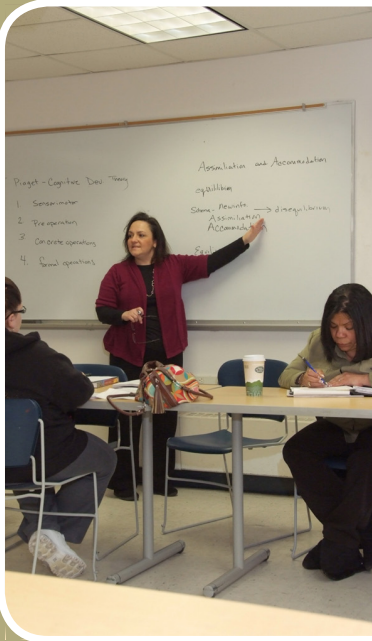


# WE'RE ALL ABOUT YOU.

2010 - 2011 Student Handbook



Gateway  
Community  
College

Open Doors  Open Minds

# WELCOME TO GATEWAY COMMUNITY COLLEGE

This handbook is designed to answer some of the most frequently asked questions about the College. It will also provide you with information about the services available to you and the standards to which you are held as a Gateway Community College student. You will also find information about Gateway's organization and procedures.

Your success is important to us and the faculty, staff and students are here to help. If, after reading through this handbook, you are still unable to find the information you need - just ASK!

The "Where To Go For Assistance" listings in Appendix B on page 128 will assist you in finding the appropriate person to ask, and you can find more information about Gateway Community College and its procedures in the College Catalog, or you can visit our web site at [www.gwcc.comnet.edu](http://www.gwcc.comnet.edu).

Property of: \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

In case of emergency, please notify:

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone # \_\_\_\_\_



*Open Doors*  *Open Minds*

Long Wharf Campus – 60 Sargent Drive, New Haven, CT 06511  
North Haven Campus – 88 Bassett Road, North Haven, CT 06473

A State of Connecticut Two-Year  
Institution of Higher Education

Gateway Community College is accredited by the New England Association of Schools and Colleges, Incorporated. Curricula are licensed and accredited by the Board of Governors for Higher Education in Connecticut.

2010-2011 Edition

The college reserves the right to modify any statement contained herein. Students are responsible for compliance with all regulations contained in the catalog and the dates cited in the official academic calendar.

*Acknowledgement: Special thanks to the following offices for their dedication and assistance:  
Publication Services, Dean of Students and Student Development and Services.*

**ACADEMIC CALENDAR 2010 - 2011****FALL 2010**

August 25	Last Day of Extended Registration before Classes Begin
August 26	Professional Day
August 27	College Day
August 30	First Day of Regular Semester
September 3	Last Day to Add Classes (Until 4:00 pm)
September 4 - 6	Labor Day Recess (COLLEGE CLOSED)
October 11	Columbus Day (COLLEGE CLOSED)
October 22	Mid-Term Deficiency Reports Due from Faculty
November 5	Last Day to Make Up Incomplete Grades from spring 2010
November 12	Last Day to Withdraw from Individual Classes
November 24	Faculty Planning Day (No classes)
November 25	Thanksgiving (COLLEGE CLOSED)
November 26 – 27	NO CLASSES
December 13	Last Day of Classes
December 14 – 20	Final Examinations
December 23	Last Day to Submit Final Grades (by 12 noon)
December 28	Semester Ends

**SPRING 2011**

January 17	Martin Luther King Day (COLLEGE CLOSED)
January 18	Last Day of Extended Registration before Classes Begin
January 19	Professional Day
January 20	College Day
January 21	First Day of Regular Semester
January 27	Last day to Add Classes (until 7:00 p.m.)
February 21	President's Day (COLLEGE CLOSED)
March 18	Mid-Term Deficiency Reports Due from Faculty
March 21 – 26	Spring Recess (No Classes)
April 5	Last Day to Make up Incomplete Grades from fall 2010
April 8	Last Day to Withdraw from Individual Classes
April 8	System Professional Day for Faculty (No Classes)
April 22 - 23	Easter Recess (COLLEGE CLOSED)
May 9	Last Day of Classes
May 10 – 16	Final Examinations
May 19	Last Day to Submit Final Grades (by 12 noon)
May 26	Graduation
May 30	Memorial Day (COLLEGE CLOSED)
June 1	Semester Ends



## ***A Message From the President***

I am pleased to welcome you to Gateway Community College. We take pride in providing equal access to a high-quality education, state-of-the-art equipment and laboratories, and a caring faculty and staff who provide the educational support you will need to achieve your learning goals and maximize your human potential.

I encourage you to become familiar with the contents of this document. It will be your guidebook during your time at the College.

My vision for Gateway Community College is to provide you with the best possible choices for success. I realize that you are here because you have made the decision to improve the quality of your life through education. In doing so, you also enhance the quality of your future and the future of our community.

I wish you the best in your lifelong endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Dorsey L. Kendrick". The signature is written in black ink and is positioned above the printed name.

Dorsey L. Kendrick, Ph.D.  
President

## Letter from the Dean of Students

Dear Student:

The faculty and staff of Gateway Community College congratulate and welcome you as a student. You have made a wise choice in coming to this highly respected and fine institution of higher learning to further your education. We believe you will find that Gateway offers everything you need to advance your academic pursuits.

You are about to begin a new phase in your lives, and while you have had many different kinds of experiences, I hope that you will find that your experiences at Gateway will be rewarding and enriching. We are all committed to providing you with the best education possible so that you will be able to reach your career and personal goals now and in the future.

As a Gateway Community College student, you will be afforded the opportunity to pursue excellence in your educational endeavors. You will also be presented with a chance to grow and develop academically and socially as well. I urge you to take advantage of the many opportunities that will present themselves to you. Also, while studying at Gateway, I encourage you to become involved in student activities so that you will receive the fullest benefit from your college experience and further maximize your time here.

This Student Handbook has been developed for your convenience to assist you in your transition as a college student. Take some time to review the information in this handbook. You will find it is a valuable resource.

Gateway Community College is growing by leaps and bounds, and we are in the midst of an exciting venture. While exciting changes are taking place, it is our fervent intention to meet the educational needs of the local, regional, state, and global communities to which we all belong. As a student and a member of our Gateway Community College family, you will benefit from our forward movement.

May your time with us be filled with much success and great joy!

Sincerely,



Wilson Luna, Ed.D.  
Dean of Students

# GATEWAY COMMUNITY COLLEGE STUDENT HANDBOOK

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## SECTION I

### COLLEGE TELEPHONE DIRECTORY

Toll Free College Number	1-800-390-7723
General Information:	285-2000
Long Wharf Campus	285-2017
North Haven Campus	285-2406
College Web Address	<a href="http://www.gwcc.comnet.edu">www.gwcc.comnet.edu</a>

#### **Administration and College Services**

Academic Advising	285-2124
Admissions – Applications	285-2010
Affirmative Action Officer/Institutional Research	285-2415
Athletic Office	285-2213
Alumni Association	285-2186
Bookstore – Long Wharf	865-5614
Bookstore – North Haven	239-3049
Business and Industry Services	285-2300
Business Office	285-2009
Cafeteria – Long Wharf	285-2248
Cafeteria – North Haven	285-2339
Career Services/Job Placement – Long Wharf	285-2144
Center for Educational Services – Long Wharf	285-2217
Center for Educational Services – North Haven	285-2348
Charter Oak College	1-800-832-3800
Child Care/The Early Learning Center	285-2130
College Life Office	285-2208
College Mathematics & Science Center	285-2353
College Writing Center	285-2245
Community Relations	285-2099
Computer Services – Long Wharf	285-2040
Computer Services – North Haven	285-2367
Continuing Education/Credit Free Courses	285-2080
Counseling – Long Wharf	285-2090
Counseling – North Haven	285-2318
Dean of Administration	285-2021

Dean of Academic Affairs	285-2077
Dean of Corporate and Continuing Education	285-2408
Dean of Research and Development	285-2323
Dean of Students	285-2210
Educational Technology – Long Wharf	285-2268
Educational Technology – North Haven	285-2508
Evening Administrator – Long Wharf	285-2082
Evening Administrator – North Haven	285-2406
Faculty Out Hotline	1-866-315-2769
Financial Aid	285-2030
Fitness Center – North Haven	285-2324
Gateway Community College Foundation, Inc.	285-2322
Human Resources	285-2110
Ideal Program (University of Bridgeport)	576-4828
Immunization	285-2275
Institutional Research	285-2415
Instructional Design	285-2108
International Student Advisor	285-2028
Library – Long Wharf	285-2057
Library – North Haven	285-2340
Mail Room	285-2239
Payment of College Charges	285-2009
Placement Testing	285-2217
President	285-2061
Public Relations	285-2065
Purchasing Department	285-2100
Records/Registrar – Long Wharf	285-2020
Records/Registrar – North Haven	285-2304
Security (Lobby Long Wharf)	285-2246
Security (North Haven)	285-2333/2315
Student Activities/College Life	285-2208
Student Development and Services - Long Wharf	285-2033
Student Development and Services - North Haven	285-2318
Student Disability Services – Long Wharf	285-2231
Student Disability Services – North Haven	285-2312
Student Government – Long Wharf	285-2242

Student Judicial Affairs	285-2033
Student Services-North Haven	285-2318
Transcripts – Long Wharf	285-2020
Transcripts – North Haven	285-2303
Tutoring – Long Wharf	285-2217
Tutoring – North Haven	285-2348
Veterans Affairs	285-2144
Video Conference Center	285-2349
Voice Mail System -Long Wharf	285-2200
Voice Mail System- North Haven	285-2200
Weather Hotline	285-2049
Women’s Center	285-2151



**SECTION II**  
**ACADEMIC INFORMATION**

## ACADEMIC INFORMATION

### ACADEMIC HONORS

Gateway Community College recognizes academic excellence in several ways:

**Dean's List:** Students, both full-time and part-time who earn a semester grade point average of 3.4 or higher are eligible for semester honors. Part-time students must pursue three credits or more to be eligible for semester honors.

A course Withdrawal or Incomplete makes a student ineligible for Dean's List recognition during the semester in which the withdrawal or incomplete took place.

**Graduating with Honors:** Students with exemplary academic performance shall be recognized at graduation with the following designations:

**Highest Honors:** for students with 3.9 – 4.0 grade point average;

**High Honors:** for students with 3.7 – 3.89 grade point average;

**Honors:** for students with a 3.4 – 3.69 grade point average.

### Phi Theta Kappa International Honor Society

Gateway Community College has an active chapter of Phi Theta Kappa, the International Honor Society of the two-year college. Students are invited to join the Alpha Xi Theta Chapter, if they have completed at least 12 associate degree credits at Gateway and have a Grade Point Average (GPA) of at least 3.5. Qualified students are inducted into the Honor Society during the Phi Theta Kappa Installation Ceremony held each Fall and Spring.

### ACADEMIC INTEGRITY:

At Gateway Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally. (Excerpted from the Board of Trustees Policy 5.2.1, amended 2/26/90).

### ADD / DROP PROCEDURE

Add/Drop forms are available in the Records Office and in the Counseling Center. To add or drop a class you must complete and sign the appropriate form during the Add/Drop period, which is published in the current semester schedule. Please not the following procedures:

- Submit the **Add/Drop Form** to the Records Office during the specified hours, which are posted.
- If there is a seat in the class that you wish to **add**, you will be entered into the class.
- The signature of an academic advisor is required for additional courses, but not for time changes.
- You may not register for a closed course without the written permission of the instructor.
- Drop slips must be submitted to the Records Office during the published time frame and do not require an advisor's signature.
- If you drop a course prior to, or during, the first fourteen (14) calendar days of a semester, you are entitled to removal from the official class roster and the course will not appear on your official transcript.

**Please note:** Payment is due when a course is added. If no payment is made, the student will be disenrolled from the course. The add/drop dates are *strictly* enforced; no add/drops are accepted after the deadline published in the course schedule.

#### **ASSESSMENT OF NON-TRADITIONAL LEARNING (LIFE EXPERIENCE)**

Students at Gateway Community College may earn up to 30 credits for knowledge acquired outside the college classroom from such experiences as paid or volunteer work, on-the-job training, vocational training, hobbies, and self-initiated study. In general, the College awards credit when a student demonstrates competence in one or more courses required in the student's program of study. A student first must determine, by contacting the Admissions Office, if the learning was acquired from previously documented and evaluated training. If not, the student may still be awarded program credit after completing one of the three assessment methods described below. The Director of Career Services advises students who are seeking credit for such learning. Students should consider their educational goals to decide whether credits awarded by Gateway will be accepted by other institutions.

\* **Credit for Previously Evaluated Training.** The American Council on Education has evaluated training conducted by the military and many national professional associations. Charter Oak State College and the University of the State of New York have evaluated many training programs offered by public and private non-collegiate organizations in Connecticut and New York.



In accordance with Board of Trustees policy, GCC will award credit to students who have successfully completed non-collegiate sponsored instruction and various health training programs including: the Basic Police Training Program conducted by the Municipal Police Training Council; the Pre-service Orientation Program conducted by the Connecticut Department of Corrections; and the American Institute of Banking Program of the American Banking Association. For more information concerning previously evaluated training, contact the Director of Admissions. A student who has completed a structured training program should first request the Admissions Office to award credit.

Veterans and others with military training usually can obtain a transcript of their training with credit recommendations. To be awarded credits from the college, an official transcript must be forwarded to the Admissions Office. The Director of Career Services can provide the website address of the military service that provided the training.

**\* Other Methods of Assessing Prior Learning**

***College Level Examination Program (CLEP) and other national standardized examinations***

The Admissions Office provides information about national examinations that assess learning related to courses, including CLEP and DANTES. The College will award credit for a CLEP exam if the student achieved a satisfactory score, as determined by the Admissions Office. Information about the exams and registration procedures may be found on the College Board website, [www.collegeboard.com/clep](http://www.collegeboard.com/clep). The student must ensure that a transcript of each exam is sent to the Admissions Office.

