-place (lockdown), students, staff, faculty and visitors must remain in place. If in a classroom, secure the door by wedging it shut. If in an office, secure the door by locking it. If you are in an open area, take shelter in the nearest room and secure the door by either locking it or wedging it shut. Turn off the lights and close the blinds. Set all cell phones to silent mode or turn them off. Close or turn off laptops. Move to an area of the room where there are solid walls, furniture or other objects and hide behind them. Stay as low to the floor as possible. Wait for instructions or notification from the police or college official that lockdown has been lifted.

Safety Drills and Training Classes

Public Safety officials conduct one Fire Drill per semester. A simulated Shelter-In-Place training exercise or evacuation drill is also conducted at least once per academic year. Public Safety

officials also conduct free safety awareness and self-defense classes each semester at many CT State campus locations.

Safety Videos

CT State students can view Public Safety procedure and practice videos by visiting any of the CT State campus websites (ctstate.edu/locations/campuses). All CT State students should familiarize themselves with the “Run, Hide, Fight” procedure for their home campus location or any other CT State campus on which they visit. “Run, Hide, Fight” videos can be viewed on CT State campus websites (ctstate.edu/locations/campuses).

Safety Responsibilities

Staff, faculty and student awareness, cooperation and involvement are critical to the success of CT State campus safety. Staff, faculty and students must assume responsibility for their own personal safety and the security of their belongings by taking common sense precautions. Public Safety actively conducts situational awareness and “See Something. Say Something” training for employees and students.

Campus Parking

CT State provides free parking for registered students at all 12 of its campus locations. On-campus parking is restricted to times involving programs and/or educational activities associated with the college. Students may not park in CT State parking lots or parking garages for employment purposes outside of the college.

Campus Garage Parking

Garage parking is available at four CT State campuses. Please click the appropriate link below for further information about parking at these locations.

CT State - Garage Parking Campus Links

- Capital (ctstate.edu/maps/#capital)[1]
- Gateway (ctstate.edu/maps/#gateway)
- Housatonic (ctstate.edu/maps/#housatonic)
- Naugatuck Valley (ctstate.edu/maps/#cnaugatuck-valley)[2]

[1]All students at the Capital campus must obtain a Proximity Access Card to access the Morgan Street Garage, located at 155 Morgan Street. Students have until the second week of classes to obtain a Proximity Access Card. During this grace period, students may pull a ticket for validation by the reception desk located in the main lobby. If a student loses a parking ticket before the end of the two- week grace period, please see the Capital receptionist. If a ticket is pulled after the two-week grace period, the student is responsible for paying the maximum daily rate. Motorcycle parking is available at Morgan Street Garage in a designated area on Connector Road, adjacent to the main entrance.

[2]**All students at Naugatuck Valley's Danbury campus** are required to display a parking tag for the Danbury Parking Authority. Parking tags for students are available in the administrative offices at the NVCC Danbury Center located at 190 Main Street. Parking is available in the Terence E. McNally Patriot Garage, located at 21 Delay Street. The garage is free to students whenever the college is open. A security officer is on duty during Danbury campus class times and business hours

Campus parking lots and outdoor spaces are well lit and Public Safety personnel are available if needed.

Public Safety personnel are not allowed to jumpstart any vehicle, change a tire or provide vehicle unlocking. Should you need these services, please contact a towing company.

Parking Regulations

CT State clearly designates and differentiates parking areas for the convenience and safety of all. All vehicles shall be parked in a lawful manner. It is the responsibility of the vehicle operator to find a valid and lawful parking space. Designated student lots are to be used on a first-come, first-served basis.

Parking for Persons with Disabilities

There are parking spaces designated for people with qualifying disabilities in all CT State campus parking lots. These spaces are clearly marked with the International Symbol of Access. Vehicles with a special license plate or removable windshield placard permit are the only vehicles that can park in these parking spaces in any campus lot or parking garage. Parking in these spaces without an appropriate placard will result in a state infraction and will result in a fine.

Parking for Faculty/Staff

On many CT State campuses, there are parking lots and parking spaces designated for faculty/staff members' use only. A CT State campus parking permit is required for these areas and students and visitors are prohibited from parking in these spaces.

