

Academic Policies and Procedures

Academic Credit Hour Definition

Asnuntuck Community College is in compliance with the federal definition of credit hour. For each credit hour, the College requires, at a minimum, the equivalent of three hours of student academic work each week. For instance, a typical 3 credit class during a 15 week semester involves a minimum of 9 hours of work per week. Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, field work, performance, internships and practica. Additional academic activities include, but are not limited to, reading, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

SEMESTER HOUR DEFINITION

Courses designated by semester hour are intended to prepare students for credit hour course work. Semester hour designations have expectations of 50 minutes of classroom or direct faculty instruction and a minimum of 2 hours of student work outside of class each week for each semester over approximately 15 weeks (semester hour courses do not count towards graduation).

GRADES AND GRADE POINTS

Letter grades are given at the end of each semester to indicate how well a student has met the goals established for each course. For each letter grade, there is a corresponding number called a grade point. These are used to calculate a student's grade point average, or GPA.

GRADES, GRADE POINTS AND GPA:

GRADE POINTS GRADE EXPLANATION

A	4.00	outstanding
A-	3.70	outstanding
B+	3.30	above average
B	3.00	above average
B-	2.70	above average
C+	2.30	average
C	2.00	average
C-	1.70	average
D+	1.30	below average
D	1.00	below average
D-	0.70	below average
F	0.00	fail — Appears on transcript and counts in the GPA.

ADMINISTRATIVE NOTATIONS NOT USED IN CALCULATING THE GPA:

GRADE EXPLANATION

AU 0.00 audit (not for credit)
Students may change from credit to audit or from audit to credit only until the last day for audits.

I 0.00 incomplete
Temporary grade assigned to a student by the instructor. Course work must be completed by the end of the tenth week of the next standard semester. Student obtains an Assignment of Incomplete form from the Registrar and the instructor submits it with the final grade roster. Please note that although a student may request an Incomplete, the instructor is not required to honor the request.

N 0.00 no basis for a grade

M 0.00 maintaining progress
Used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.

P 0.00 pass

TR 0.00 transfer
Assigned by the Registrar

W 0.00 withdrawal
Assigned by the Registrar

GRADE POINT AVERAGE (GPA)

The grade point average is a numeric representation of your cumulative performance at ACC. To calculate your GPA, multiply the grade point for each course, add up all the number of credits for that course, add up all the resulting grade point totals and divide by the total number of credits.

Example: In one semester you take five courses, each for 3 credits, and receive these grades:
 A, B, B+, C+, C

To calculate your semester GPA, multiply each grade point by the number of credits:

4.0	x	3	=	12.0
3.0	x	3	=	9.0
3.30	x	3	=	9.9
2.30	x	3	=	6.9
2.0	x	3	=	6.0
		Total	=	43.8

Divide the total number of grade points by the number of credits:

$$43.8/15 = 2.92$$

FRESH START OPTION

3.8.1 FRESH START

1. Colleges shall have a policy, called Fresh Start, which will allow students who have not attended college for a period of two or more years and who have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students accepted for enrollment under Fresh Start will meet with a designated college official to determine their academic status for re-entry into the College.
2. All grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. If the Fresh Start option is approved, all grades included in the Fresh Start term(s) will have a grade notation (^) added to the grades. The student will receive credit for courses with a grade of C- or above, including "P" (Pass).
3. The Fresh Start option can be used only once.
4. The Fresh Start option does not apply to any completed degree or certificate.
5. A student must complete a minimum of 15 credits after returning to college under the Fresh Start option to be eligible for a degree or certificate, and for graduation honors.
6. Each college is responsible for developing its own procedures for managing Fresh Start, including where and how the student applies, what forms are used, who approves the application, and how the student's progress is monitored.

(Adopted July 28, 2003; amended June 19, 2006)

REPEATED COURSES

Courses may be repeated for a higher grade. No course may be repeated more than twice. All grades will be entered on the student's record, but only the highest grade earned will be computed in the grade point average. A student may receive credit for the same course only one time.

INCOMPLETE GRADES

An incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the semester and who has received a written time extension from the instructor.

A student requesting an incomplete must:

- have completed 75% of the course work prior to the request

- request the incomplete from the appropriate instructor
- if granted, sign the "Assignment of an Incomplete" form. The instructor will indicate on the form the grades that have already been earned by the student and the work that remains to be completed.

The instructor must send a copy of the form, with appropriate signatures, to the Registrar's Office by the semester grade deadline.