**\* Assessment by Examination.** Qualified faculty may develop and administer an exam to determine whether a student is awarded credit for a course. To apply for such an assessment, a student must complete a Credit by Examination Form, documenting how the student gained the knowledge for the course. The form is submitted to the chairperson of the department in which the course is offered who may designate a faculty member to administer the exam, subject to the approval of the Dean of Academic Affairs. The Academic Evaluation Fee is \$15 per test. Contact the Director of Career Services for information about this procedure.

**\* Assessment by Portfolio.** A student also may be awarded credit from faculty evaluation of a portfolio that demonstrates satisfactory competence in one or more courses in the college catalog. A portfolio must include a list of relevant learning experiences, detailed descriptions of skills corresponding to competencies taught in courses at the College, and relevant supporting documentation to demonstrate that the skills learned are equivalent to the competencies listed in the course outline. After the College has approved new procedures, the student will have to enroll in a portfolio preparation workshop. The Portfolio Assessment Fee is \$50, regardless of the number of credits assessed. Contact the Director of Career Services for more information about the procedure and assistance in beginning a portfolio.

## **ATTENDANCE**

By enrolling in classes at Gateway Community College, you accept responsibility to take full advantage of your educational opportunity via *regular* attendance in your scheduled classes and laboratories. The college, therefore, does not administer a uniform system of monitoring attendance. For purposes of record keeping, all instructors keep their own attendance records.

At the beginning of each semester, each instructor will delineate clearly the expectations necessary for the successful completion of the course. All students are expected to meet the academic obligations outlined in the syllabus, or to assume the risks incurred by failure to do so.

## **AUDITING A COURSE**

Students wishing to take a course without receiving academic credit, may elect to audit one course each semester. Auditing students: (a) may participate in the life of a class, but will not be expected to meet academic requirements; (b) will pay tuition and fees; (c) must indicate that the course is being audited on the registration; (d) must inform the instructor that they are auditing the course; (e) may change status only if a written application is made to the Records Office by the last scheduled day to add a course; (f) may not petition for credit for the course once the course has begun. Audited courses will appear on the official transcript as "AU."

Audited courses may be repeated for credit in a subsequent semester by re-registering and paying the appropriate tuition and fees. The structure of the course will not be altered in terms of the number of students auditing a given course.

## **CANCELLATION OF CLASSES**

### **Weather Hotline: (203) 285-2049**

Occasionally classes are cancelled due to extreme weather conditions or other emergencies. In such cases the College notifies local radio and TV stations as soon as the decision is made to cancel classes. These stations include: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960; WEBE-FM 107.9 and WKCI-FM 101.3, WTNH Ch.8, WTIC Ch. 3 & 30. In general, it is best to assume that classes will remain in session unless a specific announcement is made to cancel classes and/or close the College. For the most up-to-date information, watch your local television station or listen to one of the radio stations listed for closure updates.

## **CANCELLATION/DELAY OF EARLY LEARNING CENTER**

### **Hotline (203) 285-2610**

### **CHANGE OF ADDRESS AND/OR NAME**

If you change your address or your name, please notify the Records Office immediately. It is of the utmost importance that the college have the most up-to-date contact information on record. Failure to keep your information current is likely to result in delays in receiving grades and other official correspondence from the college.

### **CHANGING YOUR CLASS SCHEDULE**

You are urged to seek advice from an academic advisor if you have any questions about changing your classes. Making changes to your course load or schedule without consulting an advisor may slow progress toward your educational goals. However, the permission of an advisor is not required to change sections of the *same* course.

To add or drop a course, or change to another section of the same course, you must complete the Add/Drop procedure. (See “Add/Drop Procedure”).

### **CHANGING YOUR DEGREE PROGRAM**

If you wish to change enrollment from one degree program to another, (e.g., from General Studies to Liberal Arts), you should obtain a Change of Curriculum form from the Counseling Office, LW 113.

To change your degree program, you are required to see a counselor who will explain the procedures for changing your program. (A coordinator’s signature is required for several programs; please see the Change of Curriculum form for specifics). Once signed and approved, the completed Change of Curriculum form must go to the Record’s Office to be processed. The title of your new program will appear on your transcript. Follow the same procedure if you wish to add a second program of study.

To change from non-degree status to a degree program, a student must provide verification of completion and immunization.

### **COURSE LOAD**

A full course load will normally consist of four to five courses, depending upon the student’s major and degree of academic preparedness. Students wishing to take more than the normal course load for their major during the second or subsequent semester may, provided they have maintained an average of 3.0 or better during the preceding semester, register for one additional course upon the recommendation of their counselor and the approval of the Dean of Students. All appeals regarding course load must be made to the Dean of Students.

### **COURSE SUBSTITUTION**

The substitution of a course requirement with another, similar course must receive permission from the appropriate department chairperson, program coordinator or the Dean of Academic Affairs. Students must complete a Course Substitution Form which is available in the Records and Counseling Offices.

## **FACULTY ABSENCES**

### **Instructor-Out Hotline: (866) 315-2769**

To check if your instructor is going to be absent, you may call the hotline prior to class. If a faculty member is going to be late or cannot meet due to an emergency, he or she should make every effort to inform you. Many faculty members will notify you during the first class sessions about how such situations will be handled. In the event that a faculty member is more than 20 minutes late arriving for class, you may:

- Go to the Dean of Academic Affairs (LW 229), the Evening Administrator (LW 223) or the office of the department chair for that academic area for guidance. (Refer to “Where To Go For Assistance,” page 117).
- Circulate an attendance sheet with the course number and section for each student to sign and submit it to one of the officials above. You are free to leave if you have received no other directions.

## **FACULTY OFFICE HOURS**

Faculty members are willing to meet with you to discuss individual concerns or to provide assistance. At the beginning of the semester, each of your instructors will provide you with his or her office hours, office location and phone number. If you want to consult a faculty member, it is best to make and keep a specific appointment. You can, however, stop by the faculty member’s office during his or her listed hours.

## **GRADES AND QUALITY POINTS**

The following grades are used on the college transcript.

<b><u>Grade</u></b>	<b><u>Weight</u></b>	<b><u>Grade</u></b>	<b><u>Weight</u></b>
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0
I	Incomplete	W	Withdrawal
N	Non-attendance	Au	Audit
P	Pass	M	Maintaining Progress

In order to determine a student’s average, letter grades are assigned numerical values. The numerical weight is multiplied by the number of credits (semester hours) assigned each course (quality points). A student’s overall average is determined by dividing the total number of quality points by the number of credits attempted.

## **GRADING SYSTEM**

### **Credits**

A credit is a unit of academic achievement awarded upon the successful completion of each course.

### **Semester Hours**

A semester hour is a measure of time usually corresponding to the minutes of lecture once per week for an entire semester.

### **Grades**

Grades are an indication of the standard of academic work performed and/or the status of the student in relation to a course and/or the College. The academic grading system includes basic grades of student performance: “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “F,” and four grades of student status: “I,” “M,” “W,” “N.”

A letter grade of “A” through “F” indicates a student’s performance in terms of quality, content and amount of course work completed for the duration of the class. Other academic grades indicate a student’s status in terms of his/her entry or exit point from a class over time and condition (“W,” “N”) or at the close of the official grading period (“I,” “M”). Administrative marks include: “AU,” and “N.” These are an estimate of the student’s progress and are not entered on permanent records. Reports of the final grades for the semester may be obtained online through My Commnet at [www. online.commnet.edu](http://www.online.commnet.edu).

Students enrolled in non-credit courses through Corporate and Continuing Education are awarded Continuing Education Units (CEUs) on a Pass/Fail (P/F) basis.

### **Granting of an incomplete**

An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances, such as illness that prevent a student from completing the assigned work on time. The student should have completed most of the course requirements and, in the judgment of the faculty member, is capable of completing the remaining work within the time limit established by system policy.

A faculty member who assigns an Incomplete shall file a system report form that includes:

- a brief description of the requirements to be completed;
- the date by which the coursework must be submitted to the faculty member (the maximum of which is the end of the tenth week of the next standard semester);
- a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form and forward copies to the student, the academic dean, the registrar, and such other appropriate parties as the college may identify. The form, shown in the attachment, shall be standard for all colleges.

All Incompletes must convert to a letter grade. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the registrar by the end of the semester. If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

### **Definition of Grades**

#### **A – F**

Letter grades of “A” through “F” indicate a student’s performance in terms of the quantity and the quality of work and performance. Only these grades are considered in the determination of a grade point average (GPA) for a student.

#### **I - Incomplete**

If there are extenuating circumstances (such as extensive illness, hardship, or emergency) a student whose work in a course is not complete at the time of grading may request the grade of “I” (Incomplete) from the instructor.

See “Grading System, Granting of an Incomplete” for details.

#### **M - Maintaining Progress**, but not at usual college pace.

“M” is a non-punitive grade. “M” may be given for students in developmental courses, or if additional time is required according to ADA. “M” may be given to a student in a specific course only twice.

## **P- Pass/Fail**

With the permission of the instructor, students may take an elective courses on a Pass/Fail basis. Any student who has satisfactorily completed at least 12 hours of credit may take advantage of the Pass/Fail option. You must notify the Records Office in writing if you intend to take the Pass/Fail option no later than one week following the add period. Upon completion of the course, you will receive a grade of “P” or “F”. No other grade will be reported. The “Pass” grade entitles students to an appropriate number of academic credits toward graduation. A “Pass” will not be computed in the Quality Point Average (QPA). Only one academic course may be taken as a Pass/Fail option during a semester.

Note: All clinical courses in the Radiological Technology programs are offered only on a Pass/Fail basis.

## **W - Withdrawal**

“W” is used for students who formally withdraw from a course. Students who withdraw through the Record’s Office within the first two weeks of the semester receive no grade for the course and are removed from the class roster. Students who formally withdraw between the second and sixth week of classes, receive a grade of “W.” After six weeks and through the 12th week of class (see calendar), a “W” may be granted by the instructor if formal withdrawal is initiated by the student, and the instructor’s signature is obtained. To be official, all withdrawals must be received and processed by the Records Office.

“W” grades are not computed in the quality point average. If a student stops attending class, however, and fails to officially withdraw from the course, the instructor may issue a grade of “F.”

## **Administrative Marks**

### **AU - Audit**

Students wishing to take a credit course for no credit may elect to audit a class. Audited courses are reflected on the student’s record as “AU.” See page 24 for information and restrictions on audited classes.

### **Other Marks**

“\*” - Grades with an asterisk “\*” (before Fall 2004)

“^” - Grades with a caret “^” (starting with the Fall 2004)

These administrative transcript notations indicate the Fresh Start Option has been invoked. Those grades will not be calculated into the student’s GPA, but any course in which the student received a grade of C- or above may be used to satisfy graduation requirements.

“#” - Grades with a pound sign “#”

This administrative transcript notation indicates courses that are developmental and do not carry any credit for graduation, nor are they calculated into the student’s GPA.

## **N - No Grade**

The “N” grade is used only when a student has failed to complete course objectives such that it is impossible to evaluate the student on the basis of performance. The “N” grade is not used in place of an earned failing grade.

## **Make-Up Work**

By enrolling in a course students accept the responsibility of completing quizzes and exams as scheduled on faculty syllabi. Course syllabi may also include rules governing makeup work for those students who experience extreme circumstances such as illness or death of a family member. Students should consult their course syllabus or confer with the course faculty regarding the policy on make-up work.

## **GRADUATION**

**Graduation is NOT automatic!** The final responsibility for meeting program requirements rests with the student. Students are strongly encouraged to see a counselor to verify their eligibility for graduation PRIOR to the start of their last semester.

- I. The Counseling Office reviews and evaluates student transcripts for graduation. Students enrolled in degree programs should request an initial transcript evaluation after earning thirty (30) credits. Students enrolled in certificate programs should request an initial evaluation after earning nine (9) credits or completing one-half (1/2) of the requirements.
- II. Students should complete a preliminary graduation audit online at My Commnet or at the Counseling Office. Preliminary graduation audits should be completed **before** paying the *non-refundable* graduation fee. An official graduation audit is then conducted by the Records Office. Students MUST submit a graduation application by **March 15** of the year in which they expect to graduate.
- III. A candidate for graduation will be evaluated under the most appropriate catalog, as follows:
  - A. **For DEGREE STUDENTS - the catalog under which the candidate first enrolled shall be used to determine graduation requirements, except in the following cases:**
    1. If the candidate was readmitted to the College after an absence of four or more consecutive semesters, the catalog under which the candidate was readmitted shall be used.
    2. When the candidate changes programs during attendance, the catalog in use at the time of the last change in program shall be used.
    3. If there has been a change in the General Education requirements of the program, the candidate must fulfill the new requirements prior to graduation.



**B. For CERTIFICATE STUDENTS - the catalog in force at the time of enrollment shall be used, unless the Registrar determines that either the catalog of readmission or the catalog of graduation should be used.**

- IV. To graduate, a student must: (1) have a cumulative quality point average of at least 2.0; (2) have the minimum semester hours of credit; and (3) successfully completed the required and elective courses as designated by the curricula, and (4) fulfilled all financial obligations to the College.

**Awarding of Multiple Associate Degrees**

1. A student who already holds an academic degree may earn a second degree at Gateway Community College in a different curriculum. Students in pursuit of a second degree are treated similarly to a transfer students, with respect to the minimum number of credits needed for the second degree. All program requirements must be met and 25% of the minimum requirements for the new curriculum of the second degree is to be conferred must be earned at the college.
2. A student may earn two degrees simultaneously by fulfilling all requirements stated above.
3. Requests for additional degrees beyond the second require prior approval from the Dean of Students. Students who receive approval must complete all program requirements, including earning at least 25% of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
4. Completion of the requirements of an additional program option does *not* constitute a different degree.

**INDEPENDENT STUDY (LONG WHARF CAMPUS ONLY)**

Independent Study provides special opportunities beyond the regular course offerings in the college catalog. Eligible students must have a cumulative grade point average of 3.0 or better. An Independent Study form includes objective(s) and justification of the project, the nature of the learning outcomes, learning methodology, and the evaluative criteria. The form must be completed and signed by the instructor and the student. It is then submitted to the Dean of Academic Affairs's Office during the first week of class for final approval. The student must secure an Add slip from the Records Office or the Counseling Office, so that the independent study can be recorded in the official transcript. Upon the completion of the independent study, a brief written evaluation must be attached to the student's record. Students may not begin an Independent Study in the first semester at Gateway Community College.