Reserved Parking

There are "Reserved Parking" spaces on CT State campuses. These reserved spaces are assigned to specific individuals. Only the individual assigned to the space is permitted to use that space.

- All campus parking violations are subject to warning or fine. Repeat violators of CT State's parking policies may be referred to the Dean of Students/Dean of Students and Faculty/Associate Dean of Student Development or their designee for possible disciplinary sanctions.
- Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles or in a restricted area will be tagged and towed, without notice, at the owner's expense. Owners are responsible for costs of towing, impounding and storage of their vehicles.

Penalties for CT State parking and moving violations are determined according to State of Connecticut laws. Depending upon the severity of the violation, the owner/operator of the vehicle may be issued an Infraction Notice instead of a CT State parking ticket. The fines of an infraction are pre-determined by state law and are not discretionary.

Payment of Fines

Fines must be paid in a timely manner. For further information on the payment process applicable to your campus, please visit your home campus website at ctstate.edu/locations/campuses. **Students who do not pay their fines will not be allowed to register for the next semester.**

Student Driver Responsibilities

It is the responsibility of each student driver to:

- Know and comply with the parking regulations.
- Maintain a current valid driver's license.
- **Connecticut law requires continuous liability coverage on any registered vehicle, including out-of- state registered vehicles.** Out-of-state students are advised to check with their insurance agents or company, to be sure they have the required coverage.
- The student and/or the owner in whose name any vehicle is registered will be responsible for any penalties associated with violations of these regulations by their vehicle.
- CT State does not assume responsibility for any motor vehicle operated or parked anywhere on its property or in parking garages designated for student use or for its contents nor does it assume responsibility for alleged or actual damage resulting from a vehicle needing to be towed.
- CT State students, faculty and staff all must assume responsibility for their own personal safety and the security of personal property. This can be done by applying some simple, common-sense rules such as:
- Park in well-lit areas. Avoid parking in deserted areas, especially after dark.
- Always lock your vehicle when leaving it unattended.
- Do not leave valuable items in your vehicle in plain view. Lock them in the trunk.
- When walking to a vehicle, walk with others.
- Take the shortest, most direct and well-lit route to your destination.
- Have keys ready when returning to your vehicle.
- Look inside your vehicle before entering it.
- Do not leave your belongings unattended.
- Do not give personal information to strangers.
- Do not carry large sums of money or other valuables on your person. If someone demands or grabs your purse or wallet, do not resist.
- Report suspicious activities, people or vehicles to campus Public Safety immediately.
- If a crime is committed, report it to campus Public Safety at once.

Public Safety Escorts

Public Safety personnel are available to escort students, faculty and staff to their automobiles upon request.

Traffic on Campus

Motorized Vehicles

All Connecticut motor vehicle laws are applicable on CT State campus property and will be strictly enforced. Any motor vehicle or pedestrian accident on a CT State campus, no matter how minor, should be reported to campus Public Safety. Failing to report an accident that causes physical injury or property damage could result in a charge of evading responsibility under State law.

Bicycles

Bicycle operators are reminded that while riding on campus roads, they are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g., stop signs, traffic lights, one-way street designations). Bicycle operators on CT State property must ride or operate bicycles in a prudent and careful manner with reasonable regard for the safety of the operator and other people.

Pedestrians

Pedestrians have the right-of-way on sidewalks, parking lots and all other areas of the CT State campuses. However, pedestrians shall grant the right of way to emergency vehicles. Pedestrians shall be responsible for using sidewalks and marked crosswalks wherever possible and shall abide by the Connecticut General Statutes regarding use of the sidewalks, crosswalks and roadways.

Additional Public Safety Information

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. This federal law requires state law enforcement agencies to notify CT State whenever a registered sex offender indicates that they are either enrolled, employed or carrying on a vocation at CT State.

A searchable database, available to the public, is maintained by the Connecticut State Police at communitynotification.com/cap_office_disclaimer.php?office=54567. Additionally, in accordance with Chapter 969, Section 54-258 of the Connecticut General Statutes, campus police departments keep a record of all registration information transmitted to them from the State Police.

