

## ADMISSIONS INFORMATION

### ADMISSION POLICY

Naugatuck Valley Community College is an open admission institution with selective placement into programs and courses. Acceptance to any degree or certificate program requires that an applicant be a graduate of an approved secondary school or have earned either a State High School Equivalency Diploma or a General Educational Development (G.E.D.) diploma.

Admission to the College does not necessarily mean admission to all courses and programs. Several degree and certificate programs have specific admissions criteria. Please refer to the Programs of Study section of the catalog for specific admission requirements.

Students who do not have a high school diploma or its equivalent may enroll at the College as non-degree seeking students. **PLEASE NOTE: Non-degree students are not eligible for financial aid.**

High school students who demonstrate sufficient scholastic ability and who present written approval from their high school principal or a designated representative may register for courses as non-degree students on a space available basis.

Students may gain admission to Naugatuck Valley in either the fall semester (September) or spring semester (January). In some programs, admission is specifically for the fall or spring semester only.

Classes are offered days, evenings and weekends. Part-time students enroll for a maximum of 11 credits; full-time students enroll for a minimum of 12 credits. Courses vary in the amount of credit they carry; however, most courses are worth three (3) credits.

### Admission to English as a Second Language Courses

English as a Second Language (ESL) courses at Naugatuck Valley Community College are designed to serve the needs of non-native speakers of English. This multi-level curriculum has been developed to enhance students' fluency in English.

In addition to the basic application procedures, a writing sample and the Levels of English Proficiency Test (LOEP) must be completed at the time of assessment testing. Entering students must have attained a specified level of proficiency in reading and writing in English.

Students who do not qualify for the credit ESL sequence may be referred to the credit-free ESL sequence as a bridge to future qualifying exams.

### Admission to Nursing and Allied Health Programs

Applicants to the **Physical Therapist Assistant Program** must apply by **October 1** for the following spring. All prerequisites must be completed by October 1, except for the Anatomy and Physiology I prerequisite, which must be completed no later than the fall semester.

Applicants to the **Nursing and Radiologic Technology Programs** must apply by **January 15** of the year they are seeking admission. All prerequisites must be completed by January 15, except for the Anatomy and Physiology II prerequisite for the Nursing Program, which must be completed no later than the spring semester.

Applications to the **EMT-Paramedic Certificate** must be received by **May 1** and the **Respiratory Care Associate Degree Program** must be received by **January 15** for the year they are seeking admission. Each program has specific admission criteria which can be found in the Programs of Study section of the catalog. Admission to these programs is highly selective and

based on academic record and assessment testing. A program application for admission must be submitted in addition to the College Application.

### Admission to Technology Degree and Certificate Programs

In addition to the standard requirements necessary for admission to the College, students applying for admission to technical degree and certificate programs should possess a solid background in science and mathematics. Specifically, two years of algebra, one year of geometry and one year of science (preferably physics or chemistry with lab) are recommended.

### APPLICATION DEADLINES

The College admits students on a first-come, first-served basis. For the fall semester, which begins in late August or early September, preference is given to applications received by **June 1**. For the spring semester, which begins in January, preference is given to applications received by **December 15**. Applicants will be accepted after these dates provided openings are available.

**Applications for the Physical Therapist Assistant Program are available in April and must be submitted by October 1. Applications for Nursing and Radiologic Technology Programs are available in October and must be submitted by January 15. Applications to the EMT-Paramedic Certificate Program and the Respiratory Care Associate Degree Program are available in October and must be submitted by May 1.**

### APPLICATION PROCEDURES

#### New Students

The following procedures apply to all individuals planning to enroll in degree or certificate programs for the fall or spring semesters:

- Complete an Application for Admission and submit it with the non-refundable \$20.00 application fee to the Admissions Office, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, Connecticut 06708-3000. (Checks should be made payable to NVCC.)
- Request that an **official** copy of the high school transcript be sent directly to the Admissions Office from the Guidance Department at the high school.\* Equivalency Diploma recipients must also submit a copy of the equivalency diploma or G.E.D. results.

*\* Applicants who are presently in high school may submit their completed Application Form and \$20.00 Application Fee directly to the high school Guidance Office. The Guidance Office will forward the application, fee, high school transcript and the health record showing proof of immunization against measles and rubella directly to the Admissions Office.*

- Submit to the Admissions Office written proof of immunization against measles and rubella. (See specific guidelines listed in this section under Immunization Requirements.)

#### Placement Testing

All new students enrolling in degree or certificate programs are required to take a placement test. On the basis of the test results, students are placed in the appropriate level for English, Reading and Mathematics.

Applicants will receive a Placement Test Schedule in the mail once the application has been submitted. Testing sessions are held days, evenings, and weekends throughout the year.

**Transfer Students**

- Transfer students who have not previously attended Naugatuck Valley must follow the procedures for New Students outlined on page 20.
- Students who are interested in receiving credit for course work completed at another institution must request that an official copy of their college transcript be sent to the Admissions Office at Naugatuck Valley. Students who have attended institutions outside Connecticut should also provide course descriptions for the courses they would like to transfer.

Transfer credit may be granted for comparable courses completed at accredited colleges and universities. The total amount of transfer credit granted may not exceed 75 percent of the credits required by the College in a specific program. Transfer credits will not be used in the calculation of grade point averages. For more information see “*Transfer Courses*” section on page 20.

- Placement testing may be waived for transfer students who have earned an associate's degree or higher.

**IMMUNIZATION REQUIREMENTS**

By law, all higher education institutions in Connecticut require each **full-time** or **matriculating** student born after **December 31, 1956** to provide proof of adequate immunization against measles and rubella before permitting the student to enroll. Any student who (1) presents a certificate from a physician stating that in the opinion of the physician such immunization is medically contraindicated, (2) provides a statement from the director of their religious organization that such immunization would be contrary to their religious beliefs, or (3) presents a certificate from a physician or Director of Health in the student's present or previous town of residence, stating that the student has had a confirmed case of such disease, shall be exempt from the appropriate provisions of this law. Confirmation of such disease must include an actual laboratory report documenting immunity.

**MEASLES:** The State Department of Health Services requires two doses of measles vaccine to ensure adequate immunization. The **first dose** must have been administered **after January 1, 1969 and on or after the student's first birthday**. The **second dose** must have been administered **after January 1, 1980 and at least one month after the first dose**.

**RUBELLA: (German Measles)** One dose of vaccine is considered adequate for all students. This dose must have been administered **on or after the student's first birthday**.

Students may present serologic (blood test) evidence in place of vaccination to verify immunity. This requires the submission of an actual laboratory report documenting immunity.

If students are unable to provide the above data due to a documented medical condition, an explanatory note from the attending physician must be attached to the immunization form.

The law also allows for exemption due to religious beliefs. A student requesting a religious exemption must present a statement from the director of their religious organization documenting that receiving immunizations would be contrary to their stated religion.

Failure to comply will result in a hold being placed on a student's ability to register for courses; an ability to obtain a transcript or grades; affect eligibility to receive financial aid; and will also an ability to participate in athletics.

In the event of an outbreak of measles or rubella on this campus, students who are not in compliance with the immunization requirements will be excluded from classes until their immunizations are complete.

**SERVICES FOR SPECIAL STUDENT POPULATIONS****International Students**

Students who are not residents of the United States, but who are interested in studying at Naugatuck Valley Community College, may do so by applying as an international student. International students planning to attend Naugatuck Valley on an F-1 Student Visa must present the following documents at the time of application:

- A completed Application Form and \$20.00 Application Fee.
- Proof of proficiency in English: This can be satisfied by attaining a minimum score of 500 for written and 173 on computerized version on the TOEFL (Test of English as a Foreign Language). TOEFL scores must be sent to the Admissions Office at Naugatuck Valley.
- Applicants must also submit an official notarized financial statement indicating ample resources to cover a full year of study at the College. If applicable, students must also provide the name and address of sponsors in the United States.
- International students must meet immunization requirements as listed on preceding section.
- After receipt of a completed application with fee, transcripts, test results and a financial statement, the Admissions Office will send to the applicant a letter of acceptance with a completed I-20 Form. The I-20 is the document which allows a student to apply for a student visa.
- Once the student arrives on campus to begin classes, the approved I-20 Form must be signed by the Designated School Official (indicated on I-20 Form) to validate enrollment.
- International students are required to attend full time and will pay out-of-state tuition and fees.

*Please note:*

*The College does not provide housing. International students are required to pay non-resident tuition and fees. Naugatuck Valley does not offer scholarships to international applicants.*

**Minority Students**

Minority students are encouraged to meet with the Multicultural Liaison. This office provides assistance with admissions and financial aid procedures. The Multicultural Liaison assists students in acquiring the necessary support services to succeed while enrolled at the College (e.g., advising, tutoring and placement testing.) For more information, please contact the Liaison at (203) 575-8155 for an appointment. (Position is presently vacant.)

**Non-Degree Students**

Students who are interested in enrolling in individual credit courses, but who are not interested in pursuing a degree or certificate program, may elect to enroll as a non-degree seeking student. Non-degree students complete a Registration Application Form at the time of registration and pay the one-time \$20.00 Application Fee. In some cases, non-degree students may be required to take academic skills assessment tests in English or mathematics and/or provide proof that prerequisites for specific courses have been met.

**Senior Citizens**

The application fee and all general fees are waived for any Connecticut resident 62 years of age or older who has been accepted for admission. Tuition is waived for Connecticut resi-

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dents 62 years of age or over on a space available basis which is determined the day before classes begin. Special fees other than the application fee must still be paid.

### Veterans

In addition to completing the basic application procedures, veterans should contact the Veterans' Affairs Office at the College prior to registering for classes. Once registered, the Veterans' Affairs Office will certify enrollment to the Veterans' Administration. To expedite the process of applying for benefits, the veteran should bring a DD214 (separation papers).

According to the Dependent Educational Assistance Act, wives and children of totally disabled veterans, widows and children of deceased veterans, and 100 percent totally disabled veterans are eligible to receive educational assistance while attending school. To expedite the process of applying for benefits, supporting documentation such as a marriage or birth certificate should be brought to the Veterans' Affairs Office. Veterans who served on active duty during specific periods of conflict may be eligible for tuition waivers. For more information, contact the Coordinator of Veterans' Affairs at Kinney Hall, K-513A, or call (203) 575-8167.

### ADMISSION WITH ADVANCED STANDING

#### Academic Credit for Military Experience

Veterans may obtain transfer credit for courses successfully completed in the United States Armed Forces schools, provided that such courses are judged the equivalent of, and are applicable toward, degree requirements. Three credits in physical education are also granted for the completion of Basic Training.

#### Academic Credit for Work/Life Experience

Naugatuck Valley promotes the practice of awarding credit in recognition of learning acquired through life experiences such as employment, volunteer activities, military training, special seminars and other methods. Students may apply for the evaluation of prior learning through one or more of the procedures listed below:

- **Credit by Examination** - Students may elect to have prior learning evaluated by either of the following examination options:
  - a) **College Level Examination Program (CLEP)**  
The College Level Examination Program (CLEP) is administered by the Educational Testing Service in Princeton, New Jersey, although certain CLEP tests may be taken at Naugatuck Valley through the Placement Testing Center, (203) 575-8048.
  - b) **College Produced Examinations** - Some divisions and departments of the College produce their own examinations. Please contact Program Coordinators and Chairpersons.
- **Credit by Portfolio Assessment** - Students may substantiate prior learning by completing the formal course in portfolio preparation. Once portfolios are compiled, they are assessed by College faculty qualified in pertinent subject areas. For more information on Portfolio Assessment, contact the Co-operative Education and Employment Services Office at (203) 575-8223.

