

STUDENT 2016-17 HANDBOOK



QUINEBAUG VALLEY
COMMUNITY COLLEGE

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ACADEMIC CALENDAR

FALL 2016

August	8	Tuition due date
	26	Last day to withdraw and receive full tuition refund In person senior registration
	28	Last day to withdraw and receive full tuition refund online by midnight
	29	First day of classes
Sept.	2	Last day to add a class in person
	5	Labor Day - College is closed Last day to add a class online by midnight
	9	Last day to withdraw and receive partial tuition refund in person
	11	Last day to withdraw and receive partial tuition refund online by midnight
Oct.	10	Columbus Day – Classes in session
Nov.	1	Last day to drop a class or withdraw with a grade of “W” or to put a class on audit or pass/fail
	11	Veterans’ Day – Classes in session
	23	No credit classes
	24-27	Thanksgiving Recess – College is closed
Dec.	6 & 9	Make-up days - No credit classes
	8	Last day of classes
	10-16	Final exams

SPRING 2017

Dec.	16	Tuition due date
Jan.	16	Martin Luther King Day – College is closed
	18	Last day to withdraw and receive full tuition refund In person senior registration
	19	First day of classes
	26	Last day to add a class in person
Feb.	1	Last day to withdraw and receive partial tuition refund
	17	Lincoln’s Birthday – No credit classes
	20	President’s Day – College is closed
March	13-19	Spring Break – No credit classes
	29	Last day to drop a class or withdraw with a grade of “W” or to put a class on audit or pass/fail
April	14-16	Easter Recess – College is closed
May	4	Make-up day - No credit classes
	8	Last Day of Classes
	9-15	Final exams
	25	Commencement

DIRECTORY

Advising Services	C129	860-932-4008 advising@qvcc.edu
Bookstore	W109	860-932-4060 www.bkstr.com/Home/10001-133906-1?demo Key=dqvccdanielson@bkstr.com
Computer Labs	E188	860-932-4016
Disability Services	C129	860-932-4020
Student Success Center	C129	860-932-4020
Financial Aid	C129	860-932-4003 qv-finaid@qvcc.edu
Learning Center	C232	860-932-4014
Library	C224	860-932-4007 library@qvcc.edu
Registration	C151	860-932-4010
Student Records	C151	860-932-4010
Transfer Services	C129	860-932-4008
Veterans Services	C151	860-932-4011 pbrown@qvcc.edu
Willimantic Center		860-336-0900

BOOKSTORE

Follett operates a full service bookstore in Danielson as well as a smaller store at the Willimantic Center. Books can be purchased at any time in Danielson and usually several weeks prior to the start of classes in Willimantic. Bring your schedule of classes to the Bookstore and a clerk will retrieve all required textbooks for you. A list of textbooks required for classes will be posted on the Follett Bookstore web site at www.efollett.com or via the QVCC website.

Refund Policy

Please be sure you have received the correct books before writing in them (not even a name). A book with a name is not eligible for a full refund.

- Original sales receipt is required.
- New books must be in the original packing.
- Software and other shrink-wrapped materials must be unopened.

Book Rental

Books are now available to be rented. Please see the Follett Bookstore website or staff for more information on this new rental program.

Book Buy-Back

The Bookstore buys back books year-round. Prices for books purchased for the buy-back company are determined by supply and demand.

CAFETERIA

The cafeteria is located across from the Student Success Center in Danielson. Hours are posted.

STUDENT AFFAIRS

Dean of Academic Affairs & Student Services

The dean of academic affairs & student services oversees both the academic and student services division, including discipline, academic probation, and suspension. The dean's office is located on the second floor in Room E229. To schedule an appointment, contact the dean's administrative assistant at 860-932-4121.

Registrar/Student Records/Transcripts

Transcript requests can be made through a student's my.comnet portal. Both eTranscripts and paper are available. Paper transcripts may take five working days for processing. Official transcripts of college work will be mailed directly to educational institutions or prospective employers upon application to the registrar. Transcripts issued to students are classified 'unofficial.' Current students may access their "unofficial" grades and order a transcript on the web at my.comnet.edu. Effective July 1, 2008, there is no charge for official transcripts. We do not accept e-mail or phone requests for transcripts.