In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit. The Sex Offender Registry information is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable by law.

Sex Offenders on Campus

Whenever in the judgment of the college president **or designee** the presence **or continued presence** of a convicted sex offender who has been previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the integrity of academic processes and functions of the college, such person may be denied **acceptance into and/or continued** attendance as a student or have limitations placed on participation in college activities and/or access to college property.

The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender, nor shall any person use information regarding a convicted sex offender to injure or harass any person.

The decision of the president **or designee** shall be final. Board of Trustees Policy 5.1.1

Editorial Note: The foregoing policy is currently under review by CT State. Minor editorial revisions to original text, made for purposes of Handbook clarity, are noted in bold italics.

Student questions or concerns should be directed to their home campus Dean of Students/Dean of Students and Faculty/Associate Dean of Student Development.

Injury While on Campus

If you are injured on a CT State campus, please notify the Associate Dean of Campus Operations at that campus location. They will advise you of any required paperwork that may need to be completed to document the incident. Please visit the campus staff directory links in the CT State Community College Directory section of this Handbook, the campus website (ctstate.edu/locations/campuses) or the campus information desk to obtain the Associate Dean's office location information.

Off-Campus Injuries

In the event of an injury occurring at a college-sponsored, off-campus event, please notify the CT State faculty or staff member in charge. That person will decide the best course of action and will report the injury to a member of Public Safety or the Associate Dean of Campus Operations upon return to your CT State campus.

Opioid Overdose Prevention and Awareness

CT State is committed to preventing overdose-related deaths 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. 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.

Intranasal naloxone kits are stored and accessible to students, faculty and staff at several locations on each CT State campus, including the following:

Asnuntuck Campus

- Building 1, North Corridor B (adjacent to Admissions Suite 104)
- Building 2, Lobby 400 (adjacent to entrance vestibule)

Capital Campus

- Public Safety HQ (Suites #101/102 in the lobby)
- Public Safety Substation (Room #714 - on the 7th floor, next to the cafeteria)

Gateway Campus

New Haven Campus:

- North Building Cabinets
- Lower-level elevator lobby
- 1st floor elevator lobby
- 2nd floor elevator lobby
- 3rd floor elevator lobby
- 4th floor elevator lobby•
- South Building Cabinets
- 1st floor elevator lobby
- 2nd floor Library entrance, S-201
- 3rd floor elevator lobby
- 4th floor elevator lobby

North Haven Campus (88 Bassett Road):

- Lobby area near restroom entrances

Housatonic Campus

- Public Safety Office, Beacon Hall, Room 110
- Public Safety Office, Lafayette Hall, Room A127

Manchester Campus

- Campus Police dispatch office, Student Services Center, L174

Middlesex Campus

- With AED (Automated External Defibrillator) Machine, Founders Hall, Room 147
- With AED Machine, Wheaton Hall, Main Hallway, First Floor, Near Restrooms
- With AED Machine, Snow Hall, Main Hallway, First Floor, Near Restrooms
- With AED Machine, Chapman Hall, Upper-level Hallway
- With AED Machine, Chapman Hall, Main Lobby

Naugatuck Valley Campus

- Main Public Safety Office, Room C122
- Student Center, Room S520
- Public Safety Satellite Office, Room C101.

Northwestern Campus

- Founders Hall and Annex:
- Founders Hall – 1st Floor Hallway outside Office #105
- Founders Hall Annex – 2nd Floor Hallway next to Restrooms/#211
- Arts and Science Building – 2nd floor Student Lounge next to #204
- Joyner – 1st floor Student Lounge #132
- Greenwoods Hall – 2nd Floor Hallway outside of Registration #219
- Learning Resource Center – 2nd floor landing next to #208

Norwalk Campus

- East Campus Information Desk
- West Campus Main Lobby Security Post

Quinebaug Valley Campus

Opioid Rescue Kit locations:

- 1st Floor Corridor next to Atrium, W113
- 1st Floor East Corridor by E186
- 1st Floor West Vestibule Manufacturing Wing, N113
- 2nd Floor Library entrance, C224 , E233• Campus Security, Atrium of West Wing, W113
- Willimantic Site, Main Lobby