#### Academic Credit for Tech Prep

A high school graduate who was registered as a Tech Prep student at their high school through the Tech Prep program can apply their earned college credits toward a program of study at Naugatuck Valley Community College. A qualified high school student had to successfully complete approved articulated courses in 11th and/or 12th grade with a grade of "C" or better. The Tech prep student

would still be required to take the placement tests at the College.

For more information, contact the Tech Prep Office at (203) 575-8069.

### Advanced Placement

Naugatuck Valley Community College will accept high school students for advanced placement if they can demonstrate sufficient scholastic ability and are approved by the principal or appropriate designated official of their high school.

### NEW ENGLAND BOARD OF HIGHER EDUCATION (NEBHE) RECIPROCAL PROGRAM

Naugatuck Valley Community College is authorized to participate in the NEBHE Reciprocal Program which is designed to encourage interstate enrollments in publicly supported degree granting institutions. A reciprocal agreement has been arranged among the six New England states to implement this program. Under this agreement, students enrolled in the NEBHE program pay tuition and fees which are substantially less than those listed for out-of-state residents.

A New England resident is eligible to participate in the program provided:

- The program of study is not offered at an in-state institution.
- The program of study is offered at both in-state and out-of-state institutions and the out-of-state institution is closer in traveling time to the applicant's legal residence.

Applicants must meet the admission requirements of the College and fall within the quota arrangements of the program.

All other out-of-state applicants are required to pay the non-resident tuition and fees.

### ADMISSION TO CREDIT-FREE PROGRAMS

Credit-free programs are open to all citizens in the region for continuing professional and personal development, as well as enrichment. Certification programs have specific requirements that should be understood prior to registering. Continuing Education staff are available to provide information and can be reached at (203) 575-8030 or 596-2142.

**REGISTRATION PROCEDURES****New Students**

Applicants who have been admitted to a degree or certificate program will be invited by mail to register for courses by the Admissions Office at a specified date and time. Non-degree students will be invited to register at specified times as posted by the Registrar.

**Continuing Students**

Continuing students and readmitted students may register during the current semester for the following semester. Times and locations for registration are announced by the Record's Office.

**Former Students Seeking Readmission**

Readmit students are those who have previously been accepted and who have attended Mattatuck Community College, Waterbury State Technical College or Naugatuck Valley Community Technical College, but who have been away from the College for a semester or more.

A student to be readmitted to the college should:

- Obtain a Readmission Form (available from the Admissions Office, Records Office or program advisor/coordinator).
- Meet the advisor/program coordinator to review the program's current requirements, and plan course selection. Complete Readmission Form and have advisor/program coordinator sign readmission form. Without it, the student cannot be registered. A student should then submit Readmission Form directly to the Records Office at Naugatuck Valley.
- Unless previously tested, make arrangements to take the placement test through the Testing Center.
- Provide written documentation regarding proof of measles and rubella immunization to the Health Office (unless previously provided).
- Contact the Naugatuck Valley Community College Records Office to ensure that official copies of high school and college transcripts are still on file, especially if the student has been away from the College for five years or longer.
- Submit official college transcripts if the student has attended another college or university while away from Naugatuck Valley Community College.
- The advisor/program coordinator may advise the student to invoke **the Fresh Start Option**. This option is only available to students with a cumulative GPA less than 2.0

**Readmit Students - Fresh Start Option**

A student readmitted to Naugatuck Valley after an absence of at least two consecutive fifteen-week semesters may return without the handicap of a grade average of less than 2.0 earned previously at Naugatuck Valley Community College. To do so, the student must invoke the **Fresh Start Option**. This Option permits previous grades to be removed from the grade point average. Credit is kept for all courses passed with grades of P, C, or higher. There is no credit for previous courses in which grades of C- or lower were earned. All courses and grades remain on the record.

A student may invoke Fresh Start Option only once at Naugatuck Valley Community College and must do so prior to or during the semester of readmission. Since Naugatuck Valley is an "open admission/selective placement" college, neither the use of Fresh

Start Option nor repeat poor performance precludes further readmission(s) of the student.

**Note:** For purposes of grade point average, credit, and Fresh Start Option, courses previously taken at Waterbury State Technical College and/or Mattatuck Community College are considered to be courses taken at Naugatuck Valley Community College.

**TRANSFER COURSES**

Students may take courses at another college to be transferred to Naugatuck Valley Community College for credit. It is the student's responsibility to have an official transcript of the course work sent to the Record's Office of NVCC for evaluation purposes. This transcript will be evaluated by the Associate Registrar and acceptable courses will be posted to the student's academic record. Students are encouraged to consult the Associate Registrar to ensure the transferability of a course from another institution before enrolling in the course.

Credit courses completed with a grade of "Pass" (P) shall be accepted only for degree credit; the "Pass" grade assigned by other institutions shall not be included in computation of student grade point averages.

Degree credit shall be granted for credit courses completed with a passing letter grade of "C" or better. Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

Notwithstanding the number of degree credits which shall be granted in accordance with the foregoing, the student must complete at least 25 percent of the minimum credit requirements for the degree through coursework at the college awarding the degree.

When a student seeks transfer credit for technical specialty courses into an ABET-accredited program, such technical specialty credits should be from ABET-accredited programs. In the case of a request for transfer credit for technical specialty courses from a non-ABET-accredited program, the College shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

**CROSS REGISTRATION**

Cross registration at other colleges and universities is available for all students. Any student who has paid full-time tuition at Naugatuck Valley Community College may register for up to two additional courses on a space available basis at the University of Connecticut-Waterbury Branch, or at any of the state-supported institutions of higher education at no additional cost. The student must register for at least nine (9) credits at Naugatuck Valley Community College. Arrangements for cross registration have also been made with Teikyo Post University. Questions should be referred to the Registrar.

**OVERLOAD PERMISSION**

During the registration process a student who wishes to enter a course which has been closed due to maximum enrollment must receive permission to overload the course from the Division Director of the program in which the course resides.

**REGISTRATION BETWEEN CONNECTICUT COMMUNITY COLLEGES**

Tuition and fees for students who register for general fund/tuition account courses at multiple colleges within the community-technical college system shall be charged as follows:

- Full-Time Students - Students who have paid the tuition and fees of a full-time student at their "home" institution shall be

## REGISTRATION and RECORDS

exempt from further charges. Copies of the student tuition and fee receipt from the “home” institution should be accepted by the “host” institution in lieu of payment.

- **Part-Time Students** - The charges for students who have paid the tuition and fees of a part-time student at their “home” institution and register for additional courses at a “host” institution shall not exceed the amount charged for a full-time student, if the student’s combined registration at the “home” and “host” institutions would classify them as a full-time student. Copies of the student’s tuition and fee receipt from the “home” institution should be accepted by the “host” institution, and the “host” institution should charge the difference between the full-time charges for tuition and fees and amount paid to the “home” institution as indicated on the “home” institution receipt. The “host” institution must notify the “home” institution of the multiple college registration. Any changes in student status which warrant a refund of tuition and fees will be based on the combined registration at the “home” and “host” institutions. Students who register at multiple colleges whose combined student status is less than full-time shall be charged tuition and fees as a part-time student for the semester credits registered at each of the respective colleges.

### SUMMER SESSION

Day and evening courses are offered by the College during the summer. Naugatuck Valley Community College welcomes students from other colleges and universities who wish to make up a course or earn advanced standing at their home institution. Credits earned at Naugatuck Valley Community College are generally acceptable at other colleges, but students are advised to consult their home institutions for information regarding transfer of credit.

Naugatuck Valley Community College students may attend the Summer Session to lighten their study load during the regular academic year or to reduce the time needed to earn their degrees or certificates. Students are encouraged to check the appropriateness of their course selection with their advisors. Summer Session brochures are available in late March and may be obtained by calling (203) 575-8040.

### STUDENT RECORDS

#### Family Educational Rights and Privacy Act of 1974 (FERPA)

The College complies with provisions of this Act. The purpose of the Act is twofold: first, to afford present and former students the right to inspect and review their educational records; second, to protect students’ rights to privacy by limiting the transfer of their records without their consent.

#### • Directory Information

The College may release the following student information to anyone as Directory Information: name, address, and phone number, dates of attendance and graduation, student status (full-time/part-time and major field of study).

In addition, the College requests your Social Security Number. Please be advised that the disclosure of your Social Security Number is voluntary. The College makes every effort to ensure that this number is kept confidential.

Students may request in writing that their Directory Information not be released. They must also request that their Social Security Number not be used. Forms are available in the Record’s Office.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Naugatuck Valley Community College to comply with the

requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605*

#### • Student Review of Record

Any student who wishes to review his/her record must make an appointment with the Registrar.

### GRADE REPORTS

Semester grades will be available via the web approximately one week after the exam period. To view your grades online go to [www.online.comnet.edu](http://www.online.comnet.edu). In the “Secured Information” area click on “Login”. Enter your User ID as “@” followed by your 8-digit student number. Your PIN (unless previously changed) is your date of birth entered as mmddyy. Students unable to access the web may request a grade report. This request must be in writing and must include your student ID number and/or social security number (forms are available in the Records Office, K516).

### TRANSCRIPTS

Official transcripts are \$3.00 each payable by cash, check, MasterCard or Visa. Credit card users should provide their card number and expiration date. Transcript requests must be in writing and should include your name, maiden name if applicable, address, phone number, social security number, birth date, student identification number, dates of attendance, the complete address of where you want your transcript sent and your signature. Mail or fax your request to the attention of the Records office at the College address. The fax number is (203) 575-8085. There is no charge for unofficial student copies. Transcripts are also available via the web at [www.online.comnet.edu](http://www.online.comnet.edu) as outlined above under “Grade Reports”.

Graduation Applications may be obtained from the Records Office in Kinney Hall, Room K-516.

**FINANCIAL AID POLICIES**

Financial aid is monetary assistance provided to undergraduate students who seek higher education. The cost of education beyond high school is expected to be paid by the student and the student’s family. When the cost, however, is greater than the student’s or the family’s ability to pay, financial assistance is available. Most assistance programs are administered on the basis of “need” which is defined as the difference between the cost of attending a particular college and the family’s ability to pay that cost. Cost includes tuition and fees, books and supplies, transportation, room and board, and medical and personal expenses. The student’s or the family’s ability to pay is calculated through a needs analysis system approved by the United States Department of Education, Office of Student Financial Assistance.

The Financial Aid Office incorporates various types of financial aid into a “Financial Aid Package” for each student in an effort to help the student meet particular educational goals. The success of the student in college reflects the success of the Financial Aid Office.