The coursework must be completed per the instructor's expectations and the deadline may not be extended beyond the 10th week of the next standard semester (Fall or Spring). Incompletes not updated will convert to the grade indicated on the original form. The "I" will convert to an "F" if no grade is indicated.

COURSE SUBSTITUTIONS AND PREREQUISITE WAIVERS

Course Substitution and Prerequisite Waiver forms are meant to ensure that course substitutions and prerequisite waivers are well documented. The process for a course substitution or a prerequisite waiver request can be initiated by a student, advisor or faculty member. The forms are available in the counseling area.

AUDITING COURSES

A student may request audit status from the Registrar. An audited course confers no credit, grade, or quality points. Auditors pay tuition and fees at the same rate as students taking the course for credit. Financial Aid does not cover audited courses. Students must complete an Audit Form obtained from the Registrar's Office.

In order to register as an auditing student, the prospective student must meet all college requirements and obtain the consent of the instructor.

Although auditors are not required to complete examinations or other academic exercises in the course, details of the auditor's participation in class activities will be determined by prior agreement between the student and the instructor. Audited course(s) will be shown on the student's transcript with the symbol "AU" in the grade column and will not carry any credit hours or quality points. An audited course does not meet any prerequisite.

A student may not register as an audit student until the first day of classes. Changes from credit to audit are not permitted after the fourth week of class. Changes from audit to credit must occur before the end of the fourth week of class and with the written permission of the instructor.

ADD/DROP AND WITHDRAWAL POLICY

Once a semester has begun, course schedule changes can be made in various ways. Changes made to a course schedule that increase or decrease total number of credits in which a student is enrolled will affect billing and financial aid.

Students should carefully review the Financial Aid and Tuition and Fees sections of this catalog before making schedule changes and meet with a Financial Aid counselor to determine any impact.

ADD/DROP AND COURSE WITHDRAWAL

Courses may be added to a student's schedule through the first seven (7) days of a standard semester (fall or spring). Students may drop or add a class:

- online at <http://my.comnet.edu>,
- in person at the Registrar's Office,
- or by faxing an Add/Drop form to 860.253.3016.

It is the student's responsibility to contact the instructor and make up missed work if the course added has already met.

Courses may not be added on or after the eighth (8th) calendar day after classes begin. Students who wish to add after this date can consider our late-start schedule.

Courses that do not meet for the standard fifteen (15) weeks, including Summer session, Wintersession, accelerated, and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases the add/drop period can be as short as one day. Please consult your instructor the Registrar's website for applicable dates.

DROPPING AND WITHDRAWING FROM A COURSE

Courses **dropped** during the Drop Period - the first fourteen (14) days of each standard semester - will not appear on students' academic transcripts, but affect billing and financial aid.*

After the Drop Period, a course withdrawal is reflected by a "W" notation on a student's transcript. A student may withdraw from a course through the end of the eleventh (11th) week of the semester, but the instructor's signature (or an email directly from the instructor to the Registrar) is required to withdraw after the sixth (6th) week of the semester. Students are encouraged to meet with a financial aid counselor to determine the impact that a withdrawal will have on financial aid awards.

A student may not obtain a transcript notation of "W" in a course if there exists a substantial reason to believe that the student has engaged in academic misconduct in the course. A transcript notation of "W" will only be permitted for such students when the final resolution of the case is a finding that the student did not commit the alleged academic misconduct in the course.

TRANSCRIPT & FINANCIAL IMPACT OF DROPPING OR WITHDRAWING FROM COURSES

STANDARD 15 WEEK SEMESTERS (FALL & SPRING)**

Any change in the number of credits in which a student is enrolled can have an impact on Financial Aid. Meet with a Financial Aid counselor to determine any impact.

TIMING OF DROP/WITHDRAWAL	IMPACT ON TRANSCRIPT	FINANCIAL IMPACT	INSTRUCTOR SIGNATURE REQUIRED?
Before semester begins	Course will not appear	Fees not refunded 100% tuition refunded	No
Semester weeks 1-2 (Drop Period)	Course will not appear	Fees not refunded 50% tuition refunded	No
Semester weeks 2-6	"W" recorded	Fees not refunded Tuition not refunded	No
Semester weeks 7-11	"W" recorded with instructor permission	Fees not refunded Tuition not refunded	Yes
Semester weeks 12-15	Grade calculated based on work completed	Fees not refunded Tuition not refunded	n/a, withdrawal not permitted

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ACADEMIC ADVISING

Academic advising is a partnership between student and advisor that empowers students to reach academic, career and lifelong learning goals. Through an educational process, students learn to make informed decisions to optimize their academic experience.