## **INDIVIDUALIZED INSTRUCTION (LONG WHARF CAMPUS ONLY)**

Individualized Instruction is an arrangement between a student and an instructor concerning a catalog course that might not be offered in a given semester. An Individualized Instruction Permission form must be completed and signed by the student, the instructor, and the Dean of Academic Affairs. This form, available in the Records Office, may be submitted during the registration period, but no later than the end of the add period.

## **READMISSION**

Former Gateway Community College students who have withdrawn from the college or have been absent from the college for at least two years (excluding summer and winter intersessions) and wish to return to the college, must submit a Readmit/Application form to the Registrar in the Records Office. It is not necessary to pay the \$20 application fee, however, students who attended another college during their absence must submit official transcripts from each college in order to transfer credit. *Please note: If you have only attended Gateway in the summer or winter session, or prior to graduating from high school, you must contact the Admissions Office and complete the new student application process.*

## **REGISTRATION FOR NEW & READMITTED STUDENTS**

Please refer to the current College course schedule for specific details about how and when to register for classes.

## **SATISFACTORY ACADEMIC PROGRESS**

The grading system employed by Gateway Community College accurately reflects the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, the College has developed procedures to monitor satisfactory progress through its warning, probation and suspension policy. The policy is applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled. The provisions of the policy are:

- 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.
- Satisfactory completion of fifty percent of the credits attempted (actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
- Students who have completed 11 or fewer credits, whose Cumulative Grade Point Average (Cumulative GPA) falls below 1.5 will receive a written warning. Students who have completed between 12 and 30 credits inclusive whose Cumulative GPA falls below 1.7, and those who have completed 31 or more credits whose Cumulative GPA falls below 2.0, will receive a written notice that they are placed on academic probation.

- Students placed on academic probation will be required to take a reduced course load for one semester.
- Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required Cumulative GPA as shown above will be notified in writing that they are suspended for one semester.
- After the suspension period, students may be reinstated, either as regular or probationary students, upon application to the college.
- Gateway Community College has an established appeals process which provides for due process.
- College procedures are included in all course schedules, the college catalog, the website and appropriate publications and communications.

### **SUSPENSION**

A suspended student must wait at least one (1) semester before applying for readmission. After academic suspension, readmitted students who wish to enroll again must comply with the following criteria: (a) receive counseling, (b) acquire a “C” average in courses attempted during given semester in order to show academic progress and continue studies at GCC and be limited to a maximum of two (2) courses until Probation status is achieved. The appeals process is initiated through the Office of the Dean of Students. If not satisfied with the Dean of Student’s decision, the student may initiate an appeal to the Dean of Academic Affairs.

### **TECHNOLOGY STATEMENT:**

Success in personal, academic, and work environments requires the acquisition and use of information through the use of technology. The Connecticut Community College system is committed to providing experiences to help you achieve technological literacy. In many of the courses offered at Gateway Community College students may be required to perform some or all of the following technology-focused activities during and/or outside scheduled class time:

- Access course materials (including assignments, readings, audio or video recordings, or tests) using Blackboard Vista and/or the Internet,
- Perform research using the Internet and online databases,
- Complete class assignments in word-processed or other computer-generated format, or through the use of other technology as designated by the instructor, and;
- Communicate electronically with the instructor or other students in class.

See your instructor for specific technology requirements.

## **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from the College may do so at any time during the semester by contacting the Records Office or the Counseling Office and completing the college withdrawal process. A grade of “W” will be given for each course not completed at the time of withdrawal. A student must complete a readmit application if he/she wishes to return to the College after a two-year time period. It is best for students planning to withdraw from Gateway Community College to schedule an exit interview with a counselor in the Counselling Office. He/she will help you leave Gateway in good standing.

## **WITHDRAWAL FROM INDIVIDUAL COURSE(S)**

If you wish to withdraw from a course, you should understand the policies outlined below. ***DO NOT SIMPLY STOP ATTENDING CLASSES.*** Students who stop attending classes rather than officially withdrawing from a course may be subject to probation, suspension or dismissal. This has a permanent impact on your official college transcript.

You are encouraged to speak to an advisor or counselor before withdrawing from a course.

To withdraw from a course, obtain a Withdrawal form from the Records Office or the Counseling Office. In addition, please note the following policies:

- A student who wishes to withdraw from individual course(s) may do so up to the tenth week of class. After the tenth week, and prior to one week before the last day of classes, withdrawals are permitted only with the signature of the instructor.
- (All decisions may be subject to the appeal process as stipulated in the Student Grievance Procedure in the Student Handbook on Page 114.)
- If you withdraw from a course after the ADD/DROP period, you will receive a grade of “W” in each course.
- For refund policy relative to withdrawals or dropping courses, see the current semester schedule.

**SECTION III**  
**STUDENT SUPPORT SERVICES**

## **ACADEMIC ADVISING**

*College of Advancement Studies Advisement Center*  
*Counseling: LWC 101: (203) 285-2090*

LWC 101: (203) 285-2124  
NHC 103: (203) 285-2318

Academic advising keeps students informed about the campus community and its many resources. This service assists students in developing meaningful educational plans to help them achieve their academic and career goals. After taking the ACCUPLACER test, *all new students who placed into development courses must contact the College Advancement Studies Advisement Center*. Other students should contact the Counseling Office or call for an individual advisement appointment. While a student may seek out any faculty or professional staff member for advice, all continuing students should also go to the Counseling Office for advisement. Assignments are based on the student's program of study.

In addition, all continuing and transfer students are encouraged to seek advisement in the period that precedes registration for classes. An advisor's signature is required on all registration forms for degree/certificate seeking students.

## **BOOKSTORE**

Long Wharf Campus: (203) 865-5614

North Haven Campus: (203) 239-3049

The bookstore carries all course textbooks, other reading materials, art and science supplies, notebooks and school supplies, sundries, snacks, clothing, gifts and other items of interest. The operating hours of the college bookstore are flexible, thereby providing services to both day and evening students.

## **CAREER SERVICES**

Long Wharf Campus: (203) 285-2144

North Haven Campus: (203) 285-2318

The Mission of Career Services is to clarify students' career and educational goals, teach skills for securing employment and develop continuing partnerships with employers to foster placements.

***Career Counseling:*** Prospective and current students who have not decided on a college program or career direction should see a counselor. Individual career counseling will help to clarify possibilities, suggest resources, and help students move toward career decisions. Students may take interest inventories free of charge to provide them with additional insight and direction. Gateway Community College offers access to Choices Career Planning Software. This interactive program allows students to take interest inventories, search careers and develop educational plans to meet specific career goals. Students can access this software at [www.bridges.com/ct](http://www.bridges.com/ct) and login using the following information (Site ID: 1034908 & Password: gatewaycc).

***Job Search Skills:*** Career Services staff assists students in developing the skills necessary to compete for employment. Career Services offers individual instruction and consultation on a variety of topics including; job search strategies, resume writing, interviewing and workplace success. Group workshops and seminars will be offered throughout the year. Additional job search workshops are also available through the CT Works One Stop Career Centers in New Haven and Hamden. Whether you are an experienced professional or a new graduate entering the workforce for the first time, Career Services can assist job search needs.

***Job Placement Assistance:*** Individual counseling sessions are available to develop customized search strategies. Career Services continually seeks out full-time, part-time, summer and internship opportunities for students. Career Services offers students, alumni and employers access its FREE online employment service system **College Central Network (CCN)**. Students and Alumni may post resumes and search job opportunities. Employers post current openings and browse student resumes. CCN can be accessed through the Career Services webpage using the CCN link or by directly visiting the website at [www.collegecentral.com/gateway](http://www.collegecentral.com/gateway). First time users must register, create a user name/password and complete the registration form.

#### **CENTER FOR EDUCATIONAL SERVICES**

Long Wharf Campus: (203) 285-2217

North Haven Campus: (203) 285-2348

The Center for Educational Services (CES) provides academic support services for students. The CES provides tutorial assistance and related services that help students become better skilled in selected areas. Computer-assisted tutorials are especially useful for review and practice of basic skills in mathematics, English and the sciences. All students are welcome in the center and are encouraged to use any of the services. Call to obtain information on office hours. Please keep in mind that due to budget restrictions, the resources available each semester are limited and therefore are most available early.

***Placement Testing:*** In its commitment to an open admissions policy, the college welcomes students with different levels of academic preparation. The college believes that proper preparation and course selection is key to academic success. Therefore, all first-time, degree or certificate students are required to take a Placement Assessment in Reading, Writing and Mathematics. Placement Assessment is also available to students with a limited English proficiency. (Please refer to the English as a Second Language course descriptions). Test results are used to advise students into appropriate courses.

***Placement Re-Testing Policy:*** Students wishing to register for courses beyond the Placement Test recommendation (ACCUPLACER) must get faculty approval from the Math and/or English Department. The department may elect to administer a local placement assessment. Faculty may then recommend a placement in a course consistent with the local test results. Students who wish to further challenge the placement outcome may request this from the department chairperson, or the Dean of Students in the absence of the department chair. Students are responsible for providing relevant details supporting their case for the waiver of placement. The Dean of Students may authorize re-testing with the ACCUPLACER. Re-testing will be scheduled at a time allotted by the placement test coordinator, which will not displace first-time test takers.

***Learning Disabled Academic Support:*** Appropriate academic support strategies are arranged for students with documented learning disabilities through the Student Disabilities Services office.

***Tutoring and Mini-workshops:*** Students enrolled in courses at the college may receive free tutoring. Tutoring is provided for many entry-level courses at the college on a small group basis, as available. Mini-workshops may include, but are not limited to, research paper writing skills; time management, coping with test anxiety and introduction to the Macintosh computer.

### **CHILD CARE/THE EARLY LEARNING CENTER**

Long Wharf Campus: (203) 285-2130

Students with 3- to 5-year old children can benefit from convenient, on-site child care provided at the Long Wharf campus. The Early Learning Center, located on the second floor of the College, houses a fully licensed, nationally accredited, child care program for young children that is open five days a week. The curriculum is based on the concept that each child is an individual and should be allowed to develop at his or her own pace; it is centered around the interests, needs and abilities of children ages three to five. A variety of sensory experiences encourage children to think, analyze problems, and arrive at logical conclusions. To accomplish this, the Early Learning Center provides a stimulating learning environment through three classroom models: Child Development, Modified Montessori and Responsive Environment. Breakfast, lunch and an afternoon snack are provided. The center's hours are 7:30 A.M. to 5:30 P.M., Monday through Friday.

The weekly tuition for full-time students at Gateway Community College and Southern Connecticut State University is \$115.00 per child; \$85.00 for Monday, Wednesday, and Friday; and \$60.00 for Tuesday and Thursday. In order to be eligible for student rates, the student must be enrolled for a minimum of three credits. Community rates for non-students are \$165.00 per week for full-time care; \$115.00 for Monday, Wednesday, Friday; and \$85.00 for Tuesday and Thursday. For more information, contact Director Marjorie Weiner at (203) 285-2130.



## COLLEGE WRITING CENTER

Long Wharf Campus, Rm 139, (203) 285-2245

North Haven Campus, Rm 200

The College Writing Center (CWC) addresses the College's mission and aims to support, assist and enhance the writing and reading skills of all students across the curriculum. The CWC, under the guidance of master tutors, offers personal tutorials as well as workshops on many topics relevant to the writing process such as book reports, summaries, critiques, essays, research papers, technical reports, literature interpretations, proofreading techniques, topic-thesis development, and communications presentations. Students are welcome on a "walk-in" basis or by appointment. Call the CWC for information on hours and appointments.

### COMPUTER LOG-IN PROCEDURE

Press and hold down in sequence the Alt, Ctrl and Del keys. You will now see a box with three lines; the user name, password and the "log on to." The user name is your Banner number without the @ symbol, and with the student domain typed with it. For example, 12345678@student.commnet.edu. Your initial password is the first three letters of your birth month, with the first letter capitalized, the "&" symbol and then the last four digits of your Social Security Number. Once you log in for the first time, you will be prompted to change your password.

***(Returning & Continuing Students: Please use the password you previously created to log onto your computer. If you have forgotten your password, please go to the website: [www.commnet.edu/netid](http://www.commnet.edu/netid) where you may reset your own password).***

The following requirements must be followed when selecting a NetID password:

- Password must be at least eight characters
- Password must be complex and difficult to guess. A password must contain characters from three of four categories:
  1. Uppercase characters (A - Z)
  2. Lowercase characters (a - z)
  3. Numeric digits (0 - 9)
  4. Special characters (i.e., !, \$, #, %)
- Password must not contain all or part of the user's NetID account name
- Password must differ from previous passwords
- Password is forced to change every 90 days but users have the ability to change them sooner if you desire.

Helpful Hints:

- Don't use the Caps Lock key for the capital letters on your password. Use the Shift key instead;
- If you are an international student and do not have a Social Security number, you must go to the Information Technology department for assistance. We are located in room LW 117 on the Long Wharf Campus and room NH 130 on the North Haven Campus.

If you experience problems with your NetID, please go to the website:

<http://www.commnet.edu>. If you still have problems, call 203-285-2040 for assistance.

### ***Security Question***

The security question is a feature introduced to ensure that only the authorized user may their own password using the NetID password reset webpage at [www.commmnet.edu/netid](http://www.commmnet.edu/netid). *Your security question must have been determined prior to utilization of the NetID password reset page at [www.commmnet.edu/netid](http://www.commmnet.edu/netid).* To set the security question, go to the website [www.online.commmnet.edu](http://www.online.commmnet.edu), click on “Log into ONLINE,” log in using the requested information, click on “Personal Information,” click on “Change Security Question,” and then pick one of the five (5) preset questions in the New Question field. Now, type the appropriate answer in the “New Answer” field and click the submit button. Your security question is now set to your responses.

### **COMPUTER RESOURCES**

Computer equipped classrooms and laboratories for computer science, word processing, and related courses and workshops are located conveniently on both campuses. A wide variety of popular software is available for user at these facilities. Personal computers on both campuses are linked via a Windows network operating system and supported by Intel servers.