**Policy of Determination and Treatment of Student Financial Awards**

If qualified, Naugatuck Valley students can receive financial assistance for direct educational costs such as tuition, fees, books and supplies. Student status will be measured as follows:

6-8 credits	1/2 time
9-11 credits	3/4 time
12 credits and above	Full-time

Financial Aid Awards shall be prorated based on student status as recorded by the Record’s Office at the time a payment list is generated. If an overpayment has been made, the aid dollars shall be replaced in the appropriate accounts in the reverse order of the draw, with up to full restoration in each program in reverse order. The order is as follows:

- self help dollars will be restored to accounts;
- student help and college work study dollars will be returned to appropriate accounts;
- loan dollars will be returned either to the College account or to the bank/Loan Foundation if a Perkins Loan is involved; or to the lender if a Stafford Loan, Unsubsidized Loan, or Parent Loan for Undergraduate Students is involved.

The cost of attending Naugatuck Valley Community College will vary depending on a number of factors such as: how many courses the student is taking, how far away and with whom the student lives, and whether the student has dependent or independent status. The expenses listed below are typical for a broad category of students attending Naugatuck Valley:

**ANNUAL BUDGET: 2001-2002**

Tuition	\$1680
Fees	208
Books	1000
Transportation and Miscellaneous Expenses	1100
<b>Total</b>	<b>\$3988</b>

*Note: The budget is pro-rated for less than full-time students. (Costs subject to change.)*

**Eligibility for Financial Assistance**

Common to all federal funding, to be eligible for financial assistance a student at the College must:

- be a United States citizen or an eligible non-citizen,
- have financial need as assessed by an eligible needs analysis system,
- be enrolled as a matriculated student at Naugatuck Valley Community College,

- be working towards a degree or certificate,
- maintain satisfactory academic progress,
- not be in default on any federal educational loan or owe a repayment on any federal grant at any institution,
- certify registration for Military Selective Service (if applicable), and
- have completed high school or have earned the GED.

*Note: All financial aid recipients will have their attendance monitored.*

**HOW TO APPLY FOR FINANCIAL AID**

A student may apply for financial assistance at Naugatuck Valley Community College by completing the Free Application for Federal Student Aid (FAFSA) form for the year in which the student intends to attend the College. This form will establish the “financial need” of the student.

There is usually a four week waiting time before a student receives the federal Student Aid Report (SAR) which is generated from the FAFSA. Enclosed in the report may be an Institutional Verification Form (IVF) which the student must complete. The student must then bring the following to the Financial Aid Office:

- correct copies of the current SAR,
- the completed IVF,
- the current IRS Income Tax Form(s) for the income included on the application or any verification of the income. Students who wish to be classified as independent and are single must also provide their current IRS Income Tax Forms,
- proof of high school completion, such as high school diploma or transcript, GED results, or a DD214 which states high school completion,
- financial aid transcripts from other colleges which the student has attended, stating whether financial aid was granted, and
- the eligible non-citizen card (I-94, I-151, I-181, I-181a, or I-181b), if the student is an immigrant.

Anticipate that the complete application process should take approximately two months. If the student adheres to the following deadlines, he or she will be assured of an answer concerning eligibility before the semester begins.

- Fall Semester - Mail FAFSA by February 1, bring documents to office by April 1.
- Spring Semester - Mail FAFSA by November 7, bring documents to office by December 7.

The deadline to apply for financial aid assistance is no later than mid-March of any academic year, provided the College still has funds to give. Pell recipients have until May 1 each year to present all their paperwork to the Naugatuck Valley Community College Financial Aid Office.

**TYPES OF FINANCIAL AID**

Once eligibility has been established, the student will receive an Award Letter which will explain the “Financial Aid Package” comprised of all the funds the student will receive. The student may receive aid from one or many programs depending upon the student’s need and the availability of funds. The available programs include:

**Grants**

These are gift aid programs. Funds are not required to be repaid.

- **Federal Pell Grant** This grant is the foundation of all federal aid programs. It is money provided to help undergraduate students pay for their education beyond high school. The

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amount of money the student can receive through this program will depend upon the program funding for the year, the information the student provides on the application, and whether the student is enrolled full-time or part-time. The student must be enrolled for at least three credit hours in a program of six months in length or longer. The student is eligible for this grant until a first bachelor's degree is earned. (See Academic Standards and Time Limitation Policies on page 24-25 in this section).

- **Federal Supplemental Educational Opportunity Grant (SEOG)** This is a federal grant for undergraduate students who have completed high school and have a financial need. The minimum amount a student may receive is \$100 per year and the maximum is \$4,000.
- **Connecticut Aid for Public College Students (CAPS)** This state grant is for Connecticut residents who demonstrate financial need. Annual awards may not exceed the recipient's unmet financial need.
- **Remission of Tuition (RT)** Connecticut law provides for a waiver of tuition at each of the state colleges of over 12 percent of the tuition and fees collected from students enrolled in any given semester. Dependent students whose parental contribution is less or independent students whose own contribution is less than one-half of the student's school expenses for the whole semester may be eligible.

### Awards and Scholarships

These funds are not required to be repaid.

Students are recognized for academic excellence, citizenship, and service to the College at a variety of college functions, including the College's Annual Academic Awards Program and the Student Activities Leadership Banquet.

A number of awards and scholarships are offered through the College's Awards Program Committee, Student Services Advisory Committee, Office of Financial Aid, and NVCC Foundation. Applications are available for some awards, while other recipients are selected by faculty and staff.

A complete list of scholarships and awards is available in the Counseling Center or in the Office of Financial Aid. A separate application is required for scholarships. For further information, please call the Financial Aid Office at (203) 575-8007 or the Coordinator of the Counseling Center at (203) 575-8025.

### Loans

These funds must be repaid.

#### • Need Based Loans

**Federal Stafford Loan Program (FSLP)** is a loan guaranteed by the federal government and administered by the Connecticut Department of Education for Connecticut residents. The loan is given by a lender such as a bank, credit union, or a savings and loan association. It is the responsibility of the borrower to choose the lender. Based on the criteria of need, the Financial Aid Office recommends the loan. The loan must be used for reasonable educational expenses. Up to \$2,625 for the first year and \$3,500 for the second year of a student's undergraduate education may be borrowed. The aggregate maximum which a student may borrow on this loan at Naugatuck Valley Community College is \$6,125. Up to \$5,500 per year may be borrowed by students who have completed the first two years of undergraduate education, but have not completed the remainder, to a maximum of \$23,000 for a four-year undergraduate program.

The maximum grace period before payment becomes due is six months after graduation or withdrawal from school. When the loan becomes due, the interest rate current at the time of the loan becomes effective (7.66 percent variable at present).

A total of four percent of the loan is deducted as an origination and processing fee by the Bank and Connecticut Student Loan Foundation before the check is issued. All students applying for a loan must fill out a FAFSA in order for the Financial Aid Office to determine the need. The borrower has up to 10 years to repay this loan.

The loan can be canceled only if the borrower becomes totally and permanently disabled, or if he or she dies. Borrowers who do not repay their loans go into default. If this occurs, the guarantee agency can require the borrower to repay the entire amount immediately, including all interest and penalty charges or it can sue to collect the amount of the loan. Credit bureaus will be notified of the default, and this may adversely effect the borrower's future credit rating. Also, the Internal Revenue Service can withhold the borrower's income tax refund and apply it to the loan. If the borrower has difficulty repaying the loan, he or she should notify the lender immediately.

The borrower must notify the school if he or she graduates or withdraws from school, transfers to another school, drops below half-time status, or changes name, address, or social security number. Before the borrower leaves school, he or she must attend an exit interview.

Three branches of the military offer repayment plans for Federal Stafford Student Loans as an enlistment incentive: the Army, the Army Reserve, and the Army National Guard.

#### • Non-Need Based Loans

##### Unsubsidized Federal Stafford Loan

The annual and aggregate loan limits, as well as the interest rate calculation for the Unsubsidized Federal Stafford Loan, are identical to the Federal Stafford Loan.

Borrower eligibility is determined by subtracting the financial aid package from the cost of attending the College (including any Federal Stafford Loan the borrower will receive). Family contribution is not included.

The first payment is due six (6) months after the month in which the borrower ceases to be enrolled on at least a half-time basis at an eligible institution.

Interest accrues during the in-school period and the period of authorized deferment. The interest may be paid monthly or quarterly or, if agreed to by the borrower, capitalized no more frequently than quarterly.

A combined origination fee/insurance premium of 4.0 percent will be charged and deducted from the proceeds of the loan. This fee is paid to the U.S. Department of Education.

##### Federal Parent Loan to Undergraduate Students (FPLUS)

Federal Parent Loan to Undergraduate Students (FPLUS) provides additional funding for educational expenses. The FPLUS loan is for parent borrowers. The maximum interest rate changes periodically. The interest is set annually at 3.10 percent above the T-Bill rate with a nine percent cap. Like the Guaranteed Student Loan (GSL), these loans are made by a lender such as a bank, credit union, or savings and loan association. The current rate for this loan is 8.72 percent variable capped at nine percent.

FPLUS enables the parents to borrow up to the cost of attendance less other financial aid for each child who is enrolled at least half-time and is a dependent student. Parents apply for this loan in the same way students apply for the Stafford; however, the borrower does not have to show need. The borrower will undergo a credit analysis. There is an origination fee of five percent and a three percent insurance premium. Payment begins 60 days after disbursement; however, the principal can be deferred while the student is enrolled by applying for a deferment with his/her lender.

**Federal Perkins Loan**

The Federal Perkins Loan Program is for students who are enrolled at least half-time (six credits or more) and who need a loan to meet educational expenses. Students may borrow up to \$2,000 per academic year for a total of \$4,000 while attending Naugatuck Valley Community College. Repayment begins after a six-to-nine month grace period following graduation or upon leaving the College for other reasons. Students may be allowed up to 10 years to repay the loan.

• **Work-Study**

**Federal**

The Federal College Work-Study Program (FCWSP) is part of the “Financial Aid Package” which provides jobs for undergraduate students who need help earning funds for some of their educational expenses. Awards vary according to financial need and the availability of funds. Generally, a student will work 10 to 15 hours weekly at the prevailing rate. Students must be enrolled at least part-time (six credits).

• **Additional Education Assistance Programs**

**Veterans**

Many veterans and some of their dependents are eligible for educational assistance. Connecticut veterans who served on active duty during certain periods of conflict may be eligible for a waiver of tuition. Complete details are available from the Veterans' Affairs Office at (203) 575-8018.

**Social Security**

In some cases, the dependents of deceased or disabled persons are eligible to receive Social Security benefits while attending college. Contact your local Social Security Administration for information.

**ACADEMIC STANDARDS FOR FINANCIAL AID RECIPIENTS**

**Satisfactory Academic Progress Policy for Financial Aid Recipients**

Federal regulations mandate that students maintain satisfactory academic progress to continue receiving financial assistance.

**Satisfactory Academic Progress Defined**

A student must attain a minimum cumulative grade point average (GPA) of 2.0 or better. In addition, a student must have completed 66 percent of all courses attempted.

Failure to attain a 2.0 or better average and completion rates as stated above will automatically put the student on probation or terminate the student from receiving aid the following semester. Students put on financial aid probation will be given aid for one more semester but must show academic progress and a 66 percent completion rate. Students terminated will lose all financial aid and can only be reinstated if they meet the academic progress standards within the next semester. Academic progress is considered to be a 2.0 grade point average or better for the semester along with a 66

percent completion rate of all classes taken. Furthermore, any student who receives financial aid in a given semester and receives I's, R's, X's, N's, W's, NC (no credit) for the majority or all of courses is automatically ineligible to receive financial aid for the next semester.