Three Rivers Campus

- Security, Main Lobby entrance desk

Tunxis Campus

- Welcome Center, 100 Building, Main Entrance
- Circulation Desk, 1st Floor, Library Circulation Desk

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act (20 U.S.C §1092(f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution's policies concerning campus security. CT State campus Security and Uniform Campus Crime Reports (SUCCR) can be accessed: Consumer Information - CT State (ctstate.edu/important-information/consumer-information). Upon request, a copy of the report for your home campus can be obtained from that campus's Associate Dean of Campus Operations.

Vandalism, Damage or Theft

Students, faculty and staff should promptly report incidents involving vandalism, damage or theft to Public Safety. Information regarding such incidents will be recorded on Incident Report forms kept on file in the campus Public Safety Offices. When deemed appropriate, the local and/or State police will be notified.

Video Use Notice - Police Accountability Act

(Campus police officer body-worn and dashboard camera use)

Effective July 1, 2022 and in compliance with the State of Connecticut's Police Accountability Act, all CT State campus police officers are required to wear and use body-worn cameras (BWCs). Dashboard cameras are also required in each CT State police patrol vehicle. A body-worn camera is an "on-the-body" video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of the police officers' duties. The purpose of equipping police officers with issued or approved body-worn and dashboard cameras is to assist in the following:

- **Strengthening Police Accountability** by documenting incidents and encounters between officers and the public.
- **Resolving Officer-Involved Incidents and Complaints** by providing an objectively independent record of events.
- **Improving Agency Transparency** by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
- **Identifying and Strengthening Officer Performance** by using footage for officer training and monitoring when appropriate and consistent with the law.
- **Improving Evidence Documentation** for investigation, prosecutions and administrative reviews of employee performance and/or civil actions.

BWCs will not be used to record CT State police officer's day-to-day routines and conversations.

Police officers will only activate their BWCs during direct calls for service, unexpected public interactions for service and/or proactively intervening in matters that require police service or involvement.

Right to File a Complaint

All students and employees have the right to file a complaint with the state or local police concerning crimes committed at any CT State campus.

Transferring to Another Institution

Several programs have been developed to guarantee admission and to help CT State students transfer successfully to four-year universities. Additional information on these programs is available through your assigned Guided Pathways Advisor and/or faculty advisor. Students planning to transfer are encouraged to consult with their assigned Guided Pathways Advisor early in their college enrollment to ensure that their course selections, especially electives, will be accepted by the college or university they wish to attend.

Transfer to the Connecticut State University System

CSCU's Transfer Tickets are degree programs providing a pathway for CT State 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 to complete a bachelor's degree in that same discipline.

Transfer to the University of Connecticut (UCONN) through the Guaranteed Admission Program (GAP) The Guaranteed Admission Program (GAP) is an agreement between CT State and the University of Connecticut that guarantees admission to the University of Connecticut's College of Liberal Arts and Sciences and to the College of Agriculture and Natural Resources, provided certain requirements are met.

Transfer to an Independent College or University

CT State Community College has Transfer Connection Agreements with several regional independent colleges and universities. Please visit ctstate.edu/transfer-planning for more information on how to:

- Make an appointment with a transfer counselor at one of our partner independent colleges or universities
- Review transfer benefits for CT State Students
- Check out dates for campus transfer events happening across CT State

Transfer to the College of Technology (COT)

The College of Technology (COT) provides career pathways for students to earn certificates, Associate of Science and Bachelor of Science degrees in Engineering and Technology disciplines. COT reduces barriers to education by providing a seamless articulation between the community colleges and the four-year partner universities. In addition, the COT uniquely integrates all the aforementioned college and universities systems through offering multiple points of entry for completion of degrees. ctstate.edu/college-of-technology

Please visit ct.edu/transfer for more details.