The North Haven Campus supports four separate general use PC classrooms/laboratories. Available programming languages include: Assembler, C, C++ and Visual Basic.net. Other specialized applications such as AutoCad, Smart Cam and MultiSim are available in these rooms. Many of the technical programs incorporate computer use in specialty laboratories, including a lab devoted to computer repair and assembly. There are also two Macintosh labs available, one of which is dedicated to the Graphic Design program.

The Long Wharf Campus offers program specific laboratories equipped with networked PC’s for Business Office Technology, Computer Science, ESL, CAS and other courses, plus one general purpose open laboratory equipped with personal computers for student use. There are also two mobile laptop carts, one with Windows computers and one with MacIntosh computers.

### **COUNSELING**

Long Wharf Campus: (203) 285-2090

North Haven Campus: (203) 285-2318

Professional counselors are available to provide students with comprehensive counseling services, including personal and academic counseling and vocational guidance. Counselors are available most hours the College is in session, both by appointment and on a walk-in basis.

The counseling staff provides individual academic and career advising, assistance with transfer to four-year institutions, and personal counseling regarding issues that may interfere with goal achievement. Furthermore, Counseling Office staff are able to refer students to appropriate community resources. Workshops, support groups, and guest speakers may also be offered.

**FINANCIAL AID** - See Section V

### **FOOD SERVICE**

While classes are in session, food service is open on both campuses Monday through Thursday 8:00 A.M. to 2:00 P.M., and from 3:00 P.M. to 7:00 P.M., and on Fridays from 8:00 A.M. to 1:00 P.M. Special hours are posted when classes are not in session. Hot and cold sandwiches, salads, side dishes, soups, and soda are available. Snacks and beverages are also available from vending machines.

### **LIBRARY**

Long Wharf Campus: (203) 285-2057

North Haven Campus: (203) 285-2340

The College maintains full service libraries on both campuses. They provide a variety of print and electronic resources that support and supplement the curriculum, and serve as a source of personal enrichment for all users. The Long Wharf collection contains materials for Humanities, Social Science, Education, Business and Science programs. The North Haven library supports the Allied Health, Drug and Alcohol Recovery Counseling, Nursing and Technology areas.

#### ***Borrowing Privileges***

Borrowing privileges are available to faculty, staff, community members, alumni and all students currently enrolled. Library cards, issued on either campus, are honored at each location. Materials are sent from one library to another on a daily basis. The normal circulation period for books is three weeks. Students must view videos and DVDs in the library. Book renewals may be arranged in person, by phone or online. The libraries do not charge fines for materials returned late. If a borrower does not return items, he/she will be billed for the cost of replacement plus a processing fee. Student failure to comply will result in a loss of borrowing privileges, withholding of diplomas, a transcript request freeze and refusal of registration.

#### ***Service Desks***

The main desks at each library serve as central points for all information and services. These include:

- Obtaining library cards. Proof of student registration is required. There is no charge for a card.
- Circulation and return of all materials
- Reference assistance
- Access to Closed Reserve materials
- Interlibrary loan services
- Library instruction booking

### ***Library Website***

The website is the key to all resources and information. The URL is:

<http://www.gwctc.comnet.edu/libwebpage/libwebpage.html>

Users on- or off-campus will find links to the online catalog, lists of journal titles and valuable websites. The library also offers over forty databases and collections of electronic reference books. These may be accessed directly anywhere on either campus or off campus using a Banner ID and PIN. A link to ***InfoAnytime***, a 24/7 reference service in English and Spanish is also available on the site.

### ***A Skilled Library Staff***

Library staff members provide information literacy instruction in every academic discipline. Specialized introduction to specific resources and/or electronic searching techniques for individuals, small groups or classes may be arranged at the main desks of either branch. Staff on both campuses will be happy to assist all users with information needs.

**Come in and browse!**

### **MATHEMATICS/SCIENCE CENTER (NORTH HAVEN CAMPUS)**

The Mathematics/Science Center provides students with tutorial and technological assistance in Math and Science. A staff of master tutors offers academic assistance on a drop-in basis and works with instructors to help students with more complex projects. The Center also provides support to students who wish to improve their skills in the use of technology, including graphing calculators and computer software in Mathematics and Science. The center is located at the North Haven Campus in room 004. Call Miguel A. Garcia, Department Chair, at 285-2358 for more information.

### **OFFICE OF EDUCATIONAL TECHNOLOGIES**

Long Wharf Campus: (203) 285-2221

North Haven Campus: (203) 285-2508

The Office of Educational Technologies provides support that motivates and enables the College to enrich the learning process through technology. It serves as a campus resource for information on emerging and evolving educational technologies, coordinates comprehensive media services, and assists in the electronic dissemination of information.

This office coordinates and/or provides support with the following:

- Assistance in Multimedia and Video Production
- Audio-Visual Equipment
- Campus-wide Electronic Message System
- College Web Site
- Distance Education Services
- Faculty/Staff Training
- One-on-one or group instruction on presentation technology, instructional design and other computer applications
- Student Computer Laboratories
- Video Conference Center

**REGISTRAR/RECORDS** - See Section IV

## **STUDENT DISABILITY SERVICES**

Long Wharf Campus: (203) 285-2231

North Haven Campus: (203) 285-2532

The Student Disability Services Office facilitates the planning and provision of services for persons with disabilities. Persons eligible for services include individuals with Acquired Brain Injuries, Attention Deficit Disorders, Chronic Medical Conditions, Learning Disabilities, Mental Health Disabilities, Physical Disabilities and Sensory Impairments.

Services are provided to meet individual needs in order to provide reasonable accommodation in the areas of academics, and building/classroom accessibility. Insurance claim assistance is also available to students. Requests for services should be made to Toni Page or Amy Napierski, Learning Disabilities Specialists in Long Wharf room 152. For an appointment please call (203) 285-2234 or (203) 285-2251. The office is located in room 152 on the Long Wharf Campus, and Room 120 at North Haven.

### ***Elevator Usage for Students with Disabilities***

If you are a student who requires the use of the elevator due to a documented disability (i.e. mobility), the SDS office encourages you to identify yourself to our office even if you do not use any other accommodations. By registering with the SDS office we can better assist you in the event of an elevator malfunction.

### ***Emergency Evacuation Procedure***

Students with disabilities are encouraged to consult the emergency evacuation procedures posted in classrooms and throughout the campus to be prepared in the event of an emergency.

## **STUDENT EMPLOYMENT**

**Long Wharf Campus, Room 107 (203) 285-2144**

Student Employment, located in the Career Services Office, assists students in locating job opportunities on the Gateway campus. Student positions are either funded by college work-study (where the student must have been awarded work-study by Financial Aid) or by departmental budgets. College Central Network (CCN), Gateway's on-line job posting system, is used to list opportunities for part-time work at the college. Student Employment also conducts a student employee training program, and assists students in completing their employment paperwork.

## **VETERANS' BENEFITS**

Long Wharf Campus, Room 107 (203) 285-2144

### ***Veterans Administration (V.A.) Benefits***

The Director of Career Services is the Veteran's Certifying Official for the college and reports student enrollment to the V.A. Staff in Career Services can provide information about educational benefits available from the Veteran's Administration. Veterans, reservists and dependents of veterans who believe that they are eligible for educational benefits may obtain an application and receive assistance in applying it. The certifying official also can answer questions about the State of Connecticut tuition waiver for veterans (See "Connecticut Tuition Waiver" below).

The V.A. is accepting applications from reservists and members of the National Guard who were activated after 9/11/01 for the new Reserve Educational Assistance Program benefit. Monthly payments can be substantially more than the reservist benefits. Information about this and other benefits is available on the V.A. website, [www.gibill.va.gov](http://www.gibill.va.gov), and from the certifying official.

Students receiving V.A. benefits *must* notify the Certifying Official of their course schedule *each semester*, and of any changes in their course load and program of study. Courses must meet requirements of the degree or certificate in which the veteran or dependent is enrolled. All credit programs and some non-credit programs offered by the college are certified for V.A. benefits. Contact the Certifying Official for the list of certified non-credit programs. Students must remain in good academic standing to receive V.A. benefits. A student whose Combined Academic Standing indicates suspension is academically ineligible to receive V.A. educational benefits. Benefits will resume when the student is no longer on suspension status.

Information on V.A. educational benefits is available in Career Services at the Long Wharf Campus. Students interested in joining the college Veteran's Club may also contact Career Services.

### ***Connecticut Tuition Waiver***

Veterans who served 90 days or more during times specified as "periods of war," and received an honorable discharge, are eligible for a waiver of tuition from the State of Connecticut for credit courses taught during the fall and spring semesters. The latest eligibility period started on August 2, 1990. Veterans from the Vietnam era, Korean War and other periods remain eligible for the waiver. *Reservists and Guard members who were activated for 90 days or more after August 1990 and meet the other requirements are eligible for the tuition waiver.* Children of Vietnam-era POW's also may be eligible for the waiver.

A copy of DD Form 214 must be presented to the Payments Office to qualify for the waiver. A list of the periods of service that qualify for the waiver and other information is available in Career Services.

## **BLACKBOARD FOR STUDENTS**

*Instructions:* Go to <http://vista.ctdlc.org>; choose “Connecticut Community Colleges System” as the institution link. Log on with a Banner ID (including the @ sign) and Password (Banner Pin).

Resources:      kwestby@gwcc.commnet.edu / 203-285-2038  
                    mbirdsey@gwcc.commnet.edu

Technical Problems:      Web: <http://support.ctdlc.org> / E-mail: [support@ctdlc.org](mailto:support@ctdlc.org)  
                                    Voice: 860-832-3887 / Toll free: 1-866-462-8352

## **WOMEN’S CENTER**

The Women’s Center is a place for women to meet, learn more about issues of concern to women, and obtain information regarding services for women both on- and off-campus. A Women’s library is available, as well as workshops and ongoing support groups.

## **WOMEN IN TRANSITION**

Many adult women have families, jobs and other responsibilities that make returning to the classroom a challenge. The GCC Women in Transition program takes into consideration these situations and offers support services specifically designed for adult women who wish to re-enter education after being away from the academic environment for many years. For more information about this program, contact Dr. Kerin Kelsey at (203) 285-2151.

**SECTION IV**  
**REGISTRAR/RECORDS OFFICE**



## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request amendment of an education record that the student believes is inaccurate.**

Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additionally information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

***NOTE:** FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.*

**3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

FERPA permits disclosure without consent to school officials with legitimate educational interests. A “school official” includes but is not limited to the following:

a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

**FERPA also permits disclosure of education records without consent in connection with, but not limited to:**

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To official of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime, and;
- Directory information as defined in the policy of the Board of Trustees.

4. **The right to refuse to permit the College to release directory information** about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.
  
5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges 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  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605**

#### **Directory Information**

*The Board of Trustees has designated the following as directory information:* student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

## **CHALLENGES TO THE CONTENT OF RECORDS**

After reviewing a record, a student has a right to challenge the contents of the record if the contents are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. A student may not challenge the correctness of a grade, which has been assigned to his/her performance in a course, but may challenge the accuracy of the recording of the grade.

- Upon deciding that some aspect of his/her record is inappropriate, the student shall so inform the designated person in the office where his/her record is maintained and shall attempt to resolve the problem through informal discussions with such persons and the person in charge of that office.
- If no agreement is reached through informal discussions, the student may submit the challenge *in writing* to the Dean of Students and request a hearing in order to challenge the contents of the record.

Hearing procedures will:

- Take place within ten (10) working days of the time following receipt of the request.
- Be conducted by the Dean of Students, who also renders a decision.
- Afford the student a full and fair opportunity to present evidence relevant to the issue.
- The decision shall be rendered in writing with five (5) days after the conclusion of the hearing.

## **REVIEWING AND EXPUNGING RECORDS**

A student's transcript is maintained in perpetuity by the institution. All other records are not considered permanent and are expunged at the discretion of the custodian of each record and in accordance with the laws of the state.

## **TRANSCRIPTS**

Students desiring to have official transcripts of grades mailed to other educational institutions must complete a Request of Transcript form in the Records Office. The form may be downloaded from the [www.gwcc.commmnet.edu](http://www.gwcc.commmnet.edu) website. **Official transcripts will be mailed directly to other educational institutions.** A minimum of one to two weeks is necessary to process such requests. No official transcripts may be picked up.

**SECTION V**  
**FINANCIAL AID**

## **FINANCIAL AID**

Long Wharf Campus (203) 285-2030

North Haven Campus (203) 285-2318

Gateway Community College is committed to providing access to higher education by minimizing economic barriers. The college provides several options for financial aid including state and federal grants, college loans, work-study and scholarships. Awards may be in any one of these categories or combinations of the four. The exact form of the total award will be determined only after careful evaluation of the student's individual situation. Financial need, performance and resources available to the student are all considered.

Students must have a high school diploma or a GED, be enrolled in an approved degree or one-year certificate program and maintain "satisfactory academic progress" as described in the Academic Policies and Procedures section.

All financial aid awards are predicated upon available funds and subject to revision by the Financial Aid Office for changes in enrollment status, additional resources, scholarships, and/or lack of completion of necessary information to determine eligibility. Financial aid is disbursed twice per academic year: the first disbursement during the fall semester and the second disbursement during the spring semester.

### **Financial Aid Application Process**

All students must file Free Application for Federal Student Aid (FAFSA) to establish eligibility. Documentation of income for the preceding year is also required if selected for verification. (See Electronic Filing Instructions of the Gateway Home Page at: [www.gwcc.commnet.edu](http://www.gwcc.commnet.edu).)

All males born after January 1, 1960, must be registered with the Service System to be eligible for Title IV, Student Financial Aid.

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS**

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory Academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the college.

A student must complete successfully two-thirds (66.66%) of the credits, both earned and attempted. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and noncredit remedial courses (with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

A student must also maintain a cumulative minimum grade point average as noted below to maintain satisfactory academic progress and remain eligible for financial aid.