By enrolling in college, the student accepts responsibility to take full advantage of his/her educational opportunity. The student is expected to meet all academic obligations or assume the risks incurred by failure to do so.

Examples of 66 percent completion rate:

Credits Attempted	Credits Completed
1-6	all
7-8	5
9	6
12	8
15	10
30	20
45	30
60	40

**Financial Aid Probation**

Failure to attain the 2.0 cumulative and semester grade point averages as stated above will automatically put students on financial aid probation or terminate them from receiving aid the following semester. A student is placed on probation if he/she completes all classes for the semester with a 1.0 - 1.9 grade point average. Students put on financial aid probation will be given aid for one more semester, but must obtain a 2.0 semester GPA to continue on aid for courses taken that semester and maintain a 66 percent completion rate level to be continued on aid.

When a student is placed on financial aid probation, he/she must make an appointment to see the Financial Aid Director before or within the first month of instruction of the semester on probation.

A student who has mitigating circumstances which affect his/her academic performance, such as a death in the family, must write a letter to the Financial Aid Director and accompany it with proper documentation. The student may be placed on extended probation for one or more academic semesters.

**Financial Aid Termination**

Students terminated will lose all financial aid and can only be reinstated if they show academic progress within the next semester. Academic progress is considered to be a 2.0 grade point average or better for the semester along with a completion record of 66 percent of all classes attempted. Furthermore, students who received financial aid in a given semester and earned I's, W's, R's, X's, and NC's (no credit) for the majority of their subjects are automatically ineligible to receive financial aid for the next semester.

By enrolling in the College, students accept responsibility to take full advantage of their educational opportunity. Students are expected to meet all academic obligations or assume the risks incurred by failure to do so.

**Reinstatement**

Reinstatement after termination from financial aid can occur only once at Naugatuck Valley Community College and can be accomplished in two steps:

- successful completion of the same amount of credits of non progress (not necessarily the same classes) with at least a 2.0 grade point average at the student's own expense, and overall completion record of 66 percent of all classes attempted, and

## FINANCIAL AID INFORMATION

- a written letter of appeal to the Financial Aid Director, along with any necessary documentation, at least 30 days before the semester of desired re-enrollment.

Reinstatement cannot be accomplished without both of these steps. The student will be notified in writing of the decision of the Financial Aid Director.

### TIME LIMITATION POLICY

To assure that new applicants have a fair opportunity to receive funds, there is a limitation on the period of time a student may be eligible to apply for funds. A student will be eligible to apply for and receive financial aid at Naugatuck Valley Community College for the number of semesters required for completion of his/her particular curriculum plus one extra semester as a full-time student taking at least twelve credit hours. Any semester in which a student registers and does not withdraw within the first 14 days of classes (constituting payment of their charges through the Financial Aid Office) shall be counted as a semester on financial aid. At the end of the number of semesters allowed for a particular curriculum, e.g., four (4), plus the additional semester, all campus-based financial aid will be discontinued. This policy does not apply to the Pell Grant Program which permits a student to receive funds renewable every year as long as satisfactory progress is being made toward completion of his/her program of study.

Each semester it shall be the responsibility of the student in conjunction with the Financial Aid Office to determine that all requirements are met. Students shall not be permitted to receive more semesters of aid than that specified above. In extenuating circumstances, an appeal may be made in writing and by appointment to the Financial Aid Director.

### PREVIOUS ENROLLMENT

Persons who were students before applying for financial assistance at Naugatuck Valley Community College must provide an academic transcript to the Financial Aid Office. This should be done when submitting the federal Student Aid Report (SAR) along with documentation of his/her family income. If the student was not making satisfactory progress prior to receiving financial aid at Naugatuck Valley, he/she may or may not receive financial aid on a conditional status. Conditional status means that a student evaluation must be performed, a 66 percent completion rate must exist, and counseling must be done to help him/her become a successful student.

### WITHDRAWAL FROM CLASSES

Students who plan to withdraw from any classes must report to the Financial Aid Office prior to the actual course withdrawal for counseling and/or adjustment to their award. Students who do not follow this procedure will be placed on probation or suspended from financial aid depending upon completion of the rest of their courses and the grades earned for those courses.

### FINANCIAL AID – SUMMER SESSION

There is no financial aid available for summer session unless the student has not used all of his/her Pell Grant award for the academic year. Satisfactory academic progress requirements are identical to semester requirements. For further information, please call the Financial Aid Office at (203) 575-8007.

### FEDERAL TAX CREDITS FOR EDUCATIONAL EXPENSES

The Taxpayer Relief Act of 1997 created two nonrefundable education tax credits entitled the **Hope Scholarship Credit** and the **Lifetime Learning Credit**. A nonrefundable tax credit allows a taxpayer to subtract from the total amount of taxes owed, the value of the credit that he/she is eligible for. "Nonrefundable" means that you must owe taxes to get the value of the credit (*i.e.*,

*if you owe \$500 in taxes and are eligible for a \$1,000 tax credit, you can subtract \$500 from the taxes owed). For complete Federal Tax Credits for Educational Expenses Policy see page 27.*

## RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

### You have the right to ask the College:

- The names of its accrediting organizations.
- About its programs and faculty; its instructional, laboratory, and other physical facilities.
- What is the cost of attending; what are the policies regarding refunds to students who withdraw.
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- What criteria is used to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in a student's budget. It also includes what resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of financial need.
- How much financial need, as determined by the institution, has been met.
- How and when will financial aid be distributed.
- An explanation of each type and amount of assistance in the financial aid package.
- What the interest rate is for a student loan, the total amount that must be repaid, the length of time for repayment, the date to begin repayment, and any cancellation and deferment provisions that apply.
- Those involved in the College's Work Study Program have the right to know the type of jobs available, hours of work, duties, rate of pay, and payment schedule.
- For a reconsideration of the aid package if you believe a mistake has been made or if your enrollment or financial circumstances have changed.
- For an explanation regarding the criteria used to determine satisfactory progress.
- What special facilities and services are available to students with disabilities.

### It is your responsibility to:

- Review and consider all information about the College's program before enrollment.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the proper office. Errors can prevent or delay the receipt of financial aid.
- Provide all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign, and retain a file copy.
- Accept responsibility for the promissory note and all other agreements that you sign. If you have a loan, notify the lender of changes in your name, address or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a college work-study job.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the College's refund procedures.

**PAYMENT OF TUITION AND FEES**

Payments of tuition, the college services fee, and the student activities fee are expected in accordance with deadlines published in the credit and credit-free tabloids each semester. Special fees and charges must be paid as designated by the College.

**Failure to Pay**

Failure to have made all applicable payments by the payment deadline will result in the withdrawal of the student’s registration unless a deferred payment schedule has been approved.

Students presenting bad checks must replace them (plus \$25.00) with cash, money order or bank check within seven (7) days (one week) of the College’s receipt of such notification.

The applicable charges are subject to change but are expected to be as shown below and on the following pages. Charges for credit-free courses are variable by course.

**Installment Payment Plan**

An installment payment plan is available to students enrolling for 3 credits or more in the fall and/or spring semesters. This plan allows students to defer the payment of tuition beyond the normal due dates, for a fee of \$15.00 each semester. Specific information is available in the Cashiers Office, Kinney Hall.

**Special Fees**

These include:

1. An Application Fee charged to all first-time applicants for admission and first-time non-matriculating students at any Connecticut Community-Technical College ..... \$20.00
2. Transcript Fee charged for each official transcript ..... \$3.00
3. A Program Enrollment Fee charged to all students applying for matriculation into an academic program except if an application fee has been paid ..... \$20.00
4. Late Registration Fee ..... \$5.00
5. Late Payment Fee charged for any tuition and fee payment received after the established date ..... \$15.00
6. A Graduation Fee charged to all students graduating from an approved certificate or associate’s degree program. This fee is not refundable ..... \$30.00
7. Replacement of a Lost Library/ID Card Fee is charged to defray the cost of replacing a student’s ID Card ..... \$1.00
8. Returned Check Fee charged for any checks which are not honored by a banking institution ... \$25.00
9. Credit for Life Experience Program (CLEP) ..... \$10.00  
*(In addition there is a \$46 fee payable to The College Board)*
10. Academic Evaluation Fee charged to students taking college-produced examinations for the awarding of course credit ..... \$15.00
11. Portfolio Assessment Fee ..... \$50.00
12. TV Course Fees charged for the support of promotional and other expenses ..... \$ 7.25

*Students enrolled in tuition fund courses and/or educational extension fund credit courses carrying 12 semester hours or more will be classified as full-time for general fee purposes.*

**WAIVER OF FEES**

Fees may be waived under the following conditions:

- Application fee waiver for students with severe financial need.
- Fee waivers for special programs for students rendered incapable of paying the fees or benefiting from the services.
- Fee waivers for students taking TV courses only and who will not use the College facilities.

**WAIVERS OF TUITION**

Tuition waivers apply to General Fund courses only (as opposed to Extension Fund courses which are generally indicated by an “E” suffix to the item number and are generally offered Friday nights, Saturdays and summers).

**Dependent Children of Certain Police/Firefighters**

Tuition is waived for any dependent child of a police officer, as defined in section 7-294a of the CT General Statutes, or firefighter, as defined in section 7-323j, killed in the line of duty.

**Persons 62 Years or Older**

The application fee and all general fees are waived for any Connecticut resident 62 years of age or older who has been accepted for admission. Tuition is waived for Connecticut residents 62 years of age or over on a space available basis which is determined the day before classes begin. Special fees other than the application fee must still be paid.

**Veterans Waivers**

Under Section 27-103 of the General Statutes, the Board of Trustees for the State of Connecticut Community-Technical Colleges shall waive the payment of tuition at any community-technical college for eligible CT veterans with military service during time of war. For the purpose of granting a tuition waiver, a veteran is anyone who served on active duty in the United States Army, Navy, Marine Corps, Coast Guard, Air Force, including the National Guard and the Reserves, and has been released from active duty honorably or under honorable conditions.

*Note: Eligibility for the G.I. Bill is not a determining factor in granting a tuition waiver to Connecticut Veterans.*

A veteran must have served on active duty for at least 90 days or more during periods of war except, if the war, campaign, or other operation lasted less than 90 days.

- World War I 4/6/17 - 11/11/18 to 4/1/20  
(for service in Russia)
- World War II 12/7/41 - 12/31/46
- Korean Hostilities 6/27/50 - 1/31/55
- Vietnam Era 12/22/61 - 7/1/75
- Lebanon Peace Mission 9/29/82 - 3/30/84  
Must show direct engagement or direct support role for eligibility.
- Grenada Invasion 10/25/83 - 12/15/83  
Must show direct engagement or direct support role for eligibility.
- Operation Earnest Will 2/1/87 - 7/23/87  
Must show direct engagement or direct support role for eligibility.  
(Involving the escort of Kuwaiti Oil Tankers flying the United States flag in the Persian Gulf.)
- Invasion of Panama 12/20/89 - 1/31/90  
Must show direct engagement or direct support role for eligibility.
- Operation Desert Storm 8/2/90 - 6/30/94

## TUITION and FEES

### Dependent Children of Veterans

Dependent children of veterans missing in action or former prisoners of war will have a complete waiver of tuition.