Workforce Development and Continuing Education

CT State Community College's Workforce Development and Continuing Education division offers a wide range of short-term non-credit licensure, certificate and career training programs designed to meet the needs of Connecticut residents, employers and communities. Our high-quality, affordable programs are ideal for individuals who are:

- Entering or re-entering the workforce
- Seeking to upskill or reskill for career advancement
- Exploring new career paths or industries
- Preparing for industry-recognized certifications

We proudly serve learners across key industries, including:

- Healthcare and Allied Health
- Advanced Manufacturing and Technology
- Information Technology and Cybersecurity
- Business, Finance and Entrepreneurship
- Hospitality and Culinary Arts
- Social Services and Behavioral Health
- Transportation, Trades and Energy

Many programs are aligned with industry credential exams, such as Certified Nursing Assistant (CNA), CompTIA, ServSafe, OSHA and others, helping participants earn qualifications that increase job competitiveness.

Courses are delivered in flexible formats—including in-person, hybrid and fully online options—to accommodate diverse schedules and learning preferences. Day, evening and weekend classes are available at campus locations across the state.

Stackable Credentials and Career Pathways

Our non-credit programs often serve as a gateway to credit-bearing programs, allowing students to stack credentials, transfer into associate degree or certificate pathways and continue their academic and professional growth at CT State Community College.

Employer and Community Partnerships

CT State partners with businesses, nonprofits and government agencies to deliver customized contract training tailored to workforce development goals. Training can be delivered on-site, online or at a nearby campus. Areas of specialization include leadership development, communication skills, technical training and regulatory compliance.

Personal Enrichment

In addition to workforce programs, CT State offers Continuing Education and Personal Enrichment courses. These include

- English for Speakers of Other Languages (ESOL)
- Arts, Culture and History
- Home and Garden
- Personal Finance and Wellness
- Creative Writing and Photography

These courses are designed for community members interested in exploring personal interests, developing hobbies or expanding their cultural awareness.

Support Services for Workforce Students

Workforce learners at CT State have access to a range of student support services, including:

- Career Coaching and Job Placement Assistance
- Resume and Interview Workshops
- Academic Advising and Enrollment Support
- Financial Support for Select Programs
- Referrals to community resources

Explore Your Opportunities

CT State Community College is committed to meeting the demands of today's rapidly evolving job market. Whether you are looking to launch a new career, gain a competitive edge or simply enrich your life, our programs are here to help you succeed.

Visit Workforce Development and Continuing Education - CT State (ctstate.edu/workforce-development/wdce) to explore program details, upcoming start dates and registration information.

Student Diversity, Equity and Inclusion

Nondiscrimination Statement:

CT State Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning or physical disability, sexual orientation, gender identity or expression, veteran status, criminal record, genetic information or any other federal or state protected class in its employment, programs and activities. For information regarding nondiscrimination, disability and Title IX policies/procedures, contact the CT State Office of Equity and Civil Rights at: ctstate.edu/life-at-ct-state/dei/ecr .

Furthermore, CT State is committed to equity in education. Equity in this context refers to the removal and reduction of barriers that negatively impact student success within structures, policies and practices and ensuring that students receive targeted resources and support to achieve their academic, professional and personal goals. Equity is achieved by identifying and intentionally addressing structural racism, systemic poverty and

other forms of marginalization, upholding the expectation that administrators, faculty and staff act as anti-racist institutional change agents. CT State Community College commits to bold and disruptive change by actively identifying, naming and dismantling structural racism, systemic poverty and other barriers, establishing equitable and anti-racist policies and practices and empowering students, faculty, staff and administrators to advance racial, social and economic justice. Our core collective responsibility is to continuously assess practices and policies and transform the world we live in by eliminating inequities.

All members of the CT State Community College community must, always, govern their social and academic interactions with inclusion and mutual respect so that the students who pass through CT State's door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural and global 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, CSCU's and CT State's fundamental principles and values. It is the BOR's, CSCU's and CT State's responsibility to protect our students' right to learn by establishing an environment of civility.

BOR/CSCU Statement of Title IX Policy

Consistent with Title IX of the Education Amendments of 1972 ("Title IX"),[1] the Connecticut State Colleges and Universities (CSCU) does not and will not discriminate against students, faculty or staff based upon sex in any of its programs or activities, including but not limited to education programs, employment or admission. Further, retaliation against any person who made a complaint, testified, assisted, participated or refused to participate in a Title IX process will not be tolerated.