Veterans' Services/OASIS/Veterans Educational Benefits

Veterans, some spouses, and children of deceased or disabled veterans and current members of the Selected Reserves may be eligible for educational benefits. To receive and maintain monthly benefits:

- Complete the process for enrollment to QVCC.
- Matriculate into a VA approved program of study.
- Provide a copy of your DD214 to the veterans' certifying official at QVCC for a tuition waiver.
- Provide an official transcript of all previous college credits that apply to your QVCC program of study.
- Submit a Certificate of Eligibility to the veterans' certifying official.
- Meet with an academic advisor each semester to be sure that all courses being registered for are required for your agreed plan of study. Only courses pertaining to the major are certifiable.
- Bring a signed copy of the program curriculum sheet to the veterans' certifying official.
- Register with the veterans' certifying official each semester to continue benefits.
- Verify attendance twice per semester by returning Monthly Certification Forms (MCF).
- Notify the veterans' certifying official of any change of program or change in credits during the semester.
- Maintain satisfactory academic progress.

Veterans Oasis

Check with our veterans' certifying official for further information. Updated information regarding educational assistance and benefits can be found on the Internet at <http://www.gibill.va.gov>.

STUDENT SUCCESS CENTER

The Student Success Center in Danielson is a one-stop location located across from the entrance to the cafeteria. This is your one-stop center for admissions, academic advising, career services, disability services, financial aid services and transfer services. The Student Success Center was created to better serve you, increase your access to multiple resources in one location and improve efficiency with a sole point of contact.

Academic Advisement

All advising is a collaborative relationship between a student and an academic advisor. The intent of this collaboration is to assist the student in the development of meaningful educational goals that are consistent with personal interests, values and abilities. All General Studies and Liberal Arts & Sciences majors, as well as, non-degree seeking students can visit the Student Success Center in Danielson, room C129. All students enrolled in career programs should meet with faculty and program coordinators within their chosen major. Willimantic Center students can receive advising and career support for all programs and majors.

Career Services

An array of services are available to credit and non-credit students and alumni at our Danielson and Willimantic locations. Free services include access to the College Central Network Services (CCN) through the QVCC website. CCN offers support with resume development and job search. You will also find job posting boards and labor market information.

Disability Services

Quinebaug Valley Community College is committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities. To this end, QVCC seeks to ensure that no qualified person is excluded from participation in, is denied the benefit of, or otherwise is subjected to discrimination in any of its programs, services, or activities. Persons with disabilities who wish to disclose a disability are encouraged to do so as soon as possible. Please complete a Self-Disclosure Form for Students with Disabilities found online, in Danielson at the Student Success Center room C129, or the Willimantic Center. Upon receipt of the form, you will receive a letter from one of the college's Disability Service Providers.

Financial Aid

The Financial Aid Office at QVCC is committed to reducing economic barriers to higher education. Financial assistance is provided primarily through federal grants, state grants, scholarships, and work-study. Most aid is awarded based upon the student's financial need as assessed by the federal formula. QVCC does not participate in any loan programs.

Eligibility Requirements

Students must meet the following criteria to be eligible for financial aid: be citizens or eligible non-citizens, be matriculated in an eligible program of study, have received their high school diploma or GED, be registered with selective services if required, not be convicted of a drug-related crime within the last year, not be in default from a previous student loan, and maintain attendance as well as satisfactory academic progress. Eligible programs include all associate degrees and certificates of 30 credits or more.

Priority Deadline for Financial Aid is as follows:

Fall Semester – August 1

Spring Semester – December 1

Emergency Scholarships

Quinebaug Valley has two sources of emergency scholarships to aid current students who are experiencing a crisis situation. These scholarships require a written letter outlining the situation from a College faculty or staff member who is aware of the circumstances. Letters should be sent to the director of financial aid. All letters and circumstances will remain confidential. Funding is limited for these awards.