### FEDERAL TAX CREDITS FOR EDUCATIONAL EXPENSES

The Taxpayer Relief Act of 1997 created two non-refundable education tax credits entitled the **Hope Scholarship Credit** and the **Lifetime Learning Credit**. A nonrefundable tax credit allows a taxpayer to subtract from the total amount of taxes owed, the value of the credit that he/she is eligible for. "Nonrefundable" means that you must owe taxes to get the value of the credit (i.e. if you owe \$500 in taxes and are eligible for a \$1,000 tax credit, you can subtract \$500 from the taxes owed).

**Hope Scholarship Credit** is a non-refundable tax credit that can be claimed for 100 percent of the first \$1,000 of out of pocket expenses for each student's qualified tuition and related expenses, plus 50 percent of the next \$1,000. For example, the maximum is a \$1,500 tax credit for each student (\$2,000 in out-of-pocket expenses).

Credits can also be claimed for other students in the family (a dependent or spouse) who qualify (i.e., a parent goes to school and claims the credit for himself/herself and a child who is a dependent that is also attending a school). The credit is based on a per student basis. As long as the student is eligible, there is no limit on the dollar amount a particular family can be eligible.

**Lifetime Learning Credit** is a non-refundable tax credit that can be claimed for 20 percent of the first \$5,000 of out-of-pocket expenses for a family's qualified tuition and related expenses. For example, the maximum is a \$1,000 tax credit for the entire family. In the year 2003, the amount increases to 20 percent of the first \$10,000 (\$2,000).

Credits can be claimed for more than one person in the family but not to exceed \$1,000 for the entire family (\$2,000 in 2003). This is different than the Hope Scholarship Credit; the amount is based on a per family basis rather than a per student basis. There is a dollar limit that a family can be eligible.

You must meet specific income and enrollment guidelines to be eligible. Consult the Taxpayer Relief Act of 1997 or the Internal Revenue Service for details.

### WITHDRAWALS AND REFUNDS

A registered student wishing to withdraw must submit a withdrawal request, in writing, to the Records Office. The effective date of withdrawal is the date the withdrawal is received. In counting calendar days, if the latest date for acceptance of a withdrawal falls on a Saturday or Sunday, the following Monday shall be the effective day. If the latest date for acceptance falls on a legal holiday, the next business day shall be the effective day.

### Refunds of Tuition and Fees

Note: For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.

#### • Non-refundable Fees

The **college services fee** and **student activity fee** paid by all students registering for credit general fund/tuition account courses, or credit extension account courses, are non-refundable, except when course sections cancelled by the College would result in a change in fees otherwise due.

Also, the following special fees are non-refundable:

- application fee/program enrollment fee
- late registration fee
- graduation fee
- replacement of lost ID card fee
- academic evaluation fee
- portfolio assessment fee

#### • Refund of Tuition for General Fund Credit Courses

For notice of withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of total **tuition** will be granted for both full-time and part-time students.

For notice of withdrawal received on the first day of classes and through the 14th calendar day of that semester, both full-time and part-time students will be granted a 50 percent refund of total **tuition** applicable to the courses for which they are registered.

For a reduction in load which occurs on the first day of classes and through the 14th calendar day of that semester, 50 percent of the difference of the **tuition** applicable to the original and revised course schedule will be refunded.

*Note: No refund of tuition will be granted for either full-time or part-time students beyond the 14th calendar day of classes.*

#### • Refund Schedule for Students Enrolling in the Armed Services

Upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers, 100 percent refund of tuition and fees will be granted to students entering the armed services before earning degree credit in any semester.

#### • Change of Registration

When a student has changed his or her course schedule to a different mix of general and extension credit courses, the College may elect not to apply the refund policy which would otherwise be in effect with respect to the course(s) deleted, and may, instead, collect or refund only the net amount due based on the tuition and fee policies applicable to the total student course load.

#### • Refund of Fees for Extension Fund Credit Courses

Extension fees may be refunded in accordance with the following:

A student who withdraws by the last business day before the first class meeting of the course(s) is entitled to a full refund of all extension account **fees**. A request for withdrawal must be received by the president or his or her designee no later than the end of the last regular business day of the college before the first meeting of the course(s).

A student reducing his or her extension account course load will be entitled to a full refund of extension account **fees** appropriate to the course(s) dropped, provided the request for refund is received by the president or his or her designee no later than the end of the last regular business day of the college before the first class meeting of the course(s).

**No refund will be made after the first class meeting of the course except in cases of serious illness or other extraordinary circumstances, at the discretion of the college president or his or her designee.**

If a class is cancelled, a full refund of extension account course fees will be made.

- **Other – Special Waivers**

The College president is authorized to modify the tuition refund policy for specific students on a case-by-case basis under the following circumstances: severe illness documented by a doctor’s certificate; erroneous advisement by the College; and military transfer. Exceptions which are not normally considered include change in job, normal illness, and poor decision or change in mind by a student. Other extenuating or extraordinary circumstances may also be considered upon written request submitted to the president or his/her designee.

- **Refund Policy for Students Participating in Federal Title IV Student Aid Programs**

**First-time Students (Pro Rata Refund)**

The Board of Trustees of Community-Technical Colleges authorizes a pro rata refund for **first-time students** in compliance with [the Higher Education Act of 1992] 34 CFR 668.22 (b) and (c) of the United States Department of Education Title IV regulations, subject to the following provisions:

The pro rata refund policy is applicable to any student attending any community-technical college for the first time who is receiving student financial assistance under the federal Title IV programs;

The pro rata refund shall be that portion of tuition and fees assessed the student by the institution, in accordance with Board of Trustees established tuition and fee rates, which is **equal to the period of enrollment for which the student has been charged that remains, as of the last date of attendance, rounded downward to the nearest ten percent of that period** [proportional to the weeks of the semester remaining on the last day of attendance as measured from the week of withdrawal, compared to the total weeks in the semester];

No refund will be made from the point where 60 percent of the semester has passed; and

The refund shall be less an administrative fee which is not to exceed the lesser of five percent of the tuition, fees, and other charges assessed the student, or \$100.

**All Other Students (Federal Refund)**

The Board of Trustees authorizes a federal refund in compliance with 34 CFR 668.22 (d) of the United States Department of Education Title IV Regulations, subject to the following provisions:

The federal refund policy is applicable to any returning or readmitted community-technical college student who is receiving student financial assistance under the federal Title IV programs;

The federal refund shall be that portion of tuition and fees assessed the student by the institution, in accordance with Board of Trustees established tuition and fee rates, which is equal to the period of enrollment for which the student has been charged that remains, as of the last date of attendance, according to the following schedule:

	Percent
Through the first day of semester	100
Second day through 10% of semester	90
Between 10% and 25% of semester	50
Between 25% and 50% of semester	25

No refund will be made from the point where 50 percent of the semester has passed, and

The refund shall be less an administrative fee which is not to exceed the lesser of five percent of the tuition, fees, and other charges assessed the student, or \$100.

**Continuing Education Refund Information**

- Continuing Education courses are self-supporting and are not supported by taxpayer dollars. Costs vary. State law does not allow us to exempt senior citizens or accept veteran tuition waivers.
- In order to receive a refund, notification of withdrawal must be received by the Continuing Education office, in writing, 48 hours prior to the beginning of class.
- If there is a course cancellation due to insufficient enrollment, a refund will automatically be processed for you. Refunds are not granted after the first class meeting of the course.

## 2001-2002 TUITION and FEE SCHEDULE

*Approved by the Board of Trustees on November 20, 2000  
Effective Fall 2001*

**Subject to change without notice.**

### ***In-State Resident Students***

<b>Semester Hours</b>	<b>Tuition</b>	<b>College Services Fee</b>	<b>Student Activity Fee</b>	<b>Total</b>
1	\$70.00	\$38.00	\$5.00	\$113.00
2	\$140.00	\$38.00	\$5.00	\$183.00
3	\$210.00	\$38.00	\$5.00	\$253.00
4	\$280.00	\$38.00	\$5.00	\$323.00
5	\$350.00	\$45.00	\$5.00	\$400.00
6	\$420.00	\$52.00	\$5.00	\$477.00
7	\$490.00	\$59.00	\$5.00	\$554.00
8	\$560.00	\$66.00	\$5.00	\$631.00
9	\$630.00	\$73.00	\$5.00	\$708.00
10	\$700.00	\$80.00	\$5.00	\$785.00
11	\$770.00	\$87.00	\$5.00	\$862.00
12 or more	\$840.00	\$94.00	\$10.00	\$944.00
Annual Full-time	\$1,680.00	\$188.00	\$20.00	\$1,888.00

### ***Out-of-State Non-Resident Students***

<b>Semester Hours</b>	<b>Tuition</b>	<b>College Services Fee</b>	<b>Student Activity Fee</b>	<b>Total</b>
1	\$218.00	\$114.00	\$5.00	\$337.00
2	\$436.00	\$114.00	\$5.00	\$555.00
3	\$654.00	\$114.00	\$5.00	\$773.00
4	\$872.00	\$114.00	\$5.00	\$991.00
5	\$1,090.00	\$135.00	\$5.00	\$1,230.00
6	\$1,308.00	\$156.00	\$5.00	\$1,469.00
7	\$1,526.00	\$177.00	\$5.00	\$1,708.00
8	\$1,744.00	\$198.00	\$5.00	\$1,947.00
9	\$1,962.00	\$219.00	\$5.00	\$2,186.00
10	\$2,180.00	\$240.00	\$5.00	\$2,425.00
11	\$2,398.00	\$261.00	\$5.00	\$2,664.00
12 or more	\$2,616.00	\$282.00	\$10.00	\$2,908.00
Annual Full-time	\$5,232.00	\$564.00	\$20.00	\$5,816.00

### ***New England Regional Program (NEBHE)***

<b>Semester Hours</b>	<b>Tuition</b>	<b>College Services Fee</b>	<b>Student Activity Fee</b>	<b>Total</b>
1	\$105.00	\$57.00	\$5.00	\$167.00
2	\$210.00	\$57.00	\$5.00	\$272.00
3	\$315.00	\$57.00	\$5.00	\$377.00
4	\$420.00	\$57.00	\$5.00	\$482.00
5	\$525.00	\$67.50	\$5.00	\$597.50
6	\$630.00	\$78.00	\$5.00	\$713.00
7	\$735.00	\$88.50	\$5.00	\$828.50
8	\$840.00	\$99.00	\$5.00	\$944.00
9	\$945.00	\$109.50	\$5.00	\$1,059.50
10	\$1,050.00	\$120.00	\$5.00	\$1,175.00
11	\$1,155.00	\$130.50	\$5.00	\$1,290.50
12 or more	\$1,260.00	\$141.00	\$10.00	\$1,411.00
Annual Full-time	\$2,520.00	\$282.00	\$20.00	\$2,822.00

