

# Bookstore

Follett, a third party provider, operates a full service bookstore on the Danielson Campus. Books can be purchased at any time in Danielson. 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](http://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 Services

*Services for students are available in the Student Success Center (C129), or the Student Affairs office (C151).*

## **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 myCommNet account. Both official eTranscripts (electronic) and paper transcripts are available. eTranscripts can be sent to educational institutions, potential employers or any other appropriate entities, and are processed within 24 hours of receipt of the request. Paper transcripts are processed within 7 to 10 business days. Transcripts issued to students are classified 'unofficial'. Current students may access their "unofficial" grades and order a transcript on the web at [my.commnnet.edu](http://my.commnnet.edu). Former students who have been away from QVCC for more than two years and no longer have access to myCommNet, should utilize Parchment to request a transcript.

We do not accept e-mail, fax or phone requests for transcripts.

Any outstanding library or financial obligations to the college will prevent issuing of transcripts.

Effective July 1, 2008, there is no charge for official 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 education benefits. To receive and maintain monthly education benefits, students must:

- Complete the process for enrollment to QVCC.
- Matriculate into a VA approved Program of Study. A list of approved programs can be found [here](#).
- Provide a copy of your DD214 and CT Driver's License to the School Certifying Official at QVCC to determine eligibility for the CT Veterans Tuition Waiver.
- Provide an official transcript of all previous college credits and/or military training that apply to your QVCC program of study.
- Submit a Certificate of Eligibility to the School 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.
- Register with the School Certifying Official each semester to continue benefits. The Request of Veterans Benefits Form must be completed every semester you wish to receive benefits.
- Verify attendance twice per semester by returning Monthly Certification Forms (MCF).
- Notify the School Certifying Official of any change of program or change in credit hours during the semester.
- Maintain compliance with the college's satisfactory academic progress (SAP) and academic standing policies.

### **Veterans OASIS**

Check with our School Certifying Official for further information. Updated information regarding education assistance and benefits can be found online at <https://benefits.va.gov/gibill/>.

## **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 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 Windham Tech Site. Upon receipt of the form, you will receive a letter from one of the college's Disability Service Providers.

**Supportive Counseling Services**

QVCC offers Supportive Counseling Services to provide support to students in addressing barriers to academic success. This is a short-term, solution-focused program designed to promote academic achievement and personal well-being. To access or obtain additional information, inquire at the Student Success Center, C129 in Danielson.

**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 extensive learning support services to individual students and classes at the College, including exam proctoring, workshops in specialty subjects, and individual and small group academic assistance. Professional and trained peer tutors provide assistance by appointment and on a walk-in basis. Extended Learning Center hours make it available for both day and evening students. Online tutoring services are also available.

## Library

### Danielson Library

The QVCC Library provides a range of information resources and services to the College community. The Library provides virtual access to a wealth of e-resources and to direct one-on-one assistance from librarians. Staff can be contacted by phone, text, live chat service and email. The online library offers access to 340,000 ebooks; 50 article databases containing more than a half million articles from journals, magazines, and newspapers; and a streaming video collection with 20,000 documentary videos. The physical library provides access to computer work stations, printers, copiers, study areas, and direct assistance from library staff. There is a physical collection of approximately 25,000 books, 75 magazines and journals, and 2,000 DVDs (circulation availability subject to change based on health and safety guidelines during the pandemic). Librarians provide information literacy instruction to both individuals and classes, on-ground and online, and maintain the Colleges's rich collection of research and subject guides.

### Library Hours

Library hours can be accessed on the library webpage and are subject to change when classes are not in session or based upon health and safety guidelines during the pandemic.

## 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, in the upper right hand corner select myCommNet
- Log in using your Net ID and password
- Use the same Net ID and password you use to sign onto college computers

### MyCommnet Online Help Desk

## 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.

## **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 Degree Works 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.

# 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.

## Student Rights Policy

- Section 1: Rights of Students
- Section 2: Student Grievance Procedure
- Section 3: Review of Academic Standing

## 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.)*

## **College Policies**

### **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.

### **Coronavirus (COVID-19) Pandemic Disclaimer**

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

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

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

Most important to CSCU and Quinebaug Valley Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to

guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

# COVID-19 Mask & Social Distancing Guidelines

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

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

Therefore, the following rules are in effect:

1. **Masks and Face Coverings.** All students **MUST** wear masks or face coverings on campus, covering their mouth and nose. Students must wear a mask or face covering to enter and while present in any academic, administrative, residential, food service, or recreational building. Additionally, students must wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks. Students are permitted to remove their mask or face covering to eat and drink. Students who do not want to wear a mask or face covering may only participate in remote learning and online classes. If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Disability/AccessAbility Office prior to arriving on campus.
2. **Social Distancing Requirement.** Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors. Residential students should refer to their Residence Hall Contract for further guidance on common areas and living spaces within the residence halls.
3. **Enforcement.** All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation.

**Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct. Possible sanctions for disciplinary violations range from a warning to expulsion from the institution**

## 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

# Pets

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

# Traffic Regulations

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

# Safety and 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: Debi Freund, Manager of Diversity and Inclusion; [dfreund@mcc.commnet.edu](mailto:dfreund@mcc.commnet.edu); 860-512-3107, or Joesph Cullen, Dean of Academic Affairs and Student Services; Room E229A; [jcullen@qvcc.commnet.edu](mailto:jcullen@qvcc.commnet.edu).

## Smoking

As of January 1, 2017, Quinebaug Valley Community College's Danielson campus is tobacco- and vape-free. Smoking/vaping is prohibited on all campus property, including all indoor and outdoor space of the College and Quinebaug Middle College, and inside all vehicles.

The policy applies to any individual on campus property, including but not limited to students, employees, contractors, subcontractors, volunteers, visitors, and members of the public.

Littering of any smoking product or any other waste product on College property is prohibited.

Smoking (burning, inhaling, or exhaling) includes:

- Cigarettes
- Cigars
- Electronic cigarettes
- Pipes
- Any other smoking equipment, or drug paraphernalia, whether filled with tobacco or any other type of material

Violation may result in monetary fines issued by QVCC's security officers and/or disciplinary action by the appropriate administrative office.

*In adopting this policy, QVCC remains committed to providing a healthy learning and working environment for its students and employees and comports with the goals outlined in the Climate Action Plan.*

## 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](http://www.QVCC.edu)

## **Television Station**

NBC Connecticut Channel 30 (WVIT)

Eyewitness News Channel 3 (WFSB)

## **Radio Stations**

AM: WINY 1350, WILI 1400, WICH 1310, WTIC 1080

FM: WZMX 93.7, WTIC 96.5, WCTY 97.7, I98 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 or transportation.

# Student Conduct Policy

- Section 1: Student Conduct Philosophy
- Section 2: Application of the Student Conduct Policy
- Section 3: Expectations for Student Conduct
- Section 4: Sanctions
- Section 5: Procedures
- Section 6: Additional Hearing Procedures for Sexual Misconduct Cases
- Section 7: Miscellaneous