College Work Study

This program provides jobs at the College for students with financial need. Students must be enrolled in a minimum of 6 credit hours each semester to maintain eligibility.

Transfer Services

Advising support is available to those students seeking to transfer to four year institutions. Guaranteed admission programs are available with UCONN (GAP) and the CT State Universities (COMPACT) for students who complete the required paperwork. Students can also select one of many pathway programs to state universities. Please contact an advisor in Willimantic or Danielson for further details.

LEARNING CENTER

The Learning Center provides a variety of academic support services to students and faculty. The Center is staffed with professionals and qualified trained students who offer tutoring support on a one-to-one or a group basis. The Learning Center offers FREE tutoring in writing (any subject), math, science, and other subjects by request. The Learning Center provides computer assistance accessing the Internet and support with the online Blackboard environment. Additionally, the eleven PC's in the Learning Center's computer lab provide access to MS Word, Excel, PowerPoint, and Access.

Student Identification Card

A student ID card will be issued to all currently enrolled students at the request of the student. The ID card can be used for various campus activities and for discounts at various area merchants.

Danielson Learning Center Hours

See qvcc.edu for current hours.

LIBRARY

The QVCC Library in Danielson provides a range of information resources and services to the college community. The library collection includes more than 34,000 books, eBooks, and DVDs, and 135 periodical subscriptions. Interlibrary loan service extends the collection to libraries across the state and nation. Electronic resources include 40 computers, including both PCs and iMacs; an on-line catalog; more than 40 online databases, electronic books; e-reference books; and Internet access. A branch library is maintained and staffed at the Willimantic Center.

Danielson Library Hours

See qvcc.edu for current hours.

Library hours are subject to change when classes are not in session.

MYCOMMNET

MyCommNet is an on-line source of information for all students, faculty and staff of the Connecticut Community Colleges and provides access to a broad array of personal, academic, and work-related services. The following are just a few of services that can be accessed:

- Register for courses
- Pay tuition, fees and check account balances
- View grades
- Make adjustments to your class schedule
- View concise student schedule
- Request an official transcript
- Check financial aid
- Access classes via Blackboard Learn
- View college announcements
- Register to receive emergency text messages via MyCommNet alert

Getting Started

- Go to <http://my.commnet.edu> OR from the college website's home page select myCommNet
- Log in using your Net ID and password
- Use the same Net ID and password you use to sign onto college computers

STUDENT EMAIL & MICROSOFT 365

All students are issued a college email upon acceptance. This is the primary email address that QVCC will use to contact students. QVCC correspondence may include: important notices from the cashier, registrar, class cancellations, weather, school closing information, and the monthly QVCC Newsflash. Please set up your email and check your box daily for critical announcements from QVCC.

See the QVCC website for detailed information on email and Microsoft 365.

POLICIES

ACADEMIC POLICIES

Academic Dishonesty

Academic dishonesty includes plagiarism and cheating on exams or quizzes. In general, plagiarism is “borrowing” the words or ideas of another and passing them off as one’s own. Before beginning research papers, students should feel free to ask faculty members to clarify the difference between the proper and improper use of source material. The instructor can assign a penalty for academic dishonesty in keeping with the gravity of the offense. The instructor can also decide that the seriousness of the offense warrants that the charge is brought directly to the dean for disciplinary action. The student has the right to appeal to the dean who, in consultation with the instructor, will attempt to reconcile the issue.

Academic Honors

Dean’s List

Full time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by having their names placed on the dean’s list.

Part time students who are matriculated in a certificate or degree program are also eligible for such recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive internals of 12 credits.

A course withdrawal or incomplete shall make the student ineligible for dean’s list recognition that semester. Upon completion of the incomplete, the student may be recognized retroactively.

Students who are in a probationary status are not eligible for dean’s list recognition, even if their cumulative grade point average might otherwise make them eligible.