<b><u>Earned Credits</u></b>	<b><u>Minimum GPA</u></b>
< 15.99	1.50
> 16.00	2.00

A student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

### **Probation Period**

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Probation. The probationary period will be the student's next semester of enrollment at the college. The College will communicate the probation status to the student and inform the student that s/he must meet the academic progress standard by the end of the Probation Period in order to maintain eligibility for the financial aid program at the college.



### **Termination**

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the financial aid program at the college. The college will communicate the Termination status to the student and inform them of the Reinstatement and Appeal Process.

### **Maximum Credit Hours**

A student may receive student financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the College must be included in the calculation. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

### **Reinstatement Policy**

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

### **Appeal Process**

A student may appeal the satisfactory progress requirement under unusual circumstances. Generally, such circumstances would be related to a death, illness or domestic violence that resulted in the student's inability to complete his/her course work. A formal appeal form is required in addition to valid supporting. The form can be obtained in the Financial Aid office. Appeal decisions are made by the Director of Financial Aid. After a decision has been reached, students may request an additional review by the Dean of Students.

**IMPORTANT!!** If your financial aid has been terminated and you have registered for the next semester using any financial aid eligibility, you must contact the Records Office to re-register, and make payment arrangements at the Business Office.

**SECTION VI**  
**COLLEGE LIFE**

## THE OFFICE OF COLLEGE LIFE

Along with its formal academic life, the college conducts a wide variety of social, cultural and special activities that enrich both the college and community. Student activity fees are utilized to run the student activities program within the framework of a yearly budget approved by the Student Government Association.

### **Mission of the Office of College Life**

As the center of student activity, the Office of College Life is an integral part of the educational mission of Gateway Community College. By offering a variety of programs and services that meet the needs of the Gateway Community, we create an environment for individuals to interact and learn from one another. We provide opportunities for student, faculty, and staff involvement in campus life.

The Office of College Life, a student-centered organization, values participatory decision making, self-directed activity, and the open exchange of ideas. Through service to the campus community in student leadership and athletics, we foster interactive and developmental experiences in leadership and social responsibility. Furthermore, we enhance the academic experience through an extensive array of cultural, educational, recreational, social, and leadership programs. Thus, developing well-rounded and confident citizens of the world.

The Office of College Life honors individuality and values the diversity of the campus. We provide opportunities to celebrate traditions that will shape our future. We are committed to fostering a community that cultivates enduring dedication and pride in the College community.

### **The Scope**

The Office of College Life encompasses Student Activities and Special Event programming, Intercollegiate Athletics, Intramural Programs, the Student Government Association (SGA), the Campus Activities Board (CAB), student clubs and organizations, leadership development training and community involvement. The Office of College Life also supervises the Student Lounge on the Long Wharf campus. For information, contact the Office of College Life at (203) 285-2208.

### **Athletics**

Gateway Community College is a member of the National Junior College Athletic Association, Region XXI (NJCAA), and abides by its eligibility rules and code of ethics. Inter-collegiate team sports include men's and women's basketball. All intercollegiate student athletes must maintain a minimum of a 2.0 grade point average and carry at least twelve (12) credits per semester as well as abide by all policies stated in the Student Athlete Guidelines, available in the Office of College Life.

### **Intramurals**

Gateway Community College offers a variety of intramural sports teams. Please direct all inquiries to the Office of College Life at 285-2208.

### **College Identification Card**

Each student, faculty and staff member must obtain a photo identification card that must be presented to staff when requested, to borrow books from the library and is required for admission to college-sponsored activities and special events. College ID cards are issued in the Office of College Life Monday through Friday from 9:00am and 4:30pm or by appointment after 4:30pm. Students must present proof of payment along with their Banner ID number and a picture ID in order to obtain a College ID. The fee for replacement ID cards is \$5.00. Returning students may obtain an updated registration sticker at the Business Office upon completion of payment or the Office of College Life with proof of payment.

### **Policy for Organizing Student Events**

#### **General Statement**

Student organizations at Gateway Community College are free to organize activities for the student body under the guidance of the Office of College Life. The Director of Student Leadership and Development is the only individual who can authorize contractual agreements. No students or advisors may enter into any legal agreement on behalf of the College at any time. Any club or student organization found in violation of the rules of the College, the Constitution of the Student Government Association, the policies and procedures of the Office of College Life or discriminating against students with disabilities may lose its Student Government Association and College recognition. All club and student organization discipline will be handled by the Student Government Association and the Director of Student Leadership Programs and Activities.

### **Definition of a College Social Event**

A College social event is an activity:

- In which use of the College's name is authorized;
- For which admittance is open to the entire College community;
- Which is publicized on the College bulletin boards stating such;
- Which is planned, sponsored, or conducted by a registered College student organization.

If the above criteria apply, a social event is classified as a College social event and is subject to all College rules and regulations regarding social events as defined below:

- NO Alcohol is permitted at College events unless approved in advance by the Director of Student Leadership Programs and Activities!!
- Individuals suspected of being under the influence of alcohol or any illegal substance will not be permitted entry.
- Shirts and shoes required at all times.
- No open or glass containers allowed upon entry.
- We reserve the right to refuse entry.
- One guest (18 years or older) per Gateway Community College student.
- Both individuals must sign in and IDs will be held until the conclusion of the event or upon leaving the function.
- The Student Host must accompany guest upon entry and leave the function together.
- Guests must be 18 years of age or older.
- We reserve the right to check purses and pockets, etc. at any time.
- All students and guests must enter and leave from the front door.
- No individuals may solicit GWCC students to host them for access into the function. Individuals suspected of doing so may be subject to arrest for trespassing.
- Students and guests may not re-enter the event after leaving the building.
- These regulations are subject to change at the discretion of the Director of Student Leadership Programs and Activities on an event by event basis in consultation with the Dean of Students.

### **Use of the College Name**

No organization may use the name, sponsorship or facilities of Gateway Community College unless the organization is an approved College organization listed with the Dean of Administration. Commercial ventures competing with College merchants will not be permitted to operate on College grounds.

## **College Facility Usage**

College facilities may be reserved for use by:  
Student organizations;  
Informal groups of students or faculty members;  
Off-campus groups approved by the President;  
Official College committees.

Clubs and student organizations must submit the Student Activity Registration Form to the Office of College Life in order to hold events and club meetings. Student organization room reservations must be made by the Office of College Life once the Event Reservation/Scheduling Form has been submitted to the Office of College Life. Events and room assignments will be made on a “first-come, first-served” basis.

## **Copyright Issues**

### *Printed Material*

The Fair Use Doctrine (1978) of the Copyright Act governs the making of photocopies of copyrighted material. Photocopies may be made for purposes such as criticism, comment, news reporting, teaching, scholarship or research as long as the reproduction or distribution is made without any purpose of direct or indirect commercial advantage. Gateway Community College will follow the federal law in dealing with violations of the copyright code.

### *Film and Video*

Videocassettes may be shown, without license, in the home or in certain narrowly defined face-to-face teaching activities. Non-classroom use in public places (i.e. TV lounge) and events, regardless of whether an admission fee is charged, requires a license (see below). Willful infringement for the purposes of commercial or financial gain is a federal crime and is punishable as a felony. Even inadvertent infringers are subject to substantial civil damages.

### *Special Licenses*

Examples of situations requiring a special license or permission from copyright holder:

- Use of cartoons or logos for flyers or party themes;
- Showing movies at a club or College activity;
- Sharing computer software;
- Use of music for events, performances and the distribution and/or sale of video with music.

Please contact the Office of College Life with any questions.

### *Use of College Name and Logo*

The use of the Gateway Community College name and logo in the printing of t-shirts, hats, etc. is generally acceptable, provided that the design is in good taste, the items will not be distributed outside the College and the items will not be sold for a profit. However, permission to use the Gateway Community College logo must be obtained by the Director of Student Leadership Programs and Activities. The College logo should be on all print, marketing and publicity.

### **Solicitations, Drives, and Sales (Fundraising Events)**

On occasion, student organizations will wish to hold a fundraiser to supplement their club costs. All fundraisers must be approved and scheduled by the Director of Student Leadership Programs and Activities no less than two (2) weeks prior to the function (three weeks if money needed). All publicity must state that the event is a fundraiser and who the proceeds will benefit per the State of Connecticut Comptroller. For specific questions regarding fundraising policies, please reference the Student Activity Fund Financial Guidelines located in the Office of College Life.

All solicitations, drives, and sales held on campus must be sponsored by recognized student organizations and must be approved by the Office of College Life. A Student Activity Registration Form must be filled out and discussed with the Director of Student Leadership Programs and Activities prior to beginning any solicitation, publicity or sales efforts. Commercial ventures competing with approved vendors will not be permitted to operate on College grounds. Student organizations may host craft vendors on campus as a fundraiser. All arrangements must be made through the Office of College Life.

### **Posting Policy**

Posters and other forms of advertising on the campus must conform to campus regulations available in the Office of College Life and must be stamped before posting. The College reserves the right to refuse requests for posting of information by non-College related organizations, private individuals, groups, etc.

1. All Gateway Community College recognized student clubs and organizations must have programs and events approved by the Office of College Life before distributing related publicity.
2. All posters, flyers, banners, etc. must be approved and stamped by the Office of College Life before posting.
3. Student organization program publicity must bear the College logo (available in the Office of College Life), must identify which organization is sponsoring the program, and if it is paid for by the Student Activity Fee.

4. Posting is permitted on bulletin boards only. All bulletin boards are designated as official College, departmental or Student Organization bulletin boards. Bulletin boards will be cleaned weekly of any overdue or illegal postings.
5. Posting is not permitted on doors, vehicle windshields, or trees. Materials posted in these areas will be removed! Large posters may be posted with masking tape on walls only if approved by the Dean of Administration in advance of having the posters printed. Student clubs and organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or fines.
6. Twenty (20) copies will be approved by the Office of College Life for posting. One (1) flyer may be posted per bulletin board. The Office of College Life will maintain one copy for their files and one copy for the club file. Flyers and other advertisements must be removed immediately after the event has taken place.
7. Flyers may be posted for a maximum of three (3) weeks or until the date of the event (whichever comes first).
8. All information on any flyer must be written clearly.
9. If a flyer is to be written in a language other than English, the flyer must include the English translation.
10. There will be no posting of alcohol-related or drug-related events, obscenities, slanderous materials, or material containing racist or sexist statements. This would include, but not be limited to, advertisements which show/promote bars, nudity, violence, racism, sexism, alcohol, drugs, firearms, or other items not deemed appropriate. Profanity or vulgarity is not permitted on any posted materials.
11. There will be no posting of notices or flyers that support or endorse candidates for political office or political statements. We are not a public forum for others to propagate their views.
12. Banners may be posted in the Cafeteria or lobbies with prior approval and scheduling from the Director of Student Leadership Programs and Activities. Banners may be posted for a maximum of seven days. Banners may not exceed 36" x 48" due to space limitations unless it is for a campus-wide program and with the approval of the Director of Student Leadership Programs and Activities.
13. Use of any bulletin board or authorized space on campus does not constitute an endorsement or guarantee of any product, service, or information by the Student Government Association, Office of College Life or Gateway Community College.
14. The Director of Student Leadership Programs and Activities may alter these policies pertaining to clubs and organizations at his/her discretion.

Students or student organizations in violation of any of the preceding regulations are subject to disciplinary action. Outside organizations in violation of these policies will not be permitted to post any information or use College facilities and criminal charges may be pursued.



### **Scheduling Student Activities and Special Events**

Scheduling Policy: The Office of College Life will act as a facilitator for scheduling events while taking the entire campus calendar into consideration. In order to plan a special event or activity on or off-campus, student, clubs and organizations must submit a completed Student Activity Registration Form to the Office of College Life not less than two (2) weeks prior to event (three weeks if monies will be needed). The Office of College Life will make all room reservations for events and club meetings on behalf of the club.

### **Conflicting Date Policy**

If the scheduling of two events on the same date or near the same date will cause a conflict, the final dates will be decided by the Director of Student Leadership Programs and Activities.

### **Room Use Policy**

To reserve a room, please clearly indicate which room is desired on the Student Activity Registration Form.

### **Security for Student Activities and Special Events**

After receiving a Student Activity Registration Form, the Director of Student Leadership Programs and Activities will consult with the student organization and determine how many staff will be required to work the event and/or whether or not police protection will be necessary.

### **Admission Charges**

No admission charge may be set or announced without consulting with the SGA Treasurer. It is generally assumed that most events provide both social and cultural opportunities rather than serve as a means for raising funds. The determination of admission charges will be based on:

- The organization's budget provided from the Student Activity Fund;
- The projected cost of the event; and
- Non-students must pay a higher rate than students when Student Activity Fund money is being used. Non-students must pay no less than the cost of the ticket itself.

### **Off-Campus Events and Travel Policy**

- Prior to approval of an off-campus activity or special event, the Director of Student Leadership Programs and Activities (or College Life representative) must perform an on-site inspection and tour of the facility to check the following:
  1. General suitability of the establishment for the affair;
  2. Parking facilities;
  3. Fire protection;
  4. Handicapped access;
  5. City licensing.

- Clubs may select who they would like to serve as chaperone(s) for any off campus events with the final approval from the Director of Student Leadership Programs and Activities.
- Club student coordinator and chaperones must meet with the Director of Student Leadership Programs and Activities prior to the event to finalize expectations and needs for all off campus events.
- All participants (students, non-student, advisors /chaperones) must submit a signed BOT Activity Waiver Form and submit it to the Office of College Life prior to the day of the excursion.
- All participant signups and ticket sales will be conducted in the Office of College Life during normal business hours.
- A list of participants and a copy of the BOT Liability Waiver Form will be provided the day before the event to the student coordinator and chaperone as well as a copy forwarded to the Dean of Students. Upon return, paperwork should be returned to the Office of College Life for club files. [Please see Ticket Policy for information regarding ticket sales.]