- NEW students meet with an Academic Advisor in the Center for Advising & Student Achievement (C.A.S.A.) to become oriented to the advising process and to plan their first semester of coursework.
- CONTINUING students should contact their Assigned Faculty Advisor to plan future semesters and talk about course options. Faculty Advisors are assigned once a student has registered for classes and are assigned according to a student's declared program of study. Faculty advisors send their advisees an email with contact information, office hours, and information about setting up an appointment in mid-September (once all students have registered and have been assigned Faculty Advisors).

Advising walk-in hours are held during registration periods which are typically from April to the beginning of September for Summer and Fall registration, and then from November to the beginning of February for Winter and Spring registration. For more information, go to: www.asnuntuck.edu/advising

CENTER FOR ADVISING & STUDENT ACHIEVEMENT (C.A.S.A.)

ACADEMIC ADVISING

New students are encouraged to meet with an Academic Advisor to discuss initial goals, full or part time status, placement results, and course options. It is essential that new students check in with an Academic Advisor to make sure that he or she is on the right track in the first semester. Academic Advisors can review transcripts, provide unofficial transcript evaluations, and can verify prerequisites that have been completed at other institutions of higher education. Most importantly, Academic Advisors want to make sure that the student is set up for success in the first year and beyond.

TRANSFER ADVISING

Students intending to transfer should meet with the Academic & Transfer Advisor as early as their first semester. Once a program of study has been selected, students are encouraged to meet with the Academic & Transfer Advisor each semester to make sure they are fulfilling major requirements and enrolling in courses transferable to their chosen school(s). Visit the Transfer

Services website www.asnuntuck.edu/transfer for more information about the transfer process.

CAREER DEVELOPMENT

Whether you are established in your career field of choice, still searching for that right fit, or working on moving up, ACC has career services to help you succeed. Asnuntuck supports students in choosing majors, exploring career options and paths, creating resumes, networking, and many other career development processes. We provide workshops and programs throughout each semester, and a variety of resources are accessible on our website and in C.A.S.A. The Academic & Career Advisor, is also available for scheduled one-on-one appointments. For more information, please visit: www.asnuntuck.edu/career

TITLE IX & DIVERSITY

Sexual Misconduct is a serious issue that affects college students, impeding their ability to participate fully in their studies. At Asnuntuck we are committed to having an informed campus that understands reporting responsibilities and is aware of available campus resources critical to creating a culture of caring and compassion in support of our students and community.

A Title IX coordinator's core responsibilities include overseeing the school's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports, disclosures and complaints. This means that the Title IX coordinator must have knowledge of the requirements of Title IX, of the school's own policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the school. The Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. To learn more about "Sexual Misconduct Policies" please visit our web site at: www.asnuntuck.edu/student-services/sexual-misconduct

CHANGE OF PROGRAM

Students may change their program by seeing a counselor or a member of the Student Services staff, and by filling out a Declare or Change a Major form available at the Registrar's Office. Students may also change their program at the time of registration. Students receiving veterans' benefits or other forms of financial aid should be aware that program changes may be restricted.

STUDENT STATUS

The College does not classify students as freshmen or sophomores. To qualify for graduation, a student must

meet specific degree requirements, achieve a 2.0 grade point average in the major field of study and a 2.0 overall average. Students should periodically see an academic advisor to ensure they are meeting the necessary program requirements.

ACADEMIC STANDARDS

STATEMENT ON SATISFACTORY PROGRESS

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the College.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

(Adopted October 17, 1993; amended January 28, 2002; amended February 23, 2004; amended September 20, 2004; amended February 14, 2005)

ASSOCIATE DEGREES/MULTIPLE

Students who already hold an academic degree may earn a second degree in a different curriculum at Asnuntuck Community College. Such students shall be treated similarly to transfer students with respect to the minimum number of credits they must take for the second degree. This requires that a student meet all program requirements and earn at least 25 percent of the minimum requirements for the new curriculum at Asnuntuck.

A student may earn two degrees simultaneously at Asnuntuck Community College by fulfilling all requirements stated above.

Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least 25 percent of the minimum requirements for the new curriculum at Asnuntuck.

Completion of the requirements of an additional program option does not constitute a different degree.

GRADUATION REQUIREMENTS

It is the student's responsibility to notify the College that he/she wishes to graduate. This is accomplished by submitting an Application for Graduation form. This must be done by: March 31 for the May graduation; August 1 for the August graduation; December 1 for the December graduation. There are no ceremonies for the August and December graduations. August graduates may request to participate in the May Commencement if they are no more than four credits short of their degree or certificate requirements. An Appeal to Participate form must be filled out in the Registrar's Office. December graduates may participate in the Commencement ceremony held the following May.