### ***Educational Extension Program Credit Courses***

<b>Semester Hours</b>	<b>Educational Extension Fee</b>	<b>College Services Fee</b>	<b>Student Activity Fee</b>	<b>Total</b>
1	\$73.00	\$38.00	\$5.00	\$116.00
2	\$146.00	\$38.00	\$5.00	\$189.00
3	\$219.00	\$38.00	\$5.00	\$262.00
4	\$292.00	\$38.00	\$5.00	\$335.00
5	\$365.00	\$45.00	\$5.00	\$415.00
6	\$438.00	\$52.00	\$5.00	\$495.00
7	\$511.00	\$59.00	\$5.00	\$575.00
8	\$584.00	\$66.00	\$5.00	\$655.00
9	\$657.00	\$73.00	\$5.00	\$735.00
10	\$730.00	\$80.00	\$5.00	\$815.00
11	\$803.00	\$87.00	\$5.00	\$895.00
12	\$876.00	\$94.00	\$10.00	\$980.00
13	\$949.00	\$94.00	\$10.00	\$1,053.00
14	\$1022.00	\$94.00	\$10.00	\$1,126.00

**COUNSELING CENTER SERVICES**

The Counselors in the Counseling Center offer a variety of services for all students. Most services are available by appointment. Call (203) 575-8025 for more information. The services include:

- **ACADEMIC ADVISING** - Students with questions about their program requirements should contact a faculty advisor, or the Counseling Center. Counselors specialize with the General Studies and the Liberal Arts and Science majors, but may be able to answer questions about other majors as well.
- **CAREER COUNSELING** - The center offers a one-credit career planning workshop each semester. Students may also meet with a counselor for individual career planning help, including some career testing and a computerized career search program. The Counseling Center and the Co-op and Employment Services Center will introduce students to the Career Resource Center, K522.
- **TRANSFER PLANNING** - Students who are planning to transfer should meet with a counselor or an academic advisor. The Counseling Center and the Career Resource Center have catalogs, applications, and search capacity on computers for college information. Some scholarship information for transfer students is also available.
- **PERSONAL COUNSELING** - Includes help with decision-making, problem-solving and personal adjustment concerns. Students having difficulty maintaining their academic progress should meet with a counselor. Referrals to outside agencies are made as needed.

**EMPLOYMENT SERVICES**

The Employment Services Office offers a variety of degree-related services to Naugatuck Valley Community College graduating students and alumni. Major emphasis is placed on the transition from college to either degree-related employment or continuing education.

The following services and programs are offered by the Employment Services Office:

- Lifetime Placement Services,
- Permanent Placement File maintenance, including an optional credential file,
- Job Search/Career Counseling,
- Computerized Employer and Job Database,
- On Campus Recruitment and Interviews (as available),
- Job Market Information,
- Resume Development Critiquing Service, and
- Part-time, temporary, and summer job listings.

For more information call the Cooperative Education/Employment Services Office at (203) 575-8223.

**CONNCAP**

The Connecticut Collegiate Awareness & Preparation (CONNCAP) Program is modeled after federally funded "Upward Bound" Programs. This early intervention, college preparation program is designed to provide educational support services and cultural and social enrichment experiences for students who have the potential to succeed in college but who are "at risk" for high school graduation and college matriculation due to their socioeconomic status or because they are "first generation for college." CONNCAP also promotes community and family support and involvement in the educational process of its participants. CONNCAP participants have demonstrated a 10 year cumulative retention and high school graduation rate of 98%. The rate of enrollment in post secondary educational institutions for CONNCAP participants exceeds 87%.

**ASSESSMENT EXPECTATIONS**

Students at Naugatuck Valley Community College are expected to spend several hours during their college career in college-wide outcomes assessment activities, such as tests, surveys and interviews.

**TRANSFER INFORMATION**

Counselors provide assistance for students who desire to transfer into a four-year college or university. Application forms are available, as well as information on the transfer of credits, scholarships, financial aid, and admission requirements for both in-state and out-of-state colleges and universities.

**Transfer to the Connecticut State University System**

Graduates of the Connecticut Community Colleges with a GPA of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System.

Community College graduates admitted to the CSU of their choice shall be given the same consideration for admission to specific majors and admitted on the same terms as students who began their studies at the university. In the case of majors for which articulation agreements have been adopted, students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement. Each university in the CSU System will apply to such graduates the same rules concerning the acceptability of "D" grades that it applies to its own students, i.e., as if such grades had been earned at the receiving university.

Graduates of the Community Colleges will be admitted as juniors and will be expected to complete two years of full-time (or equivalent part-time) study at the university to be eligible for the bachelor's degree.

Graduates of the Community Colleges must make application by the date and on the forms prescribed by the university, including the submission of all the required transcripts, documents, and fees.

Application for admission must be completed by **March 1** for entry to State Universities the following September. Not every qualified applicant can be guaranteed choice of major because of the limitation of facilities and the clinical nature of some degree programs. Therefore, it is vital that each student consult with the transfer counselors at Naugatuck Valley Community College to determine the best possible program to be followed.

**Transfer to the University of Connecticut**

The University of Connecticut extends admission priority to qualified state residents from any of Connecticut's Community Colleges into the University's College of Arts and Sciences. Students are entitled to take advantage of this opportunity to earn the bachelor's degree at the University if they:

- Complete a two-year transfer program or have no less than 54 hours of transfer credit that prepares them for upper division work at the University.
- Have a satisfactory grade point average (minimum 2.5) and have the recommendation of a transfer counselor from the College.
- Observe the application procedures and deadlines as set forth by the Transfer Admissions Office.

Naugatuck Valley Community College students transfer to four-year colleges and universities across the country. Articulation agreements with many of these institutions allow them to provide priority admission to our students when they transfer. If you are

## STUDENT SERVICES and PROGRAMS

interested in more information on this program, please contact the Coordinator of the Counseling Center at (203) 575-8025.

The following colleges and universities are among those who have accepted recent graduates from Naugatuck Valley Community College:

Albertus Magnus College  
Boston University  
Central Connecticut State University  
Columbia University  
Connecticut College  
Fairfield University  
Florida International University  
George Washington University  
Massachusetts Institute of Technology  
New York University  
Northeastern University  
Quinnipiac University  
Rensselaer Polytechnic Institute  
Rochester Institute of Technology  
Sacred Heart University  
Saint Joseph College  
Southern Connecticut State University  
Teikyo Post University  
Trinity College  
University of Bridgeport  
University of California  
University of Connecticut  
University of Hartford  
University of Nevada  
University of New Haven  
Wesleyan University  
Western Connecticut State University

**Note:** It is also important that students consult with receiving institutions to confirm that courses will transfer.

*The Guaranteed Admissions Agreement between the Connecticut Community-Technical Colleges and the Connecticut State University System can be found on page 37.*

### AWARDS AND SCHOLARSHIPS

Students are recognized for academic excellence, citizenship and service to the College at a variety of functions throughout the year, including the College's Annual Academic Awards Program and the Student Leadership Banquet.

A number of awards and scholarships are offered. Applications are available for some awards; others are selected by faculty and staff.

A list of scholarships and awards is available in the Counseling Center or in the Financial Aid Office.

### CONNTAC-EOC OFFICE

The Connecticut Talent Assistance Cooperative (CONNTAC) is a state agency funded by the United States Department of Education. A regional CONNTAC Educational Opportunity Center (EOC) is located on the Naugatuck Valley Community College campus. Services offered through the Center include: academic and career counseling, college referral and financial aid planning. For more information, call (203) 574-1140.

### HEALTH SERVICES

The Office of College Health Education and Disability Services provides health counseling and education, crisis intervention, referrals to appropriate community health agencies and profes-

sionals, first-aid and treatment for minor illnesses, and processing of insurance claims for students who are injured while participating in college-sponsored activities. The Coordinator of College Health Education Services and Disability Services, a registered nurse, provides educational programs on health related issues throughout the academic year.

Students with special health needs or disabilities who may require accommodations are encouraged to contact the Coordinator prior to the beginning of each semester. If a student does not disclose a disability, the College will be unable to provide accommodations. Information regarding special parking arrangements can be obtained through the Office of College Health and Disability Services.

The Office of Health Education and Disability Services oversees compliance with Public Law 89-90 concerning Measles/Rubella immunizations for the general student population as well as the medical requirements for students enrolled in the College's Allied Health Programs.

### Student Insurance/Accident Reports

Accident insurance is provided for all students while involved in college-related activities; additional 24-hour accident and health insurance may be purchased separately or directly from agents.

Injuries acquired as the result of a school related activity must be reported to the faculty or staff member in charge and to the Office of Health Education and Disability Services within 24 hours of the time of the injury. Accident report forms are available in the Health Education office. Failure to report an injury and/or complete an accident report may cause the insurance claim to be delayed or denied.

For more information, please contact the Coordinator of Health Education and Disability Services at (203) 575-8035.

### SERVICES FOR STUDENTS WITH DISABILITIES

Facilities at this College are uniquely appropriate to meet the needs of students with disabilities. Elevators are available to accommodate students in wheelchairs, making all classrooms accessible to these students.

During the admissions process, students with disabilities who may require accommodations are strongly encouraged to identify themselves to counselors in the Admissions Office. This will enable College support staff to provide appropriate assistance with program planning, placement testing, course scheduling and classroom accessibility appropriate to the student's needs.

Students with learning disabilities who may require accommodations must contact the **Office For Students with Learning Disabilities, (203) 575-8161**. Students with all other disabilities must contact the **Office of Health Education and Disability Services at (203) 575-8035**.

After disclosing the nature of their disability and providing appropriate documentation, students are then urged to discuss their needs with individual instructors. Discussions with faculty should occur at the beginning of each semester and each time an accommodation is required. Instructors, in conjunction with appropriate College officials, will provide assistance / accommodations only to those students who have completed the disclosure and accommodation process. The College reserves the right to determine the nature and extent of appropriate academic accommodations.

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Students requiring ambulatory assistance are strongly encouraged to identify themselves to the Office of Health Education and Disability Services so that emergency evacuation plans may be made.

**The College makes every attempt to adhere to both the guidelines and spirit of the Americans With Disabilities Act.**

### ORIENTATION

An orientation program for all new students is designed to assist in the successful transition from high school, home or the workplace to Naugatuck Valley Community College. It is intended to provide entering students with information concerning academic policies, study skills, general college procedures and requirements, the academic expectations of the College, the co-curricular and extra-curricular opportunities, and the available student services. Students should be better able to make reasoned and well-informed choices as a consequence of participation.

### STUDENT ACTIVITIES

A variety of more than 38 social and educational clubs and organizations are available for participation by full and part-time students attending the College. These organizations are designed around the needs and interests of the student population. They are continuously being developed by the Office of Student Activities in conjunction with students and members of the College's faculty and staff who serve as advisors. Honor societies representing several curriculum disciplines exist to recognize specific academic achievement. Student chapters of several professional societies are also available. Students are encouraged to join campus organizations as a means of meeting new friends and obtaining experiential learning opportunities outside their regular classroom programs. Funding for all clubs and organizations is provided by the Student Senate. In addition, students can find academic honor opportunities on page 45 of this catalog.