### **Supervisory Responsibilities of Chaperones for Off Campus Student Activities/Day Trips**

- No less than two chaperones are required for any student club sponsored bus trip.
- The chaperone(s) for the event must be in attendance before, during and while cleaning up after the scheduled event. The event may not begin without the chaperone(s) in attendance.
- The chaperone and student chairperson should introduce themselves to police/security and/or charter personnel.
- The chaperone is to be the final decision-making authority regarding immediate action to be taken when the Director of Student Leadership Programs and Activities or higher authority is not present.
- The chaperone is to be notified immediately by students or police regarding injury to another student.
- The chaperone should assist the injured student in contacting his/her family and notify the Director of Student Leadership Programs and Activities immediately.
- If the Director of Student Leadership Programs and Activities cannot be reached, the Dean of Students or the President of the College must be notified immediately.
- In the event of an accident, disciplinary issue or difficult situation, the chaperone(s) are to submit a written incident report directly to the Director of Student Leadership Programs and Activities within twenty-four hours of the activity.

- Before departing campus, chaperone(s) must cross-reference BOT Liability Waivers, ticket sales and the participant list to ensure all forms are complete and payment has been secured. Any new BOT Liability Waiver Forms must be copied and the originals are to be submitted to the Office of College Life prior to departure.
- The Chaperone must verify attendance and cash operations while at the event. Following the activity, the chaperone(s) are to submit any cash along with the Fundraising Deposit Form and Ticket Audit Form to the Office of College Life within twenty-four hours of the event.

### **Conference Travel**

- If students are traveling to a conference, the club officers must meet with the Director of Student Leadership Programs and Activities no less than six weeks prior to the travel date.
- The students are to select a full time faculty or staff member to chaperone the trip and obtain final approval from the Director of Student Leadership Programs and Activities.
- The SGA will only fund one chaperone for a conference.
- Each participant and chaperone must complete the following:
  1. Travel Authorization (must be completed prior to travel arrangements and registration due date);
  2. BOT Activity Waiver Form;
  3. SGA Conference Travel Contract prior to payment of registration, hotel and flight.
- All travel arrangements must be coordinated between the Club President or Club Treasurer and Director of Student Leadership Programs and Activities. See Financial Guidelines for conference regulations.
- Participants are required to fully participate in all aspects of the conference or convention.
- Conference participation is a College sanctioned event and therefore, alcohol is prohibited for both student participants and chaperone.
- Student participants are to submit a written report and present a report to the SGA within two weeks after the conference.
- If a student fails to attend the conference once travel tickets have been purchased and past the conference cancellation deadline, he/she will be required to reimburse the SGA for the expenses incurred and will receive their ticket to be used at a later time.

### **Supervisory Responsibilities of the Chaperone while Traveling to Conferences**

- Chaperone will be responsible for receiving plane or train tickets.
- Chaperones may be required to drive school or rental van.
- Cash advance for student meal allowances will be made out to the chaperone traveling with the students.
- Oversee hotel and conference check-in.
- Remember that chaperones are responsible for the integrity of our program and the College while traveling and that they need to be able to make clear, responsible decisions. Therefore, chaperones are not permitted to consume alcohol while chaperoning College sanctioned trips.
- Fully participate in the conference.
- Be available to process with the students.
- Allow the students to determine who will attend which workshops, etc. Assist in settling any disputes if necessary.
- Contact the Director of Student Leadership Programs and Activities in the event of any problems or emergencies.

### **General Regulations Governing All Clubs**

1. All student organizations, including those with national affiliations, are subject to College policies, regulations, and guidelines as outlined in the Student Handbook and in the Student Organization Guidebook.
2. Recognition of an organization by the College implies neither approval nor disapproval of the aims, objectives and policies of the organization.
3. Each organization is responsible for the behavior of its members at all times when they are acting under the auspices of the group.
4. Neither the organization nor its representatives may violate federal, state or local laws during activities/functions.
5. Any organization that engages in illegal activities on or off campus will have sanctions imposed against it by the Director of Student Leadership Programs and Activities and/or the SGA. Individuals may also be held responsible to the Dean of Students by means of the Campus Code of Conduct Policy. Such an organization is also liable to action by external sources.
6. Organizations, their advisors and club activity chaperones are required to comply with the College Policies. Violation of these policies leaves the sponsoring student organization and its officers open to sanctions imposed by the SGA, Director of Student Leadership Programs and Activities and/or the Dean of Students.

7. Sanctions will be determined by these organizations and may include but are not limited to probation, temporary suspension, permanent suspension/loss of recognition, suspension of funding, community service, suspension of use of College facilities or other sanctions as determined by the SGA, Director of Student Leadership Programs and Activities and/or the Dean of Students.
8. Each organization is subject to rules, regulations and/or procedures established by the Student Government Association and the Director of Student Leadership Programs and Activities.
9. The organization must not demonstrate any dangerous practices or violent behaviors which are detrimental or injurious to students or members of the campus community. Any disruption of the educational purpose of the institution cannot and will not be permitted.
10. Dangerous, violent or disruptive behaviors which can be injurious to the health, safety, and general welfare of the general community include:
  - Actions which adversely impact the academic, co-curricular or vocational pursuits of students;
  - Actions which remove students by pressure or force from the campus for extended periods;
  - Actions which adversely impact the financial status or conditions of the student;
  - Engaging in false or deceptive promotions or advertising concerning a group or its activities;
  - The use of non-students or others unrelated to the College experience who pose as students for the sake of solicitation;
  - Seeking to force or coerce, either physically or emotionally, membership into a group.
11. All organization contractual agreements and/or financial transactions must be approved by the Director of Student Leadership Programs and Activities prior to arrangements being made. No student, student organization or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. Anyone found in violation of this policy will be held personally responsible for any financial obligations and will be subject to further sanctions by the SGA, the Director of Student Leadership Programs and Activities, the Dean of Students or College Management.
12. Membership in all SGA student organizations shall be open to any activity fee paying student of the College community who is willing to subscribe to the stated aims and philosophy of the organization. Discrimination on the basis of color, creed, age, handicap, national origin, race, gender, or sexual orientation is prohibited.

13. A current Constitution and a current roster of officers, general members and approved Advisor(s), including phone numbers and addresses, must be submitted by the end of the fifth week of each semester to the Office of College Life in order to maintain a registered status and have access to Student Activity Funds and College facilities.
14. All clubs utilizing the Student Activity Fee must submit meeting minutes to the SGA following each club meeting.
15. Student members must vote on all club officer elections, which programs and or activities the club wishes to sponsor and who will serve as the club Advisor(s). These items must be included in club minutes.
16. There will be no club activities or programs during the week of finals and all spring programs must be completed by the start of finals week.

### **Organizing a New Club**

#### **Recognition of New Clubs and Organizations**

New clubs and organizations will be established as students express an interest in forming them. Students wishing to form new clubs/organizations may contact the Student Government Association President and/or the Director of Student Leadership Program and Activities. Before an organization can be recognized on campus or be able to receive any allocation of the Student Activity Fund, the group must be processed by the Office of College Life and formally recognized by the Student Government Association.

1. If a student decides he/she wants to start a new club, here's how:
2. Meet with the Director of Student Leadership Programs and Activities to discuss your idea for the club, its purpose and how to begin.
3. The minimum number of students required to create a new organization is eight (8). All students must be in good standing with the College.
4. Compile a list of prospective members using the Student Organization Roster. The roster requires:
  - Student's name
  - Elected Position
  - Address
  - Student ID number
  - Phone
  - Email

5. All advisors serve at the pleasure of the student organization and the Student Government Association. Student club members must vote to nominate a full-time faculty/staff member to serve as the advisor to the organization. All advisors must then be approved by the Student Government Association Executive Board in consultation with the Director of Student Leadership Programs and Activities on a yearly basis and participate in Advisor Training in order to serve as a club advisor.
6. As a group, write a Constitution which reflects the purpose of the organization, its governance structure and the way you intend to run it including: meetings, elections and amendments (see sample). All sections and articles of your Constitution should be explicitly defined. All Constitutions must comply with State, College and Student Government Association policies.
7. Review your Constitution with the Director of Student Leadership Programs and Activities to ensure that it is complete and complies with State, College and Student Government Association policies. Once finalized by the Director of Student Leadership Programs and Activities, the group may submit the new Student Organization Packet including the Student Organization Roster, Constitution, and Advisor Nomination and Agreement to the President of the Student Government Association for review.
8. Upon submitting your Constitution to the President of the Student Government Association, make an appointment to present your organization's Constitution for recognition at a Student Government Association general meeting.
9. If your organization is approved, you must submit one copy of your approved Constitution to the Office of College Life to establish your organization's permanent record.
10. All amendments to your Constitution (including changing the name of your organization) must be approved by the Student Government Association.
11. After recognition, your organization may approach the Finance Committee of SGA for funding.
12. All organization Constitutions, recruitment procedures and practices must be free of any and all restrictions for membership on the basis of race, color, handicap, military status, creed, religion, sexual orientation or national origin. Policies or practices not in accordance with these requirements, written or unwritten, are prohibited. Violations of these requirements can lead to immediate loss of College and Student Government Association recognition.

## **Requirements for Serving as an Advisor**

- Primary Advisor(s) must be a full-time employee of Gateway Community College. (In rare instances, an exception may be made at the discretion of the Director of Student Leadership Programs and Activities.) In order to serve as a club/student organization advisor, the club or organization must nominate an advisor to be confirmed by the Student Government Association in consultation with the Director of Student Leadership Programs and Activities on a yearly basis. This staff member serves as the Primary Advisor to the student organization.
- Organizations may elect to have a secondary Advisor who must be an employee of the College with the exception of student employees. A Secondary Advisor may serve as a resource to an organization for programming and coverage of events. The Secondary Advisor must also be nominated by the club membership and approved by the Student Government Association Executive Board as well as participate in Advisor Orientation.

## **Role of the Advisor**

Student organization advisors agree to:

1. Take an active role in advising the student organization.
2. Know the general purpose of the organization and be familiar with all provisions outlined in the organization's Constitution and Bylaws.
3. Be familiar with parliamentary procedure.
4. Know the officers and the current members of the organization.
5. Meet with the organization's leadership on a regular basis (at least once per month).
6. Remain informed of all activities sponsored and conducted by the student organization and attend all on-campus events.
7. If requested, be willing to chaperone any off-campus events held by the club.
8. Establish with the student organization officers the manner and frequency in which the Advisor(s) will participate in the organization's activities, e.g., programs, social events, and meetings.
9. Be knowledgeable about and adhere to College policies and procedures which pertain to student organizations and inform the student organization officers of his/her responsibility to do the same.
10. Be knowledgeable of policies and procedures listed in the Code of Student Rights (in the Gateway Community College Student Handbook) and review this code with the student organization officers.
11. Adhere to the Student Activity Fund Financial Guidelines.
12. Offer guidance to the organization on goal setting, organization management, program planning, problem-solving and group evaluation.



13. Advisors are required to attend and chaperone the various on-campus events of the student organizations they advise, held during and after normal business hours. Advisors should arrive at least one half hour before the event and remain until the dissipation of the crowd.
14. Promote student involvement in the operation of the club.
15. Know the organization's process for obtaining new members.
16. Report to the Director of Student Leadership Programs and Activities any activities which may or will violate College policies.

### **The View of the Advisor as Viewed by the Student Leaders**

- Serve as a Resource Person
- Offer positive reinforcement and support
- Provide constructive criticism
- Inform students on legal and policy matters
- Attend club meetings
- Advise on specific College Procedure
- Be available
- Discuss ideas, but don't dictate
- Support events by attending
- Play devil's advocate when needed
- Realize leaders are volunteers
- American Student Government Association

### **Meeting Minutes**

The Comptroller for the State of Connecticut requires that all clubs have minutes to their respective club meetings. Meeting minutes are to be typed, must reflect the business of the day with motions and the outcome of each order of business. Minutes are to be signed by the Club Secretary and submitted to the Office of College Life following the acceptance of the minutes by the club. Club minutes are subject to FERPA laws and will require a FERPA Release. A FERPA Release for Club Minutes may be obtained in the Office of College Life or on the College Internet and College Intranet.

## **Student Activity Fund Financial Guidelines**

All Gateway Community College students pay a designated Student Activity Fee to the College each semester. This money is administered by the Student Government Association and dispersed through the SGA Finance Committee, which consists of 5-10 students. The Student Activity Fund Financial Guidelines are regulated by the Student Government Association and based upon the policies and procedures outlined in the State of Connecticut Comptroller's Accounting Procedures Manual for Activity and Welfare Funds, policies and procedures of Gateway Community College, the Office of College Life and those of the Student Government Association. These Financial Guidelines may change at any time at the discretion of the Comptroller for the State of Connecticut and the Student Government Association.

In order for an organization to be recognized and in good standing with the Student Government Association and the Office of College Life, the following must be submitted to the Office of College Life within five (5) weeks of the start of each semester:

1. Completed Student Organization Roster including phone numbers, mailing addresses and email addresses (each semester);
2. Advisor Nomination and Agreement Form (yearly);
3. Organization's Updated Constitution (must be submitted to the Senator for Clubs and Organizations by the end of the fifth week of the spring semester every other academic year). Clubs will be notified when their Constitution is up for review.

In addition, each student organization **MUST** send at least one member of the organization to each general Student Government Association meeting. **Two unexcused absences will result in the organization's Student Government Association account being frozen.** Once an account has been frozen, funds will not be made available to that organization for a term to be set by the Student Government Association Executive Board not to exceed one year.

### **The Fiscal Year**

The fiscal year begins on July 1 and it ends June 30. Student Organization accounts are closed on April 30. This means no Student Activity Fund Payment Requests, account transfers, contracts or cash advances will be processed. Any events taking place after April 30 should have their paperwork completed prior to the event. Rare instances might dictate clubs and organizations to request funds from an ad hoc Finance Committee, which would consist of the SGA Executive Officers and the Campus Activities Board Senator, during the interim period (May 1 to the first day of classes in the fall semester).

The SGA Treasurer will hold mandatory workshops for all organization treasurers to explain the Student Activity Fund Financial Guidelines. It is the responsibility of the organization treasurer to attend this workshop.

## **Funds**

The Student Government Association Activity Fund account is divided into Allocated Funds, Fundraising Funds, and the Carry-Over Cash Account.