Students must apply for graduation once all their requirements, except courses in progress, for their degree programs are satisfied. They must have a 2.0 GPA overall, and a 2.0 average in their major requirements. Students who wish to graduate must have their records of all prior semesters in order by the end of the preceding fall semester. Any incompletes earned in the fall, any required transfer credits, or any non-traditional credits needed for graduation must be recorded on the student's record prior to April 1. Students must also satisfy all financial obligations to the College. Failure to meet the above deadlines absolves the school of any responsibility to graduate the student.

ACADEMIC HONORS

Honors for exemplary academic achievement are awarded to Connecticut Community College students at the end of each semester and at graduation.

SEMESTER HONORS

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

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

A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

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

GRADUATION HONORS:

3.9 to 4.00 grade point average
Summa Cum Laude or Highest Honors

3.7 to 3.89 grade point average
Magna Cum Laude or High Honors

3.4 to 3.69 grade point average
Cum Laude or Honors

An incomplete grade for any class during the semester will make the student ineligible for honors at graduation. However, upon completion of the coursework, if the student has earned the required grade point average, the appropriate level of recognition will be noted on the student's official transcript.

At the Asnuntuck Commencement Ceremony, Associate degree candidates who are members of Phi Theta Kappa Honor Society wear a gold sash. Gold cords are worn by students who are graduating with a 3.7 GPA or higher. The President's Award for Academic Excellence is awarded in recognition of outstanding academic accomplishment of associate degree graduates with a perfect 4.0 cumulative average and is presented at commencement.

Annually, each community college shall determine the students eligible to receive the award in accordance with the following criteria:

- Recipients must be graduating students who have earned a cumulative quality point ratio of 4.0.
- Recipients must have completed the degree requirements of an approved associate degree program and must have completed at least 50% of the degree requirements in residence at the community college awarding the degree.
- Graduates shall not be disqualified from receiving the award on the basis of having a "W" or other similar transcription notation of official course withdrawal(s).

This policy shall be implemented in recognition of the existence and intent of "Fresh Start" policies of community colleges.

WAYS OF OBTAINING COLLEGE CREDIT

We believe that students should be given the widest possible choice of methods to receive college credit. At the present time, the following different methods are available for students.

1. COURSE WORK

A. CLASSROOM INSTRUCTION

The foundation of the College is the traditional classroom style course. The majority of course descriptions reflect this. The credit granted is noted in each of those descriptions.

B. INDEPENDENT STUDY/299 COURSE NUMBERS

The Independent Study program was designed to provide advanced students the chance to study beyond the level of regularly offered courses. Students interested in an Independent Study course should contact a full-time instructor in their area of interest to work out a program of study, objectives, materials, resources to be used, method of evaluation, and length of time needed to complete the program. A student may register after an Independent Study Application has been submitted by the instructor to the Registrar's Office.

A student will be allowed to take one course (3-4 credits) per semester. The maximum number of credits that will be accepted towards a degree will equal no more than nine credits. Exceptions may be granted by the Academic Dean. Students planning to transfer to another institution should contact that institution to determine if it will accept Independent Study credits. Not all institutions will accept Independent Study credits.

C. DIRECTED STUDY

A Directed Study is a special arrangement with a full-time faculty member for an approved course, e.g., a course listed in the current college catalog. Class meets as agreed to by the instructor and the student.

D. SPECIAL TOPICS/298 COURSE NUMBERS

Each major academic area may offer a Special Topics course. This course is a one-semester offering dealing with issues/content identified as pertinent to the college curriculum but not in the formalized offerings. A specific description for a specific semester is found in registration materials and with staff of Student Services.

2. CREDIT BY EXAMINATION

Three types of Credit by Examination are available. Please note that not all colleges will accept credits granted in this manner.

A. ADVANCED PLACEMENT

Degree credit will be granted on the basis of scores on the Advanced Placement Examinations administered by the College Entrance Examination Board. Students who earn scores of 3 or higher receive credit for the courses for which the examinations are stipulated as measures.

B. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) tests are designed to measure college-level learning acquired outside of the college classroom through independent reading, job training, accelerated high school courses, or other life experience and non-traditional sources.

Degree credit, to a maximum of 48 semester hours, will be granted on the basis of the College Entrance Examination Board, CLEP policy in accordance with standards established by the College and the Board of Regents. Students must submit official scores of CLEP examinations to the Office of Admissions for evaluation of credit. Students interested in using CLEP credits as transfer credits to other institutions are advised to determine in advance whether the college to which they hope to transfer will accept CLEP credit.