### STUDENT SENATE

The Student Senate of Naugatuck Valley Community College is the recognized governing body representing the concerns and interests of the College's student community. Membership consists of representatives elected from each of the various student clubs and organizations, senators who have successfully collected petition signatures from fifty (50) members of the general student body, and four (4) officers selected by campus-wide election each spring semester. Membership is open to all full and part-time students interested in participating. Regular weekly meetings are open to the campus community. The Student Senate is responsible for the recognition and funding of all student clubs and organizations on campus. Operating funds for the Student Senate are provided by the Student Activity Fee.

### ATHLETICS AND RECREATIONAL SPORTS

Naugatuck Valley Community College participates in four inter-collegiate sports: men's basketball, women's basketball, men's baseball and women's softball. In addition, the College offers intramural co-educational cheerleading, soccer and volleyball.

Our athletics programs adhere to rules and regulations from the National Junior College Athletics Association and the Connecticut Community College Athletic Association. A student athlete who is interested in participation must be enrolled in at least 12 credit hours of College courses during the semester of competition. Other College rules and regulations may also apply.

### ALUMNI AFFAIRS

Naugatuck Valley Community College is the result of a 1992 merger of Waterbury State Technical College and Mattatuck Community College. The Alumni Association of each of these institutions merged to create one.

The Naugatuck Valley Community College Alumni Association is involved in a variety of social and cultural programs for members, as well as service and fund-raising activities for the benefit of the College and current student population. An Alumni Association Newsletter is published periodically. This publication covers news, activities, programs, and upcoming events for the Association.

### CHILD DEVELOPMENT CENTER

The Child Development Center is designed to foster the social, physical, emotional and intellectual growth of each child by providing a warm, nurturing and enriching environment. The Center is the academic component of the Early Childhood Education Program and serves as a training center for student teachers. Children of students, faculty and staff are accepted in the extended-day or half-day Program on a first-come, first-served basis. Children must be 18 months of age to enroll in the toddler program and three years of age by September and toilet trained to enroll in the pre-school program.

The extended-day program is offered:

Monday - Thursday	8:00 am - 4:00 pm
Friday	8:00 am - 12:00 noon

The half-day program is offered:

Monday - Friday	8:00 am - 12:00 noon
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The toddler program is offered:

Monday - Thursday	
Extended-Day	8:00 am - 4:00 pm
Monday - Friday	
Half-Day	8:00 am - 12:00 noon

Applicants are encouraged to apply as soon as possible. Traditionally, there is a waiting list of one to two years. For more information, contact the Child Development Center at (203) 596-8604.

### The Discovery School

The Discovery School is open to Waterbury residents on a first-come first-served basis. Children must be three years old at time of enrollment and toilet trained. The Discovery School, inspired by Reggio Emilia, Italy, is funded by the Waterbury Readiness Initiative. The program is open year round Monday through Friday, 7:30am to 5:30pm. Rates are set according to a sliding fee scale. For more information call (203) 596-8604.

### PUBLIC SAFETY SERVICES

The Public Safety Department is located in the Core Building, Room C120, at (203) 575-8113. Members of this department are state police empowered with all rights and responsibilities of their position.

### Parking

Specific parking areas are designated for visitors, students, faculty and staff. Parking decals are required and may be obtained at the Public Safety Office located in the Core Building, Room C120.

Students may park on a first-come, first-served basis in the East or West lots except in those areas designated as Reserved, Fire Lanes, Grass Areas, Faculty, Visitors, Admissions, or Handicapped, and in those identified by a sign on special occasions. The lack of parking space does not permit the violation of a parking regulation. Vehicles may be towed if they are in violation of the parking regulations without notice to the owner. The speed limit in the parking areas and driveways is 15 miles per hour.

The College does not assume responsibility for any motor vehicle, parked or in motion, or its contents.

## STUDENT SERVICES and PROGRAMS

### Services Offered by the Department

The Public Safety Department offers and responds to several types of emergencies including:

- an escort service,
- assistance during emergency evacuations,
- assistance during medical emergencies\*, and
- a lost and found area.

\*Most police officers are trained and certified by the State of Connecticut as emergency medical technicians (EMT). **In the event of an emergency, go to the nearest phone and dial 8112 for assistance.**

### Report on Campus Crime

In compliance with Connecticut General Statutes section 10a-55a, the Federal Higher Education Act of 1998, concerning campus safety, the Department of Public Safety produces a yearly report which describes the crimes reported and investigated on campus. This report is available in the Public Safety Office.

Naugatuck Valley Community College complies with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." This report contains a summary of the NVCC Public Safety Department's policies and procedures along with crime statistics as required. Anyone wanting a copy of the report may obtain one by contacting NVCC's Public Safety Department at (203) 575-8113 or by stopping in the office, Core Building Room 122. The office is open 24 hours per day, 365 days per year.

### BOOKSTORE

Books may be purchased at the George D. Yonan Memorial Bookstore located on the Plaza Level of the Student Center building.

Bookstore hours are:

**Monday - Tuesday**  
8:30 am - 7:00 pm

**Wednesday - Friday**  
8:30 am - 4:30 pm

during the Fall and Spring Semesters

When the College is not in session the normal operating hours are between 8:30am - 4:00pm. Extended hours at the beginning of each semester are printed in the course schedules.

Textbooks are arranged alphabetically by COURSE NUMBER. The Bookstore carries required textbooks and course supplies, as well as clothing, backpacks, glassware and gift items.

### DINING SERVICES

A full service cafeteria style restaurant is available on the 5th floor of the Student Center.

Service hours are:

#### Monday through Thursday

Breakfast: 7:45 am - 10:00 am

Lunch/Dinner: 11:00 am - 6:00 pm

#### Friday

Breakfast: 7:45 am - 10:00 am

Lunch/Dinner: 11:00 am - 1:00 pm

In addition, vending services are available 24 hours a day at:

Student Center Cafeteria

Ekstrom Hall, 6th Floor

Founders Hall

Kinney Hall 5th, 6th and 7th Floors

### FACILITIES SCHEDULING

Arrangements for use of campus facilities are made through the Office of Facility Management. The staff provides assistance and information regarding policies, procedures, fees, descriptions of facilities, logistics management, event planning for meetings, workshops, conferences, and technical support. The Office of Facility Management can be reached by calling (203) 575-8226 or 575-8122.

## 34 STUDENT RIGHTS and GRIEVANCE PROCEDURE

### POLICY ON STUDENT RIGHTS

Naugatuck Valley Community College adheres to the Board of Trustees of Community-Technical Colleges non-discrimination policy as stated on page 9 of this catalog.

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 on his or her own part in society. Evaluation of students and the award of credit must be based on academic performance, regardless of 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.

### STUDENT GRIEVANCE PROCEDURE

#### Definition

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

#### How to File a Grievance

A grievance is to be submitted in writing to the Dean of Learning and Student Development or such other college official as the President may designate (hereinafter, the Dean of Learning and Student Development), within thirty (30) 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 Learning and Student Development shall investigate the grievance and WITHIN THIRTY (30) 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 Learning and Student Development shall consult with the director responsible for the area of the 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 preference, the Dean of Learning and Student Development shall consult with the College's affirmative action person during the course of the investigation, and
- in the case of a grievance against a Dean, the grievance shall be filed with the President.

The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the

grievance WITHIN FIFTEEN (15) DAYS OF RECEIVING THE RECOMMENDATION, EXCEPT FOR GOOD CAUSE OR AS PROVIDED BELOW.

#### 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 Dean 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.

#### REVIEW OF ACADEMIC STANDING

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

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Division Director by filing a written appeal. The appeal must be filed with the Division Director within thirty calendar days of the student's awareness of the decision which is being appealed.
3. Upon receipt of such an appeal, the Division Director 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.
4. The Dean of Learning and Student Development 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 of Learning and Student Development. *At Naugatuck Valley Community College the President has delegated Step 4 to the Board of Academic Appeals.* The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.
5. The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires a broader review. The decision of the president shall be final.
6. The time frames provided herein may be modified by the president for good cause shown.

## STUDENT RIGHTS and GRIEVANCE PROCEDURE

### POLICY ON STUDENT DISCIPLINE

#### Policy Statement

The Board of Trustees of Community-Technical Colleges adopts this policy on student discipline for the system of community colleges in recognition of the need to preserve the orderly processes of the College as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a community college course, program, or extension offering.

#### Proscribed Conduct

A community college may discipline a student in the following situations:

- for conduct that damages or destroys, or attempts to damage or destroy, College property or property of others on College or College-related premises,
- for conduct which constitutes a danger to the personal safety of other members of the College community, including guests or licensees of the College. Intentionally causing or attempting to cause injury is included within the meaning of this provision,
- for conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities on the College campus or other location where College-sponsored activity is carried on,
- for unauthorized possession or attempted possession of College property or property of a member of the College community,
- for acts which violate Board or College rules and regulations,
- for acts of racism, violence, or harassment which violate board policy on racism and acts of intolerance,
- for making a knowingly false statement, either orally or in writing, to any employee or agent of the Board or the College with regard to a College-related matter,
- for forging, altering, or otherwise misusing any College document or record,
- for knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the College campus or (2) off the College campus at a College-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of the provision,
- for academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records, laboratory reports or other data, (f) submitting, if contrary to the rules of a course, work

previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work was submitted or performed, or

- for use or possession of a weapon (as defined in Section 53-206 of the Connecticut General Statutes) in violation of Board or College policy.

#### Discipline Procedures

The Board of Trustees of Community-Technical Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Proscribed Conduct. Accordingly, any student (credit or credit-free) or employee of the College may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided below, all subsequent decisions concerning possible discipline of a student or students rest with appropriate College officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

- A statement of possible violation must be filed in writing with the Dean of Learning and Student Development or other designee of the President (hereinafter referred to as the Dean) within thirty (30) days of the date of the alleged violation or within thirty (30) days of the date that the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of Proscribed Conduct which it is alleged said conduct violates.
- If the Dean concludes that the alleged conduct, taken as true, is violative of the provisions of Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the Dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.
- Following completion of the informal investigation specified above, the Dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that the discipline including the possibility of suspension or expulsion or removal of College privileges would be appropriate.
- If the discipline less than suspension or expulsion or removal of College privileges is contemplated, the Dean may, after an informal hearing, impose such discipline specified in Disciplinary Penalties, except suspension or expulsion or removal of College privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the evidence in his or her behalf. Within fifteen (15) days of the imposition of discipline under this provision, the student may request review of the action by the President. The President may confirm, reduce, or remove the disciplinary penalty.
- If discipline including suspension or expulsion or removal of College privileges is contemplated, the Dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule

or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen (15) days, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.

- In the case of an emergency, the Dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the College poses a danger to persons or property or constitutes an ongoing threat of disruption of the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten (10) days.
- If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the President, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and to have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony on his or her behalf, (f) to a written decision following the hearing, and (g) to a review by the President of the hearing decision upon the request of the student made within fifteen (15) days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings. The Chancellor may promulgate rules for the conduct of formal hearings.
- The President is authorized to appoint College employees and students as the impartial party or panel specified herein and he or she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the grounds that the person(s) is (are) not impartial. The challenge is to be made to the President and the decision of the President shall be final.
- The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the President may confirm, reduce, or remove the penalty specified.
- Except in the case of an emergency as defined above, no disciplinary penalty may be implemented during the fifteen (15) days in which a student is entitled to request a review by the President of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted by the President.