**Allocated Funds** - are funds that are disbursed to clubs and organizations at the beginning of the fiscal year. Allocated funds are to be used for the good of the entire club and may not be spent to benefit any individual club member. Clubs and organizations may spend these funds through the Student Activity Fund Payment Request System. Student Activity Fund Payment Requests can be obtained from the Office of College Life, the SGA Office, the College Intranet and on the College Website ([www.gwcc.commnet.edu](http://www.gwcc.commnet.edu)). Student Activity Fund monies are prohibited for the use of purchasing alcohol, items for organization use only, rental of cars for personal use and to purchase food for private meetings/parties. Items purchased or donated to charities is illegal. Any items that the Director or Student Leadership Programs and Activities or the Connecticut State Comptroller deems inappropriate will not be purchased. Allocated money will be returned to the Student Government Association Carry-Over Cash Account at the end of the fiscal year unless deemed otherwise by the Student Government Association. The SGA Treasurer maintains a record of funds and monetary transactions for student organizations.

**Fundraising Funds** - are funds, which are generated by organizations through fundraisers, thus, allowing flexibility in expenditures. Monies acquired through Fundraising must be deposited through the Office of College Life, where you may obtain a Club Fundraising/Event Revenue Deposit Form. In order to use raised monies for charitable means, clubs must utilize the Student Activity Fund Payment Request System. **Monies fundraised must be submitted along with a *Club Fundraising/Event Revenue Deposit Form* within twenty-four (24) hours of the event/fundraiser to the Office of College Life.** The use of fundraising dollars for alcohol is prohibited. The club may carry any fundraising monies that have not been used by the end of the fiscal year over to the next fiscal year. If a club has been inactive for two years, its fundraising balance reverts to the Student Government Association Carry-Over Account.

**Generated Income** - from any source must be deposited in the club's Student Government Association Account within twenty-four (24) hours. Individual checking/savings accounts are prohibited.

**Dues** - may be collected only by Honor Societies and organizations with national affiliations. However, any organization that collects mandatory dues will not receive Student Activity Fund monies unless the funds are to be used for programs that will benefit the entire student body. Dues collected must be deposited in the organization's Student Government Association Activity Fund Account through the Club Fundraising/Event Revenue Deposit Form.

**Donations** - may be collected by a club or organization. Donations collected must be deposited in the organization's Fundraising Account with the Student Government Association.

**Carry-Over Cash Account** - are funds carried over from previous years and may only be spent on major student programs that are not a part of the annual programming calendar, Leadership Conference Grants and other student programs deemed appropriate by the Student Government Association Officers and Director of Student Leadership Programs and Activities. The Carry-Over Cash Account must maintain a balance of no less than \$10,000 a year. In order to access the Carry-Over Cash Account, all of the Executive Officers of the SGA must approve the expenditure along with approval from the Director of Student Leadership Programs and Activities.

The SGA Treasurer, in consultation with the Director of Student Leadership Programs and Activities, may at any time freeze the funds of an organization, if deemed necessary, resulting from a violation of the Student Activity Fund Financial Guidelines.

### **Yearly Student Organization Budget Requests**

The Student Government Association conducts a yearly budget request process which is facilitated through the Finance Committee. Budget requests for the following academic year are due on March 15 of each academic year. Student Organization Treasurers will be requested to appear before the Finance Committee to defend their respective budget requests.

The Student Activity Fund will be broken down as follows:

- 10% for the Student Government Association to be set aside for the SGA conference and programming;
- 25% for the Campus Activities Board;
- 23% to the Office of College Life Leadership Retreats, SGA, Senate and Student Organizations, Leadership Development Training (campus wide and organizational), Diversity Programming, Club supplies, popcorn supplies and sundries, Swearing In Ceremony, Student Leadership and Athletic Banquet, Student Appreciation Days and other programs and activities deemed appropriate by the Director of Student Leadership Programs and Activities;
- 10% to be used for the Student Leadership Conference Grant Program;
- 27% to be allocated to SGA recognized student organizations by the Finance Committee of the SGA; and
- 5% for Contingency Fund for new clubs and additional requests throughout the academic year.

Supplemental budget requests for additional monies will be accepted through October 15 of each year. If monies are available, clubs may requests additional monies throughout the rest of the academic year.

## **Student Activity Fund Payment Request System**

Student groups must use the Office of College Life's Student Activity Fund Payment Request System to spend money from their Student Government Association account. Products or services may not be purchased or ordered until a Student Activity Fund Payment Request Form is properly completed and approved. The amount of a purchase is not to exceed the amount approved on the Student Activity Fund Payment Request Form. Only properly executed Student Activity Fund Payment Request Forms will be honored. Allow at least three weeks to complete the Student Activity Fund Payment Request Form (six weeks for conference travel Student Activity Fund Payment Requests.)

### **NOTE:**

**Invoices** - will not be paid without prior completion of a Student Activity Fund Payment Request Form.

**Reimbursements** - for expenditures will not be processed without prior approval of a Student Activity Fund Payment Request Form. Reimbursements require an original receipt as proof of total expense and permission to have spent monies must have been granted by the SGA Executive Board prior to the expenditure.

**Bills** - will not be paid without a written statement and invoice and an appropriate W-9 form on file with the College.

**Personal Service Agreements** – must be completed prior to engagement and will not be paid without a completed Student Activity Fund Payment Request, W-9, invoice and club minutes identifying that the students voted on the expenditure. All forms must be submitted to the Office of College Life prior to the event and payment will be sent fourteen to twenty-one business days following the event.

## **Student Activity Fund Payment Request Procedure**

1. Student Activity Fund Payment Request Forms are available in the Office of College Life, from the SGA Treasurer and the College Intranet.
2. A club member must fill out the Student Activity Fund Payment Request Form and must obtain the signatures of the club treasurer.
3. The Student Activity Fund Payment Request Form must be submitted to the Office of College Life no less than three weeks prior to the date needed. The Student Activity Fund Payment Request Form will be dated and numbered upon receipt. The SGA Treasurer will authorize the request based upon available funds and Financial Guidelines (Note: no checks will be issued to those organizations and clubs with insufficient funds). A Payment Voucher will be generated and forwarded to the Director of Student Leadership Programs and Activities and the Dean of Students to authorize payment and a copy of the payable voucher will be forwarded to the requesting student organization for their respective records. Payment will not be made without the authorized signature of the Director of Student Leadership Programs and Activities and the Dean of Students.

4. If the request for a Student Activity Fund Payment Request is denied, it will be marked VOID. The person who initiated the Student Activity Fund Payment Request will be notified through the organization's mailbox located in the Office of College Life.
5. Contained on the Student Activity Fund Payment Request Form is Gateway Community College's tax-exempt number (#06-6000798-7701). Tax will not be paid on a purchase or service.
6. A proof of purchase, Personal Service Agreement and invoice MUST accompany the Student Activity Fund Payment Request for a check to be drawn.
7. All purchases are to be completed through the College Purchasing Office after submitting appropriate paperwork to the Office of College Life.
8. After services are rendered, checks are either sent to the vendor or picked up in the Office of College Life by the requester.
9. When money is advanced to a student organization, a receipt for the expenditure must be received within five business days. Failure to produce a receipt will result in the account being frozen and students/staff being responsible for lost money.

#### **Personal Service Agreements (PSA's)**

1. Any questions regarding Personal Service Agreements and contracts should be directed to the Director of Student Leadership Programs and Activities.
2. Students and advisors can neither sign contracts nor make verbal commitments to performers and/or services. Failure to abide by this rule will lead to the automatic freezing of all funds, for a period not to exceed one year. Individuals may also be held financially responsible.
3. All Personal Service Agreements must be approved by the Director of Student Leadership Programs and Activities prior to processing. PSA's will be prepared by the Office of College Life. Clubs must have sufficient funds for the requested product or service before the Personal Service Agreement can be authorized by the Director of Student Leadership Programs or a Payment Request drawn.
4. Student Activity Fund Payment Requests must be completed and returned with the signed contract, invoice, completed W-9 Form, Certification and club minutes.
5. PSA's requiring deposits are not allowed. The Director of Student Leadership Programs and Activities may de-terminine exceptions, only when absolutely necessary.
6. Each PSA requires the signatures of the performer/contractor before it is submitted back to the Office of College Life for processing. One copy of the signed PSA will be kept on file in the Office of College Life. Please allow at least 3 months for any contract over the amount of \$3,000 to be approved by the State Attorney General.

7. There must be four copies of the PSA. One copy is to be returned to the performer/ agency, the sponsoring club or organization retains a copy, and the third copy is to accompany the Payment Request and a fourth copy will be kept on file in the Office of College Life. The College will only accept a state PSA to be used as a contract with clubs and organizations.
8. All artists will be paid fourteen to twenty one days AFTER their act or performance, by a Gateway Community College - Student Government Association check drawn on a Payment Voucher. Agents and/or performers must be notified of this rule in advance.
9. Door receipts cannot be used to pay the performer or speaker. There are absolutely no exceptions to this rule! All door receipts received must be deposited through the Student Organization Deposit Form available in the Office of College Life.

### **Equipment**

Purchasing equipment with Student Government Association funds places the responsibility for the respective equipment with the organization that bought the item(s); however, Student Government Association is the owner. All equipment purchased with Student Activity Fee money will be inventoried by the College Life staff and stored in the Student Government Association Office or in College Life storage.

When treatment of Student Government Association purchased equipment is deemed irresponsible, the individual or group can be denied the use of the equipment and/or access to funds in the future. Likewise, anything leased, rented, or borrowed for an approved event will be the responsibility of the sponsoring organization.

The Office of College Life is not liable for any loss by a club or organization. Any such occurrence must be immediately reported to the Director of Student Leadership Programs and Activities and the SGA Treasurer. In the case of stolen equipment, Security must be notified immediately. When exact loss is calculated, the Finance Committee will determine if loss was due to negligence. If the organization is deemed negligent, then the organization may be held responsible for loss or damage and it will be billed accordingly.

### **Cash Receipts**

#### **Money Deposits**

An organization must deposit all funds into its account(s) through the Office of College Life. The SGA Treasurer will credit the organization, and he/she will give the bearer a receipt for the money deposited.

The following cash receipts must be deposited:

**Generated Income** - Funds allocated or appropriated to an organization can be used to generate income (unallocated funds). These funds must be deposited to the Office of College Life within twenty-four (24) hours of the event. Monies collected that exceed the amount allocated for the program may be deposited into the club fundraising account to be facilitated by the Office of College Life.

**Donations** - Any club or organization supported with Student Activity Fees shall report all donations to the club from all sources to the SGA Treasurer and Director of Student Leadership Programs and Activities in writing. This report should include the amount of the donation and any restriction attached to it by the donor. If the donor decides to withdraw his/her donation, then the club will willingly refund it. The SGA Treasurer and the Director of Student Leadership Programs and Activities shall be notified of this type of transaction and reason for withdrawal. A Payment Request will then need to be submitted for processing.

**Dues** - Any club or organization (except fraternities and sororities) that collect dues must deposit these funds in their Student Government Association Account. By collecting dues, the organization will become ineligible for funding by Student Government Association except for events open to entire student body.

### **Petty Cash Advance**

Petty cash is available to clubs through the Office of College Life for emergency use only in the form of a College check prepared in the Business Office. Clubs/organizations may make a request for money that may be issued at the discretion of the SGA Treasurer in consultation with the Director of Student Leadership Programs and Activities.

Prior to receipt of funds, the requestor must complete a Student Activity Fund Payment Request available in the Office of College Life. Organizations must complete or have a Student Activity Fund Payment Request completed with signatures at least three (3) business days prior to receipt of funds for a cash advance.

Original receipts must be returned to the Office of College Life within two (2) business days of use.

**PLEASE NOTE:** If remaining monies and receipts are not turned over to the Office of College Life within (2) business days of Petty Cash advance, organizational funds may be frozen for up to one year, and the requesting individual's College account will be charged for the monies.



### **How to Hold an Event on or off Campus**

1. All student organizations must submit a Student Activity Registration Form to the Office of College Life at least two (2) weeks prior to the event and no less than three (3) weeks if monies are involved.
2. The Director of Student Leadership and Activities will authorize the activity request based on scheduling, personnel resources and available monies.
3. The Office of College Life will place the room reservation on behalf of the club.
4. Upon approval, the club may proceed with event planning. This may include catering request, transportation, ticketing needs and costs, room set up, chaperone, publicity request, video fax request, tech request and security needs to be coordinated with The Office of College Life. Please refer to posting policy regarding publicity.

### **Ticket Policy**

- All ticket sales are to be conducted in the Office of College Life or at the event, when appropriate.
- All tickets must be sequentially pre-numbered. Ticket numbers issued, used and unused must be properly accounted for and documented on the Ticket Sales Audit Form. All unused tickets are to be returned along with the form within twenty-four (24) hours of the event. An Event Profit/Loss Summary and Evaluation form that itemizes income and expenditures and shows the accountability of tickets must be prepared and submitted to the Office of College Life within five (5) days of the event to be verified and submitted to the Director of Finance within ten (10) days of the event.
- Ticket sales to the student body must begin a minimum of two (2) weeks prior to opening up the sale of tickets to non-students, Gateway Community College faculty, staff and alumni at the full cost of the program.
- Refunds will not be given, unless deemed necessary by the Student Government Association Treasurer. Tickets may not be resold for a profit.
- Complimentary tickets and/or guest list for an event must be detailed on the Ticket Sales Audit Form.
- A Student Activity Registration Form must be prepared no later than three weeks prior to the date tickets are placed on sale.
- If tickets need to be sold at the event, then arrangements for tickets and petty cash must be made seventy-two (72) hours prior to the day of the event.
- If the transportation is provided by Gateway Community College, ticket holders are required to use the respective transportation to and from the event, and each ticket holder must sign a Board of Trustees Liability Waiver Form available in the Office of College Life.