Graduation Honors

Highest Honors	GPA = 3.9 or higher
High Honors	GPA = 3.7 to 3.89
Honors	GPA = 3.4 to 3.69

Academic Probation

A student remains in good academic standing by maintaining a minimum of a 2.0 grade point average. Beyond that;

- Any student with less than a 2.0 GPA will be placed on probation, warning or suspension status.
- Any student who does not complete 50 percent or more of his/her courses in a semester may be placed on "Progress Probation."
- Financial Aid academic progress standards require completion of 67 percent of courses attempted.

Students placed on Academic Probation will be required to have an interview with an advisor, and have the approval of dean of student services or his/her designee (an advisor), before enrolling in further courses. At this interview, the dean's designee will set forth the terms of the student's probation. These terms may involve the student carrying a reduced course load or taking specific courses. Although the student will ordinarily have one increment of 12 credits to raise his/her GPA to a 2.0, this guideline may be waived if the dean's designee determines the student is making substantial progress toward reaching a 2.0 GPA.

Grade Reports

Final grade reports showing the official grades earned by the student in each course are posted on the Web for students at the end of each semester. No grade reports are sent via mail. Students may access their grades via myCommNet.edu.

Graduation

Students planning to graduate from QVCC with an associate degree or certificate must complete a Graduation Application. Graduation application deadlines are posted on qvcc.edu. QVCC allows students to graduate in December, May or August but there is only one commencement ceremony in May/June of each year.

A graduation audit is done on the student's academic file to verify completion of all programmatic and graduation requirements. The student will receive a graduation audit update apprising her/him of remaining requirements to be met. Students may track their progress to degree by using the Degree Evaluation feature in myCommnet.edu.

Grievances

Students sometimes wish to express a grievance or appeal a decision affecting their progress at the college, in particular, a course grade, academic probation, or dismissal. QVCC aspires to the spirit of fairness and to resolution of problems resulting from decisions which seem unjust. In many situations, a lack of information causes the problem. Therefore, direct appeals are usually most effective. A grade should be discussed first with the faculty member involved. In those instances where this recourse fails to settle the question, the case should be taken to the dean of academic affairs of the College. The dean may also be contacted to discuss the appropriateness of an appeal of grievance. Appeals regarding academic probation or suspension should be made directly to the dean of student services. The ultimate authority within the College for resolving appeals rests with the president.

Pass/Fail Option

The final date in each semester by which a student must exercise the Pass/Fail option is the same as that listed in the academic calendar for withdrawing from a course. To exercise the Pass/Fail option, the student must complete the appropriate form available in the Records Office. This decision is not reversible to the normal grading pattern, and students are cautioned that credits earned in this way are not guaranteed transferable to another college.

STUDENT RIGHTS POLICY**Section 1: Rights of Students**

It is the policy of the ConnSCU Board of Regents that the educational offerings of the Community Colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status. Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications. Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

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

How to file a grievance: A grievance is to be submitted in writing to the dean of student services or such other college official as the president may designate (hereinafter, the dean), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

Procedure for grievance resolution: The dean of student services shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter: In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.

In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual orientation, the dean of student affairs shall consult with the college's affirmative action person during the course of the investigation. In the case of a grievance against a dean, the grievance shall be filed with the president.

The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within 15 days of receiving the recommendation, except for good cause or as provided under Advisory Committee.

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

Section 3: Review of Academic Standing

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

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

If the matter is not satisfactorily adjusted within ten (10) calendar days of this appeal or the instructor is not available, the student may refer the matter to the dean of academic affairs by filing a written appeal.

The appeal must be filed with the dean within 30 calendar days of the student's awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to the following:

The dean of academic affairs or other designated official(s) shall afford review as provided below. The president may designate an official or an academic appeals committee to provide review at this step in lieu of the dean. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary,

i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.

The foregoing decision may be appealed to the president by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final. The time frames provided herein may be modified by the president for good cause shown.