The Board of Regents for Higher Education (BOR) is committed to ensuring that each member of the CSCU community can 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 discrimination, including sexual harassment, sexual assault, dating violence and stalking. It is the intent of the BOR that each college and university provide safety, privacy and support.

The BOR strongly encourages students, parents, bystanders and employees to alert the Campus Deputy Title IX Coordinators to sexual discrimination, including sexual harassment. The Deputy Title IX Coordinators shall promptly address these matters and treat all parties equitably.

In accordance with state and federal law, those accused of engaging in prohibited conduct will be presumed not responsible and receive no punitive treatment unless and until found responsible after due process. All BOR governed colleges and universities will provide complainants and the respondents with supportive measures, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and other relevant information.

[1]Title IX states that "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."

Please Note: The foregoing excerpts are provided for informational purposes only. To read the complete Statement of Title IX Policy (BOR Policy 4.11): Click Here (ct.edu/404/).

Policy on Racism and Acts of Intolerance

CT State is 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 college recognize that an important part of providing opportunity is creating a welcoming environment in which people are able to work and study together, by valuing the diversity we all share.

Sexual Misconduct Reporting, Support Services and Processes 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, including, sexual harassment, sexual assault, 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 students, parents, bystanders and employees to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence.

At the campus level, **the Deputy Title IX Coordinators** will promptly address these matters and treat all parties equitably. In accordance with federal law, Respondents will be presumed not responsible and receive no punitive treatment unless and until found responsible after due process. All BOR- governed colleges and universities will provide complainants and respondents with supportive measures, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct.

Please Note: The foregoing excerpts are provided for informational purposes only.

Student Complaint Process and Points of Contact

CT State has procedures in place for the investigation and resolution of student complaints, including guidance on when and how a student can appeal an adverse decision made on behalf of the college. **If you have a general complaint or concern or if you are simply not certain how the process related to a particular type of complaint would be handled, please reach out directly to your campus Deputy Title IX Coordinator/Associate Dean of Student Development/Dean of Students/Dean of Students and Faculty or visit the CT State Office of Equity and Civil Rights Procedures page at: ctstate.edu/life-at-ct-state/dei/ecr.** These campus leaders will be able to provide you with further guidance on when, where and how to file a student complaint based on your specific situation. Contact information for CT State campus Student Affairs leaders can be found via links in the CT State Community College Directory section of this Handbook or on the CT State campus websites (ctstate.edu/locations/campuses).

Students are first encouraged to direct questions, concerns or complaints to their home campus DEI/Equity Coordinator, Disability Services/Accessibility Coordinator and/or Deputy Title IX Coordinator.

Campus DEI/Equity Coordinators

Find your campus DEI/Equity Coordinator at ctstate.edu/life-at-ct-state/dei/odei-staff.

Campus Disability Services/Accessibility Coordinators

Find your campus Disability Services/Accessibility Coordinator at ctstate.edu/life-at-ct-state/odas#campus.

Campus Deputy Title IX Coordinators

Find your campus Deputy Title IX Coordinator at ctstate.edu/title-ix/resources.

In addition, the CT State Office of Diversity, Equity and Inclusion ctstate.edu/life-at-ct-state/dei is your initial point of contact for issues and complaints including those related to accommodations/academic adjustments, harassment, discrimination, sexual harassment, sexual assault, stalking or intimate partner violence.

Alcohol and Other Drug Information

Students should review and are expected to abide by Connecticut state laws, the Policy on Alcohol and Drugs in the Community College and the Student Code of Conduct.

The BOT 4.15 Policy on Drugs and Alcohol in the Community Colleges has been prepared as required by the Drug and Alcohol Abuse Prevention (34 CFR part 86) and the Federal Drug-Free Workplace Act of 1988 (41 U.S. Code §§701, et seq.). Connecticut State Community College is committed to education and the health and wellbeing of our students. This includes the prevention and response to the use of alcohol and other drugs on our campuses.