### **Disciplinary Penalties**

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the College in response to student misconduct, including but not limited to the following:

- **EXPULSION:** Expulsion is permanent disciplinary separation from the College involving denial of all student privileges, including entrance to College premises.
- **SUSPENSION:** Suspension is temporary disciplinary separation from the College involving denial of all student privileges, including entrance to College premises.
- **REMOVAL OF COLLEGE PRIVILEGES:** This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two (2) semesters.
- **DISCIPLINARY PROBATION:** Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of College privileges, or (b) repetition of misconduct after disciplinary warning has been imposed.
- **DISCIPLINARY WARNING:** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
- **COMMUNITY SERVICE:** Community service involves an obligation, agreed to by the student, as an alternative to the above, for a given number of hours of service on the campus or in the community at large.

**For more information please contact:**

The Dean of Learning and Student Development,  
Kinney Hall, Room K719.

## Guaranteed Admissions Agreement between the Connecticut Community-Technical Colleges and the Connecticut State University System

### Preamble

The Connecticut State University System and the Connecticut Community-Technical College System share a common mission in support of Connecticut's greatest resource: its educated populace. In this agreement, we affirm our commitment as public institutions of higher education to ensure that our students have maximum educational mobility between institutions in our two systems. The intent of this agreement is to:

- provide barrier-free movement from the associate degree to the baccalaureate degree for students enrolled in public higher education within Connecticut,
- facilitate student access to further public higher education in Connecticut, and
- strengthen the academic and student support partnership between the Connecticut State University System and the Connecticut Community-Technical College System. The Connecticut State University System and the Connecticut Community-Technical College System agree that:

### I. Guaranteed Admission

Graduates of an associate's degree program within the Connecticut Community Colleges with a GPA of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System. Guaranteed Admissions students are treated without disadvantage, vis-a-vis native students, at the university of their choice within the CSU System with respect to admission to specific majors, registration for courses, applicability of grades of different levels, assignment to Junior status, and degree program requirements. Students who wish to be admitted to a major that requires specific courses or grades must meet those requirements. In the case of majors for which articulation agreements have been adopted, Community College students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement; if they satisfy the requirements of that agreement, the provisions of this agreement are also guaranteed. There is no guarantee that all course credit earned at a Connecticut Community College will be accepted for transfer to a university within the Connecticut State University System. However, ***all Guaranteed Admission students are guaranteed Junior status and guaranteed that a minimum of 60 transfer credits will be applied toward a baccalaureate degree at the university.*** If a student enrolls in a comparable university degree program and does not subsequently change her/his program, she/he will be required to complete no more than the Specified Remaining additional credits toward the baccalaureate degree requirements, unless the combination of any unfulfilled general education requirements, any credit with grades which do not satisfy the requirements of the student's major, and any other unfulfilled requirements of the student's major at the university total more than the Specified Remaining additional credits (where "Specified Remaining additional credits" is defined as the total number of credits required for graduation minus 60). Graduates of a Community College who meet the requirements for guaranteed admissions must still make application by the date and on the forms prescribed by each university within the CSU System, including the submission of all the required transcripts, documents, and fees.

### II. General Education Transfer Pattern

Courses which fall within the categories listed below will be accepted toward meeting the General Education requirements of any university within the Connecticut State University System, to the maximum designated for each category.

<b>DISCIPLINARY AREA</b>	<b>CREDITS</b>
Composition, Literature, Communications	6-9
Behavioral Sciences	3
Social Sciences	3
Humanities (other than literature)	
Note: "Humanities other than literature" consists of Philosophy or	
Foreign Language courses	3
Fine Arts	3
History	3
Natural and Physical Sciences	7-8
Mathematics	3-4

Note: Mathematics courses must be true collegiate level

NOTE: All two-year college students are urged to consult transfer counselors early in the course selection process to determine which courses will fulfill not only general education requirements of the transfer university, but which may also fulfill requirements of the intended major. The above courses will only partially fulfill general education requirements of the universities in the CSU system. However, other courses may also satisfy general education requirements of a specific university; all students are urged to consult admissions and/or transfer counselors to explore options. Transfer students will be required to complete the general education requirements of the specific receiving university.

### III. Information Sharing

The Connecticut Community Colleges and the universities within the Connecticut State University System agree to share information about students who will be eligible for guaranteed admission into a university of the CSU System, to the extent permissible under appropriate statutes, regulations and institutional policies regarding confidentiality of student records. This exchange of data allows institutions to provide students with the broadest range of academic choices and support services, thereby creating an environment conducive to academic success.

- A. Participating Community Colleges are encouraged to inform students seeking enrollment in Connecticut Community Colleges about Guaranteed Admission to Universities within the Connecticut State University System. At any time during her/his studies at a Community College, the student will be given the opportunity to grant written permission for participating institutions to share essential academic information about the student on a confidential basis, in order to facilitate effective advising and assist in the evaluation of the program.
- B. To the extent permissible under applicable law, the Connecticut Community Colleges agree to provide the universities within the CSU System with information such as names, addresses, major choice and academic progress for students eligible for the Guaranteed Admissions Program.

- C. To the extent permissible under applicable law, the universities of the CSU System will provide participating Community Colleges with academic information on students who have been accepted under the Guaranteed Admissions program, such as graduation and retention rates, grade point averages, and academic majors and degree programs. Any release of such information shall not, directly or indirectly, transmit personally identifying information about any student who has not granted permission for the participating institutions to share such information.
- D. Each university within the CSU System agrees to provide applicants not offered university admission with information on the Guaranteed Admissions Program. Each university will provide the appropriate Community College(s) with names and addresses of all such applicants who grant permission for the release of this information.
- E. In order to encourage students who leave a university for academic reasons to consider educational opportunities at the Community Colleges, the universities of the CSU System agree to undertake reasonable efforts to provide participating Community Colleges with the names, addresses and other pertinent academic records of such students who grant permission for the release of this information.
- F. In seeking or accepting permission from students (or parents, if applicable) for release of information referred to in this Section III, the universities and colleges shall define the specific purposes and use for this information and shall use such information accordingly. All student (or parent, if applicable) permission granted for the purpose of this section shall be in writing.

#### IV. Advising and Communicating with Students

The Connecticut Community-Technical College System and the Connecticut State University System emphasize collaborative communication with students eligible for the Guaranteed Admissions Program and support joint advisement of students who anticipate enrollment in a baccalaureate degree program through the Guaranteed Admissions Program.

- A. The offer of admission from a Community College will inform students of the existence of the Guaranteed Admissions Program with CSU. These admissions communications will also identify the individuals responsible for the Guaranteed Admissions Program.
- B. Program advising materials, listing courses to be completed at the Community Colleges and subsequently at the universities of the CSU System, will be available on both Community College and university campuses and will be distributed appropriately to advisers and participating students. Each university and Community College agrees to use its

best effort to provide Community Colleges and universities of the CSU System, respectively, with prompt notification of changes in programs and curricula.

- C. At least one university within the CSU System will offer at least one university registration/enrollment information session annually for students eligible for the Guaranteed Admissions Program on each participating Community College campus.
- D. The universities of the CSU System agree to provide to students completing the requirements of the Guaranteed Admissions Program the opportunity for pre-registration along with current university students.

#### V. Further Understandings

The Guaranteed Admissions Program does not:

- replace, alter or abrogate existing articulation agreements;
- prevent a university within the CSU System from admitting Community College students through existing admission processes;
- prevent a university from eliminating a school, college, department or degree program;
- waive any program requirement;
- ensure eligibility for federal, state, or institutional financial assistance; or
- provide any guarantees or representations regarding tuition rates or fees at the universities within the CSU System or the Connecticut Community Colleges.

Students who are admitted to a CSU university under the Guaranteed Admissions Program, but who subsequently transfer to an institution other than the CSU university which they selected under the program, shall not receive any guarantees under the Guaranteed Admissions Program if they subsequently enroll at that university.

#### VI. Other Agreements

Specific Transfer and Articulation agreements between the Connecticut Community Colleges and each university within the CSU System supplement this general agreement. Moreover, the CTC System and the CSU System agree that additional Transfer and Articulation Agreements between each university within the CSU System and the Community Colleges which are primary feeders of each university may be accepted by the Board of Trustees of each System to serve as pilots for more general agreements.

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Created by: Karen Sue Grosz Revised: November 26, 1997.  
URL: <http://www.commnet.edu/index.html>*

**An Agreement Between  
Naugatuck Valley Community College  
and**

**The Bachelor of General Studies Program at the University of Connecticut in Waterbury**

Both Naugatuck Valley Community College (NVCC hereinafter) and the University of Connecticut's (UCONN hereinafter) Bachelor of General Studies (BGS hereinafter) program in Waterbury wishes to extend educational opportunities and services to students who wish to attend college in the greater Waterbury area. This agreement establishes a Cooperative Educational Pathway Program (CEP) whereby a student admitted as an NVCC student and successfully completing the associate's degree at NVCC can then move automatically into undergraduate status at UCONN as a BGS student.

NVCC will be responsible for the selection of students for the CEP program. Such students will be either newly admitted to an associate's program or be already in an associate's program at NVCC in good academic standing. Selected students will receive a letter from the Waterbury BGS program at UCONN guaranteeing admission into the BGS program at Waterbury upon the successful completion of the associate's degree at NVCC with an overall grade point average of 2.0 or better. This letter guaranteeing admission may be given to a CEP program student at the time of admission to NVCC or shortly after the student has been selected by NVCC if already admitted and attending NVCC.

For a student in the CEP program, UCONN's BGS program in Waterbury guarantees that he or she will begin studies at UCONN in junior level status. Course credits recognized by NVCC as degree credit at NVCC will be accepted by UCONN's BGS program. Courses which ordinarily transfer into UCONN as specific UCONN courses or as a disciplinary elective credit will transfer into the BGS program in this manner. Course credits which are ordinarily not transferable into other UCONN programs because of the subject matter involved, how credit was awarded, or the grade will transfer into UCONN as BGS unassigned elective credits, which can only be used in the BGS program for admission. Students may enter the BGS program and pursue an individual-

ized program of study or one of the BGS focus programs. In either case, ordinarily transferable credits can be used toward degree requirements. A CEP program student can choose to enter UCONN under the UCONN catalog requirements in effect when he or she began studies at NVCC or the catalog in effect upon beginning the BGS program. Basic biographic data for UCONN computer systems as well as an official NVCC transcript will be required but the BGS application fee will be waived. If a CEP student has also attended other colleges in addition to NVCC, an official transcript from each college will be required.

Both NVCC and BGS at Waterbury will share appropriate data on CEP program students so that both institutions can monitor each student's progress. Students in the program should be advised about this sharing of information and they agree with this provision upon their acceptance of admission to the CEP program.

This agreement will be in effect for a period of five (5) years, from spring semester 2000 through fall semester 2004, after which the agreement will be reviewed and continued or terminated as each institution wishes. NVCC students interested in being admitted or changing majors to UCONN degree programs other than BGS at the Waterbury campus or another UCONN campus will be expected to follow regular application procedures and meet the appropriate admission standards of the university applicable to the desired program without a guarantee of admission to UCONN or of junior level status if admitted to UCONN.