The CLEP program offers two types of examinations:

GENERAL EXAMINATIONS provide a measure of undergraduate achievement in five basic areas: English composition, humanities, mathematics, natural science, and social science/history. The tests assess the student's knowledge of fundamental facts and concepts, ability to perceive relationships and understanding of basic principles.

SUBJECT EXAMINATIONS measure achievement in undergraduate courses. These tests measure the understanding of fundamental facts and concepts that would normally be covered in a college-level course in a spe-

cific subject area. There are subject examinations available in composition and literature, foreign languages, history and social sciences, science and mathematics, and business. A complete listing of CLEP testing centers and dates can be found at www.collegeboard.com.

C. CREDIT BY EXAMINATION NOT COVERED BY CLEP**CHALLENGE EXAMS**

At the discretion of the appropriate instructor and the Academic Dean, a student may take a special examination for credit for a course without having enrolled in that course, usually because of previous studies or experience. Such an examination will be administered and a grade assigned under the direction of the Academic Dean. Contact a counselor for information.

OVERSEAS ACADEMIC PROGRAMS

Asnuntuck Community College students may take courses in England, France, Jamaica, Ireland, Germany, Spain, Switzerland, Portugal, Italy, Greece, Mexico, Israel, Costa Rica, Japan, Cyprus, Egypt, Colombia, and China. College students may participate in academic programs in the liberal arts, languages, business programs and areas such as catering and hotel management and filmmaking. These overseas study opportunities are offered through Three Rivers Community College and the College Consortium for International Studies (CCIS). Students are eligible to apply for the same loans or grants that they would be eligible for on the Asnuntuck Community College campus. For further information, contact the Academic Affairs Office.

TRANSFER

Four-year institutions, public and private, Connecticut and out-of-state, all have unique procedures and requirements for acceptance of community college students and credits in transfer.

Students intending to transfer are encouraged to take advantage of the services and resources provided by the Transfer Services office as early as their first semester. Transfer planning information including equivalencies, agreements, and pathways are available on the Transfer Services website: www.asnuntuck.edu/transfer.

Transfer events are regularly scheduled throughout the academic year including a large college fair, information sessions, luncheons, and Transfer Tuesday visits. Students are strongly encouraged to participate in transfer programs and events to explore potential transfer options.

Once a program of study has been selected, students are also encouraged to meet with the Transfer Advisor each semester to make sure they are fulfilling major requirements and enrolling in courses which are transferable to their chosen school(s).

Asnuntuck Community College has established several guaranteed admission agreements with colleges and universities, including University of Connecticut, the Connecticut State Universities, American International College, Albertus Magnus College, Bay Path University, the University of St. Joseph, and Sacred Heart University. Specific eligibility requirements apply to each of the programs. The following information outlines the criteria for each program, but interested students are encouraged to meet with the Transfer Advisor during the first semester at ACC for further information.

TRANSFER TO ASNUNTUCK

At all community colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Council for Higher Education Accreditation as either a Regional Accrediting Organization or a Specialized and Professional Accrediting Organization in accordance with the following:

11. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Connecticut State Colleges and Universities Board of Regents for Higher Education.
12. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). 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.
13. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.
14. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty

courses from a non-specially accredited program, the College shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

15. This policy shall appear in all college catalogs.

(Adopted January 16, 1973; amended November 19, 1979; amended May 16, 2005; amended May 21, 2007)

TRANSCRIPTS

In compliance with the Family Educational Rights and Privacy Act (FERPA), transcripts may only be obtained while securely logged in to your student account or with a signed request form. Transcripts may be requested in the following ways:

ONLINE

- Any student who attended after 1983 can request an eTranscript using our third party transcript processing service. eTranscripts are official and can be provided to a valid email address on the same day of the request.
- Current or recent (within 2 1/2 years) students have active accounts with the College and should request a transcript using their myCommNet account.

IN PERSON

- Students must complete and sign a Transcript Request Form at the Registrar's Office. Official transcripts are processed once daily and will be mailed directly to the address indicated on the form.

BY MAIL/FAX

- Mail or fax a completed and signed Request Form to the Registrar's Office. This form can be obtained in the Registrar's Office or downloaded from our website.

Transcripts are provided free-of-charge but are not processed while-you-wait. In order to obtain a transcript, the student must be in good financial standing with the college.

The end of each semester is a busy time for transcript requests please allow at least one week for processing during this time.