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

Withdrawing From College

There are a number of reasons why students may find it necessary to withdraw from the College at any time during the semester. Such an important decision should be given careful consideration and reviewed with an advisor and with the Financial Aid Office if they are receiving financial aid. It is in the student's best interest to have a personal interview before withdrawing. Students are encouraged to complete the withdrawal process through myCommNet.edu or by written notification. Students who do not complete the withdrawal process will receive an "F" in each course for which they are registered.

COLLEGE POLICIES

Pets

With the exception of trained assistance animals, pets are not permitted on College grounds and facilities.

Alcohol and Controlled Substances

Quinebaug Valley Community College is a "dry" campus and as such all alcoholic beverages are prohibited from the campus with the exception for those events where permission to have alcoholic beverages present is granted by the president.

The manufacture, distribution, sale, use, offer for sale or possession of drug paraphernalia or of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, marijuana, or any other substance not chemically distinguishable from them except as authorized by a medical prescription are prohibited from the campus. Refer to the appendix of this handbook for further information.

Student Conduct Policy

Section 1: Student Conduct Philosophy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference. This policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors. This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm. Students are expected to conduct themselves in a civil and respectful manner, both within and outside the College. (From No. 12, Section 3, Expectations)

Section 2: Application of the Student Conduct Policy

This policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community. Conduct on or off College premises, that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this policy. Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the president or his/her designee.

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

Section 3: Expectations for Student Conduct

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

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, in or out of the classroom, including but not limited to:
 - a. Cheating on an examination
 - b. Collaborating with others in work to be presented, contrary to the stated rules of the course
 - c. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own
 - d. Stealing or having unauthorized access to examination or course materials
 - e. Falsifying records or laboratory or other data
 - f. Submitting, if contrary to the rules of a course, work previously presented in another course, and
 - g. Knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises
4. Demonstrate respect for others by refraining from:
 - a. Conduct that constitutes a danger to the personal health or safety of oneself or others, including guests or licensees of the College;
 - b. Conduct that disrupts, obstructs or seriously impairs or attempts to disrupt, obstruct or seriously impair classroom, college-sponsored or college-authorized activities; and
 - c. Harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs;
 - d. Intentionally causing or attempting to cause injury to another, including refraining from behavior that reasonably creates in another person a reasonable fear, apprehension or threat of physical harm.
5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a college-related matter, nor forge, alter or otherwise misuse any document or record;

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7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
 8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
 9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement.
 10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge and his/her expressed consent.
 11. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.

Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone, text, electronic storage devices or any other means of any kind whatsoever, where it may occur may be sanctioned.

Students may be sanctioned for their behavior as well for the behavior of their guests that is not in accordance with the above-stated expectations.

Section 4: Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student. A "sanction" may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:

"Expulsion" is a permanent separation from the College that involves denial of all student privileges, including entrance to college premises;

"Suspension" is a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;

"Removal of College privileges" involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program;

“Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of college privileges, or (b) repetition of misconduct after a warning has been imposed;

A **“Warning”** is a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this policy and that any repetition of such conduct or other conduct that violates this policy is likely to result in more serious sanctions;

“Community restitution” requires a student to perform a number of hours of service on the campus or in the community at large.

Section 5: Procedures

The following procedures shall govern the enforcement of this policy.

1. Information that a student may have violated this policy should be submitted to the dean of students or other designee of the president (hereinafter referred to as “the dean”), normally within 30 days of the date of a possible violation or within 30 days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

“Interim restrictions” are limitations on the student’s participation in certain college functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the dean regarding interim restrictions shall be final.

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

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3. Following the imposition of interim restrictions or interim suspension, if any, the dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the dean's investigation, the dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the dean shall dismiss the matter and shall so inform the student in writing.
 4. If, upon the conclusion of the dean's investigation, the dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the dean's consideration. At the conclusion of the administrative conference, the dean shall determine whether it is more likely than not that the student has violated the policy and, if so, impose a sanction less than suspension or expulsion. The dean shall provide the student with a written explanation for the determination. The decision of the dean shall be final.
 5. If, upon the conclusion of the dean's investigation, the dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the dean shall provide the student with a written statement that shall include the following:
 - a. a concise statement of the alleged facts;
 - b. the provision(s) of Section 3 that appear to have been violated;
 - c. the maximum permissible sanction; and
 - d. a statement that the student may resolve the matter by mutual agreement with the dean, or may request a hearing by notifying the dean in a writing, which must be received by 5:00 pm on the following business day;
 6. If the student requests a hearing, he/she is entitled to the following:
 - a. To be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the dean;
 - b. If the dean appoints an impartial panel, to have a student on the panel, if requested by the student;
 - c. To appear in person and to have a non-lawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole

purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;

d. To hear and to question the information presented;

e. To present information, to present witnesses and to make a statement in his or her behalf;

f. To receive a written decision following the hearing;

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

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

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

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

- a. be accompanied to any meeting or proceeding by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and
- b. normally no later than within one business day of the conclusion of a hearing, receive a written report from the dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous

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

Computer Labs

Full access to computer lab services is only available to registered QVCC students. Users are asked to enter and exit the lab through room E188. Students may use the lab according to priority of need. Students not doing academic work may be asked by a lab assistant to give up use of a computer for a student doing academic work. A student may also be asked to move because another student needs to use a computer with specialized programs or a scanner installed on it.

Hours

Monday – Friday	8:30 am - 3 pm
Saturday & Sunday	Closed

Traffic Regulations

Parking is permitted in designated areas only. Restrictions will be enforced. Parking areas are for bona fide campus visitors.

Safety & Security

Quinebaug Valley Community College herein complies with the State of Connecticut's Campus Safety Act, Public Act 90-259, which mandates the annual publication of a Uniform Campus Crime Report, and establishes a process for raising awareness of

safety on college campuses. Broader awareness of campus safety issues and procedures at QVCC is the first step toward improving the security of students and staff. The Uniform Campus Crime Report is available on the college website. See the appendix for additional information.

QVCC employs professional security staff that monitor the campus environment in both Danielson and Willimantic. Additionally, security surveillance cameras are located throughout the Danielson facility and are monitored by security in an effort to ensure safety.

Student Safety Responsibilities

In order to assist the college in its efforts to maintain a safe environment, the college relies on the awareness and involvement of the faculty, staff and student body. Staff and students alike must assume responsibility for their own personal safety and the security of personal property. This can be done by applying some simple, common sense rules such as:

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

Other Emergency information is included in the booklet, “QVCC Employee/Student Emergency Guidebook” available from the dean of administration.

Security Regulations

The State Police, located less than one mile from the campus, also patrol the grounds and respond to emergency calls. On the Danielson campus, students, faculty, and staff should notify the dean of administration or dean of students about situations that might jeopardize safety on campus. At the Willimantic Center, contact the director. All motor vehicle laws and the Connecticut General Statutes will be enforced.

Fire Emergency

Emergency fire alarms are located in the campus building. Should a fire occur in the building, everyone is to evacuate the premises immediately. Please dial 911 for any fire emergency.

Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the ConnSCU Board of Regents Non-Discrimination Policy. The Board’s policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated. Please contact any of the following with concerns: Paul Martland director of human resources, or Alfred Williams, dean of academic affairs and student services.

Smoking

Quinebaug Valley Community College is a smoke-free college, both in Danielson and Willimantic. Smoking is not allowed in the buildings. Smoking is only allowed in parking areas on the Danielson campus. E-cigarettes are also not allowed.

Student Activities

Honor Societies

The College has four national honor societies to recognize students who have achieved outstanding academic records. Alpha Beta Gamma is the national business honor society for two-year colleges. Phi Theta Kappa is the national honor society for all students in two-year colleges. Epsilon Pi Tau is the international honor society for professionals in technology. Tau Upsilon Alpha is the national honor society for human services students. Eligibility requirements and membership information is available from the faculty advisors.

Recognition of Student Clubs or Organizations

Student groups seeking recognition by the College must be recognized by the Student Government Association or similar body and then registered with the SGA advisor. Only recognized student organizations may use the name, sponsorship, and facilities of the College.