The physical and mental health effects of the use of alcohol and other drugs are well documented. Use of illegal drugs and misuse of prescription drugs can have social, academic, psychological, physical, financial and legal consequences. Combining drugs and/or using them with alcohol can be extremely dangerous. Use of these drugs may cause blackouts, poisoning, overdose and death; physical and psychological dependence; damage to vital organs such as the brain, heart and liver; impact on pregnancy; psychological problems including depression, psychosis and severe anxiety and inability to learn and remember information.

Alcohol and Other Drug Resources

On-Campus

- Campus Wellness Counselor - Mental Health and Wellness Services (ctstate.edu/life-at-ct-state/wellness)
- Campus Mental Health Coalition
- Campus CARE Team (ctstate.edu/care-team)

Off-Campus

- Alcoholics Anonymous (ct-aa.org/meetings) – For a listing of meetings in Connecticut
- Connecticut Region Narcotics Anonymous (ctna.org/find-a-meeting/) – For a listing of meetings in Connecticut
- 211/United Way of Connecticut (211ct.org/) – Call 2-1-1, 24 hours/7days for information and referrals or go to the 2-1-1 website for substance abuse related service listings.
- The Connecticut Clearinghouse (ctclearinghouse.org/) – Fact sheets and lending library of printed materials and videos about individual drugs and related issues affecting mental health and wellness. The Clearinghouse is Connecticut's resource center for information about alcohol, tobacco, other drugs and related issues affecting mental health and wellness. (Fact sheets on specific drugs, drug testing, prescribed drugs, etc. (ctclearinghouse.org/topics/))

- SAMHSA (samhsa.gov/) (Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services) SAMHSA's National Helpline is a confidential, free, 24-hour-a-day, 365-day-a-year, 1-800-662- HELP (4357) (also known as the Treatment Referral Routing Service) or TTY: 1-800-487-4889 This service provides referrals to local treatment facilities, support groups and community- based organizations.
- Also visit the online treatment locator (findtreatment.gov/) or send your zip code via text message: 435748 (HELP4U) to find help near you. To read more about HELP4U, please visit: HELP4U text messaging service (samhsa.gov/find-help/national-helpline/help4u).

Student Consumer Information

In compliance with federal and state regulations, Connecticut State Community College provides the following information to students, parents and the public about the institution.

The Student Right-to-Know Act (P.L. 101-542)

Pursuant to federal law, colleges and universities that administer federal Title IV funds must disclose certain information to prospective and enrolled students, parents and employees, including graduation rates. For further information, please visit IPEDS (nces.ed.gov/ipeds/use-the-data) (Integrated Postsecondary Education Data System) collects institution-level data on student enrollment, graduation rates, student charges, program completions, faculty, staff and finances.

Academic Programs, including Accreditation and External Agency Recognition

- CT State College Catalog: catalog.ctstate.edu/

The Clery Act – Disclosure of Campus Security Policy and Campus Crime Statistics

CSCU Student Complaint Request to Review Process: In compliance with the Higher Education Opportunities Act of 2008, 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. If you have exhausted all appropriate levels of appeal available at CT State, you may then file a complaint about the College with the Connecticut State Colleges and Universities (CSCU). Students should be aware that they have the right to seek advice from a private attorney. For information on initiating and filing a Request for Review, as well as access to the State of Connecticut complaint form: ct.edu/complaint.

Drug and Alcohol Abuse Policy and Prevention Plan: ct.edu/policies

- Alcohol and Other Drug Resources
- CSCU/CT State Student Code of Conduct

Equity in Athletics

- U.S. Department of Education - Equity in Athletics Data Analysis (ope.ed.gov/athletics/%23/)

Family Educational Rights and Privacy Act (FERPA)

- BOR Policy 2.2 - Family Educational Rights and Privacy Act (FERPA) Notice and Directory Information Policy (ct.edu/policies)
- U.S. Department of Education - FERPA (ed.gov/policy/gen/guid/fpco/ferpa/)

Information for Individuals with Disabilities

Other Institutional Consumer Information, including:

- General Institutional Information
- Student Financial Assistance
- Health and Safety
- Student Outcomes
- Voter Registration



ctstate.edu