## 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;
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.

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

## **Directories**

## **President's Office**

**Rose Ellis**  
*Chief Executive Officer*

**Jennifer Green**  
*Executive Assistant to the President/Chief Executive Officer*

## **QVCC Foundation**

**Monique Wolanin**  
*Director of Institutional Advancement*

**Elle-Jordyn Goslin**  
*Director of Alumni Relations*

**Maureen Brodeur**  
*Assistant to the QVCC Foundation*

## **Marketing, Communications and Enrollment**

**Susan Breault**  
*Director of Marketing and Communications*

**Jane Brown**  
*Administrative Assistant*

**Paige Carito**  
*Communication Specialist*

**Jennifer Espeseth**  
*Graphics Specialist*  
*Lecturer in Visual Arts*

**Sarah Hendrick**  
*Associate Director of Admissions*

## **Academic Affairs**

**Joseph Cullen**  
*Dean of Academic Affairs and Student Services*

**Sara Van Orden**  
*Academic Division Director*  
*Lecturer in Biology*

**Pauline Clifford**  
*Director of Educational Technology*  
*Lecturer in English*

**Lois Kelley**  
*Assistant to the Dean*

# Faculty

**Beth Alves**  
*Professor of English and Communications*

**Jonathan Andersen**  
*Professor of English*

**Jayne Battye**  
*Professor of Political Science*

**Stacey Bottone**  
*Assistant Professor in Allied Health*

**Cindi Brassington**  
*Professor of Allied Health*

**Ling-chuan Chu**  
*Professor of Psychology/Sociology*

**Brian Clinton**  
Assistant Professor of Medical Assisting/Program Coordinator

**Scott DeShong**  
*Professor of English*

**Brian Donohue-Lynch**  
*Professor of Anthropology/Sociology*

**Elkin Epitia-Loaiza**  
*Professor of Spanish*

**Norly Germain**  
Instructor of Mathematics

**Annie Joly**  
*Professor of Fine Arts/Program Coordinator*

**O. Brian Kaufman**  
*Professor of English*

**Phil Lemieux**  
*Interim Manufacturing Technology Instructor*

**John Lewis**  
*Professor of Chemistry*

**Mark Lowe**  
*Associate Professor of Humanities*

**Jennifer Oliver**

*Professor of Accounting/Program Coordinator*

**Erin Pagano**

*Professor of Business*

**Christopher Parden**

*Associate Professor of Computer Networking and Technology/Program Coordinator*

**Melissa Phillion**

*Professor of Biological Sciences*

**Debora Rimkus**

*Associate Professor of Mathematics*

**Cynthia Shirshac**

*Professor of Early Childhood Education*

**Timothy Shizume**

*Assistant Professor/Program Coordinator, Medical Laboratory Technician*

**Susan Spencer**

*Professor of Early Childhood Education/Program Coordinator*

**Jakob Spjut**

*Professor of Engineering and Technology*

**Denise Walsh**

*Professor of Mathematics*

**Kudzai Zvoma**

*Professor of Mathematics*

## **Administrative Services**

### **Advanced Manufacturing Technology Center**

**Steven LaPointe**

*Center Director for Advanced Manufacturing Technology*

**Jodi Clark**

*Assistant Director for Advanced Manufacturing*

**Sandra Gould**

*Advanced Manufacturing Assistant*

### **Business Office**

**Alessandra Lundberg**

*Director of Finance and Administrative Services*

**Debra Guntner**

*Fiscal Administrative Officer*

**Jennifer Hyatt**

*Fiscal Administrative Officer*

## **Bookstore/Follett**

**Mik Saksith**

*Bookstore Manager*

## **Duplicating/Mailroom Services**

**Betsy Santerre**

*Materials Storage Specialist*

## **Information Technology**

**Jarrold Borek**

*Director of Information Technology*

**Michael Benoit**

*Information Technology Technician I*

**David Burdette**

*Information Technology Technician II*

*Lecturer in Computer Science*

**Jeremy Espeseth**

*Information Technology Manager*

**Jason Tata**

*Information Technology Technician I - A/V Specialist*

## **Maintenance**

**Martin Charette**

*Building Maintenance Supervisor*

**Ginger Bumpus**

*Lead Custodian*

**Ken Duprey**

*Custodian*

**Jarrold Hebert**

*Maintainer*

**John Knight**

*Skilled Maintainer*

**Michael Monk**

*Custodian*

**Daniel Phye**

*Custodian*

**Kaitlyn Stevens**

*Custodian*

**Eugenio Valentin**

*Skilled Maintainer*

**Neil Wippert**

*Skilled Maintainer*

## **Continuing and Professional Education**

**Tracey Ferguson**

*SNAP Coordinator*

**Amanda Giles**

*Coordinator of Continuing and Professional Education*

**Andrew Morrison**

*Director of Business and Industry*

**Linda Riquier**

*Business Services Representative at CTWorks*

## **Library**

**Marilyn Hines**

*Director of Library Services*

**Deneuve Hernandez**

*Library Associate I*

**Fyiane Nsilo-Swai**

*Reference and Instruction Librarian*

**Cheryl White**

*Library Associate II*

## **Learning Center**

**William Army**  
*Coordinator of Learning Center*  
*Lecturer in History*

**Adam Greczkowski**  
*Tutor*

## **Student Services**

**Donna Bayer Carreaux**  
*Clerk Typist*

**Kevin Davis**  
*Educational Assistant - Advisor*

**Maria Garcia-Alvarez**  
*Community Outreach and Evening Coordinator - Willimantic*

**Catherine Gregory**  
*Associate Director of Career Services and Advising*

**Anna Hill**  
*Veterans Services Associate / OASIS Coordinator*

**Michelle Jones**  
*Advisor*

**Robert Kozlowski**  
*Director of Advising and Retention*  
*Lecturer in Interdisciplinary Studies*

**Krissy Larrow**  
*Student Services Associate - Records*

**John Lepore**  
*Coordinator, Learning Services Center*

**Nicole Marcoux-Bowen**  
*Registrar*

**Lester McKenzie**  
*Director of Financial Aid*

**Gloria Rivera**  
*Associate Director of Financial Aid Services*

## **Appendix 1: Campus Crime Report**

Compliance with the Crime Awareness & Campus Security Act  
QVCC Report on Campus Safety - **2019 Clery Report**



# Catalog Home

Thank you for choosing Quinebaug Valley Community College. Whatever your goals or aspirations may be, the faculty and staff are here to help you achieve them.

The Student Handbook was designed as a helpful resource for students. It includes information on advising, financial aid, tutoring, veterans, career services, disability services, records and transcripts, safety and security, as well as academic and general college policies.

Be sure to review the Student Conduct Policy to understand the shared values and expectations of our college community.

More detailed information is available in the College Catalog, in other areas of the QVCC website, or at [my.qvccnet.edu](http://my.qvccnet.edu)

Best wishes for a successful semester and fulfilling academic year.

## Academic Calendar

### Fall 2018 Academic Calendar

[Spring 2019 Academic Calendar](#)