Student Government Association

The Student Government Association (SGA) or similar body funds activities and promotes the formation of student organizations to enhance the social, intellectual, and personal well-being of fellow students. The SGA or similar body acts as a liaison between students, faculty, and administration.

Student Insurance

All students are automatically covered by a school-time only accident insurance plan. They are eligible to subscribe to the optional 24-hour accident and sickness plan. Students may enroll their dependents in the optional accident and sickness plan.

Brochures and enrollment cards detailing both automatic and optional coverage are available in the Business Office in Danielson and at the front desk in Willimantic, as well as from United Healthcare Student Resources (select Connecticut Community-Technical Colleges).

Weather Closings

Students are encouraged to call the weather hotline instead of contacting the college directly. All weather related information can be accessed at this number. Students are also able to access the following options regarding weather related announcements, delays, cancellations or closings.

- Mycommnet text alerts
Students may log into their myCommnet account and sign up for myCommnet ALERT, to receive text messages regarding college closings.
- QVCC Weather Hotline (860) 932-4901
- QVCC Website www.QVCC.edu
- Television Station NBC Connecticut Channel 30
- Radio Stations
AM: WINY 1350, WILI 1400, WICH 1310, WTIC 1080
FM: WZMX 93.7, WTIC 96.5, WCTY 97.7, 198 98.3,
WNLC 98.7, WRCH 100.5, WKNL 100.9

QVCC does not have the same operating schedule as the local public school systems. Students are advised to anticipate college closing with prior arrangement for child care of transportation.

WILLIMANTIC CENTER

The Willimantic Center has 10 classrooms, state-of-the-art computer labs, a library, lounge, learning center, offices, and a small bookstore. Many credit and credit-free courses are offered. The Willimantic Center, a smoke-free building, is conveniently located right along the public transportation line.

Hours of Operation

The Willimantic Center has limited coverage. Normal office hours are 8:30 am to 4:30 pm, Monday through Friday, while classes are not in session. During semesters, there are evening hours when classes are scheduled. On these nights, the building closes promptly at the scheduled time. Please keep in mind that the computer lab closes half an hour before the building to allow for proper shut down. The Willimantic Center and the Danielson Campus follow the same academic calendar.

Library Hours of Operation

The library is open whenever the Willimantic Center is open. Check qvcc.edu for current library hours.

Parking

Students attending classes in Willimantic must pay attention to parking regulations. Students should use the Jillson lot, one block south of the Center, which has all-day free parking.

APPENDIX I - CAMPUS CRIME REPORT

Compliance with the Crime Awareness & Campus Security Act Report on Campus Safety

(Issued Date: September 30, 2013)

(Dates of Coverage: Jan. 1, 2012 – Dec. 31, 2012)

The U.S. Congress enacted the Student Right-to-Know and Campus Security Act into Law in November 1990. Title II of this act is known as the Crime Awareness and Campus Security Act, and has been subsequently amended several times. It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures, and to provide statistics concerning certain crimes that occurred on campus.

QVCC will comply with the requirements of the Act by preparing, publishing and distributing policy statements supportive to the theme, goals, and intent of the Act. The entire report can be found on our website http://www.qvcc.edu/admin_services/safety/index.asp Paper copies can be found in the Dean of Administration's office as well as the library.

Crime Statistics

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (20 U.S.C. section 1092) requires that crime statistics concerning the occurrence of crime be published for the most recent calendar year, and during the two preceding calendar years for which data are available in the following categories:

- On-campus;
- In or on a non-campus building or property;
- On public property;

For updated campus security statistics on QVCC, please visit http://www.qvcc.commnet.edu/admin_services/safety/index.asp

Weapon, Drug, Alcohol Violations

	2009	2010	2011	2012
Weapons Laws Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

Weapon, Drug, Alcohol Violation Arrests

Weapons Laws Arrests	0	0	0	0
Drug Abuse Arrests	0	0	0	0
Liquor Law Arrests	0	0	0	0

NOTES

QUINEBAUG VALLEY
COMMUNITY COLLEGE

www.QVCC.edu