## **Travel**

### ***Policy for Participation at Conventions and Conferences***

1. Individuals sponsored by a club or organization funded by Student Government Association are eligible for conference travel if they meet the following criteria:
  - Student must be in good standing with the College.
  - Student may not have attended another conference or convention during the current academic year. Exceptions may be made if the student is:
    - a. Presenting at the conference;
    - b. On the conference committee;
    - c. On the executive board of the organization sponsoring the conference;
    - d. Required to attend the conference due to their respective leadership position.
2. Three-fourths (3/4) of a club's membership must be present to vote on which members will attend a conference or convention.
3. The Finance Committee will fund up to eight (8) individuals for their respective conference or convention, for transportation, registration, housing, and food (except for food included in the registration fee). It is strongly suggested that at least two members of an organization attend functions so they can participate in different segments of the retreat, conference, convention, or seminar. If a club or organization wishes to send more than the number of individuals granted funding, then these delegates will be funded from the group's fundraising revenue or by the individuals themselves.
4. The organization may spend no more than fifty percent (50%) of their allocated budget on conference travel.
5. An approved chaperone must attend the conference or convention. One hundred percent (100%) of the chaperone's cost will be paid from the group's allocated or fund-raising account. No more than one chaperone's cost will be paid for with monies from the Student Activity Fund .
6. All requests for convention or conference funding must be received no later than two months prior to the event. A monetary request to the Finance Committee must include any brochure relating to the event, and a summary describing how the club or organization can benefit from sending delegates to the retreat, convention, conference, or seminar.
7. The Finance Committee will not approve more than one conference or convention per club per year.
8. It is expected that the club or organization will secure the most cost-efficient accommodations and mode of transportation.
9. Appropriated funds must be used as stated. Unused funds must be returned to the Office of College Life within three (3) business days following the event. Failure to comply with this guideline will result in freezing of the respective club's funds.

10. Receipts must be attached to a completed Travel Expenditure Report and returned within three (3) business days following the event.

Reimbursement for food is as follows (per diem):

Breakfast	\$ 10.00
Lunch	\$14.00
Dinner	\$25.00
Gratuities	\$7.35

**NOTE:** *Any expense for food incurred above the allocated amount of \$56.35/day will be the responsibility of the student. You will not be reimbursed for overspending.*

11. A written or verbal report of the convention and an attendance list must be presented to the Student Government Association no later than two weeks after the conference.
12. All participants must fill out a Student Leadership Conference Contract, liability forms and any other agreements
13. that are required for conference attendance.
14. Any student who violates the Conference Travel Agreement or cancels after plane or train tickets have been purchased or the conference registration cancellation has passed will be required to reimburse the SGA for cost incurred and will be given their ticket to use at another time.
15. The Finance Committee and/or the Director of Student Leadership Programs and Activities may make exceptions to the aforementioned travel rules, if deemed appropriate.

#### **Club Recruitment and Recognition Specific Spending Policy**

1. An organization may exhaust up to five (5%) percent of appropriated money to purchase awards, trophies, or plaques for students. Cash rewards are not permissible. Requests for additional money will be denied.
2. Organizations may provide prizes to program participants. Prizes cannot exceed \$50 per person and only students are eligible to receive them. Organizations cannot provide cash prizes and all prizes must be verifiable with a receipt from the store in which it was purchased.
3. Clubs may not purchase gifts for students, faculty/staff members or those not affiliated with the College.
4. An organization may use up to thirty (30%) percent of appropriated money to purchase food for "open events." Additional requests for money for food may be granted, on a case-by-case basis, which will be determined by the Finance Committee. Requests for food must be itemized in a group's budget for an event. An "Open Event" is accessible to the entire Gateway Community College student community, and it must be publicized in the same manner.

## **Catering Policy**

1. Student groups may request money for food, provided that it enhances the educational experience. The Finance Committee will determine the type of events that require food. These instances will be considered on a case-by-case basis. Money will only be appropriated for “Open Events.” An “Open Event” is accessible to the entire Gateway Community College student community, and it must be publicized in the same manner.
2. Food may also be paid out of the club’s allocated catering money in an amount not to exceed \$100 for a club recruitment meeting at the start of the year and another \$100 for an end of the year party for the club in the spring. The club will have to request a budget for these expenses if they wish to have these functions.
3. When catering is required, student organizations must submit a Catering Request Form no less than one week before the event to the Office of College Life to place the order on the club’s behalf. This includes catering to be paid out of the club’s fundraising account.

## **Finance Committee**

### **General Information**

Student Government Association funds should provide students with a means for intellectual, cultural and social development on campus. The Finance Committee is a subcommittee of the Student Government Association, and it bears the responsibility of appropriating Student Activity Funds to the various SGA recognized student clubs and organizations at Gateway Community College.

The Finance Committee is an important subcommittee, because it can prudently provide the financial support for many co-curricular activities. Decisions will be made with the best interest of the students in mind. Decisions by the Finance Committee may be appealed to Student Government Association during regularly scheduled meetings. The organization must submit their appeal in writing five (5) business days before it is brought to Student Government Association. The Student Government Association may only override a decision of the Finance Committee if there has been a violation of the Financial Guidelines. If a decision made by the Finance Committee is deemed inapplicable, then the SGA Treasurer and the Director of Student Leadership Programs and Activities can change the previous ruling. The SGA Executive Board, ultimately, has the final decision on any matter in question.

## **Committee**

Any member of the student body with a 2.0 GPA or better and is in good standing with the College is eligible to become a member of the Finance committee. Members are selected by the Executive Board of the Student Government Association upon recommendation of the SGA Treasurer after an application and interview screening process. The committee consists of five to ten students, where five students make a quorum, and it meets once a month or when necessary. Members should be committed individuals who can offer fair, unbiased consideration to monetary issues. Members must reapply at the end of every fiscal year. Members who act with any prejudice will be removed at the discretion of the SGA Treasurer and/or the Director of Student Leadership Programs and Activities. The SGA Treasurer, as the chairperson of the committee, has the prerogative to vote to break a tie. Members affiliated with an organization requesting funds cannot vote and cannot be present for the discussion of the vote. All appropriation meetings are limited to appointed members and the Director of Student Leadership Programs and Activities.

## **Additional Monetary Requests to the Finance Committee**

When a club or organization wishes to sponsor an event that would be open to the entire student body and the amount of funds in their account is insufficient, they can put a request for funds in writing and present their itemized budgetary proposal to the Finance Committee. The Committee reviews the monetary request, and decides in accordance with the Financial Guidelines if money should be allocated for such a purpose. The following criteria must be adhered to for the Finance Committee to consider a request:

All organizations planning to appear before the Finance Committee for monetary requests, must submit a copy of the request to the SGA Treasurer and a copy to the Director of Student Leadership Programs and Activities, and meet with the SGA Treasurer by 12 Noon the day before the Committee meeting.

An officer of the organization requesting funds must appear before the Finance Committee to justify his/her request. Appropriations will not be made without a representative of the respective student organization present. The SGA Treasurer, in consultation with the Director of Student Leadership Programs and Activities, will make exceptions, in rare instances.

Requests must be made no less than twenty (20) business days prior to the event. If the event will require a contract, then requests must be made no less than twenty-eight (28) business days prior to the event.

Requests **MUST** be itemized and estimates must be furnished. Other details necessary on the request are:

- Date, time and location of the event;
- Plans for publicity;
- Cost to students and public attending event;
- Plans for catering, if any; and
- Cost of Security/Police, if necessary.

Organizations have a responsibility to follow through with the details stated on their request. Any changes to the original request must be presented to the SGA Treasurer prior to spending.



The Finance Committee can vote to freeze all previously appropriated funds. In an emergency, the SGA Treasurer has the authority and responsibility to freeze funds with the consultation of the Director of Student Leadership Programs and Activities.

# Constitution

*Adopted January 2005*

## Preamble

*We the students of Gateway Community College, in order to form a democratic, efficient and responsible Student Government to represent, lead and unify the student body, to decide and recommend for the students upon any matter involving the student interests, to promote common understanding between students, faculty, and administration, while protecting the individual rights of students, do hereby establish and adopt this Constitution and its By-Laws for the Gateway Community College Student Government Association.*

## Article I

### Name

Section 1. The name of this organization shall be: The Student Government Association (SGA) of Gateway Community College (GCC).

## Article II

### Purpose

Section 1. The purpose of this organization is to:  
A. Be a voice of the students at Gateway Community College.

- B. Promote good citizenship throughout the college and the community.
- C. Assist in the governing of the college
- D. Provide a forum for student expression through student representation.
- E. Work with the Office of College Life to encourage, develop and support student activities and events.
- F. Work with the Office of College Life to officially recognize and coordinate Clubs and Organizations.
- G. Develop leadership skills.

**Article III  
Membership**

- Section 1. All students of GCC are eligible for membership in the SGA upon payment of their tuition and fees.
- Section 2. Membership is established by signing the official SGA roster in the Student Government Association Office or the Office of College Life, or at an SGA meeting.

**Article IV  
Officers / Executive Board**

- Section 1. The SGA shall consist of the following elected executive officers: President, Vice President, Secretary and Treasurer as well as an appointed Campus Activities Board Chairperson.
- Section 2. Eligibility – Eligible students must be able to demonstrate that they have a GPA of 2.5 or better, has a declared major, and must be in good standing with the College. Any elected officer who loses eligibility to serve on the SGA Executive Board must be replaced through the process of nomination and confirmation.
- Section 3. The term of office for all officers is one (1) year. The President may serve only one (1) term. The other Executive Officers may hold the same position more than once pending re-election to that office.



Section 4. Elected Officers are allowed to have their votes cast by proxy in the event they cannot be present during the voting. The proxy must be submitted with the voter's signature. An official proxy form is available in the Student Government and College Life offices.

Section 5. The Executive Board shall have the power to make decisions in the event that the SGA President and SGA Advisor deem a situation an emergency or a situation that is restricted to a time limit of less than 24-48 hours.

- A. A quorum shall consist of a simple majority of the above officers.
- B. All decisions voted upon must be passed by a unanimous vote.
- C. All actions taken must be presented to the full body of the SGA at the next scheduled meeting via the minutes of the meeting at which the action took place. Any Executive Board member may present the new information.
- D. All emergency actions are subject to the SGA Advisor's approval.

Section 6. All Officers serve at the pleasure of the SGA and once elected may be removed as defined by Article VII of the SGA Bylaws.

## **Article V Duties of the Officers**

Section 1. Duties of the President:

- A. Preside over meetings of the SGA and chair the Executive Board.
- B. Use correct parliamentary procedure.
- C. Exercise the power of veto on any SGA actions where he/she deems necessary.
- D. Vote on matters which the group has come to a tie.
- E. Appoint committees.
- F. Represent the SGA at college and community functions.
- G. Be available to students during office hours.

Section 2. Duties of the Vice-President:

- A. Perform the duties of the President in the absence of the President, or when the President is incapacitated.
- B. Preside over the meetings of the Senate.
- C. Maintain calendar of all SGA meetings, committee meetings and events.
- D. Be available to students during office hours.

- Section 3. Duties of the Secretary:
- A. Record the minutes of all meetings of the SGA.
  - B. Type all minutes and agendas.
  - C. Post minutes of all official meetings within 24 - 48 hours of the meeting's adjournment.
  - D. Write and maintain SGA correspondence.
  - E. Chair the Food Service Committee.
  - F. Catalogue Club Minutes.
  - G. Be available to students during office hours.

- Section 4. Duties of the Treasurer:
- A. Work in conjunction with the Office of College Life to maintain records of receipts and expenditures of the SGA in the form of a ledger.
  - B. Present the Treasurer's Report at meetings of the SGA as new expenditures and balance totals become available.
  - C. Assist in preparing vouchers for payment in a timely manner.
  - D. Approve club expenditures in compliance with the Student Activity Fund Financial Guidelines.
  - E. Be available to students during office hours.

## **Article VI Meetings**

Section 1. Any student, staff, or faculty member of GCC may attend a SGA meeting.

Section 2. Non-members of the SGA will be recognized to speak provided their name is placed on the agenda prior to the meeting.

- Section 3. All meetings shall be conducted in the following manner:
- A. The President shall call the meeting to order.
  - B. The Secretary shall call the roll and read the minutes of the previous meeting to submit for approval, and report on any correspondence received.
  - C. Treasurer's Report
  - D. Executive Officer Reports
  - E. Senator Reports
  - F. Committee Reports

- G. Club Reports
- H. Office of College Life Report
- I. Unfinished Business
- J. New Business
- K. Announcements
- L. Adjournment

**Article VII**  
**Clubs and Organizations**

- Section 1. Clubs and organizations recognized by the SGA may submit a budget funding request for their proposed activities and events.
- Section 2. All clubs and organizations wishing to be allocated funds must be open to the entire student body.

**Article VIII**  
**Responsibilities of the SGA Advisor**  
**& The Office of College Life**

- Section 1. To advise the SGA these rules are followed:
- A. Advising: To advise and counsel the officers and members on proposed programs and activities and keep the officers aware of new policies, regulations, resources, and services available to them.
  - B. Attendance: Must attend all of the meetings and activities of the SGA.
  - C. Minutes: To review the minutes of each meeting.
  - D. Compliance: To assist the Officers in adhering to the various policies and regulations of the College.
  - E. Liaison: To serve as a liaison between the organization and the faculty, staff, and administration of the college.
  - F. Evaluation: To provide the President of the College with feedback on the functioning of the programs and activities of the organization.
  - G. Finances: Perform a detailed review of all SGA income and expenditures on a monthly basis and report any irregularities to the Dean of Students.

**Article IX**  
**The Student Activity Fund**

- Section 1. The Student Activity Fund shall consist of a fee paid by each student upon registration. This fee shall be set by the Central Office Administration with input from the Administration and Student Government of each college and the approval of the Board of Governors of the Department of Higher Education.
- Section 2. The Student Activity Fund is placed into a bank account under the College name. The funds will be determined by the number of total students enrolled at the college.
- Section 3. The Student Activity Fund shall be used for the support of all Student Government Association recognized clubs and organizations and any activities wherein the SGA Finance Committee votes in favor of funding.
- Section 4. Deposits to the Student Activity Fund are made by a business office representative once they have been processed by the Office of College Life.
- Section 5. A monthly report will be given to the SGA Treasurer and Office of College Life by the business office regarding all account activity.
- Section 6. The Student Government Association shall maintain an operating account for itself within the Student Activity Fund.

**Article X**  
**Expenditures / Disbursements From**  
**the Student Activity Fund**

- Section 1. The Director of Student Leadership Programs and Activities oversees the fiscal administration of the Student Activity Fund appropriated to the SGA, must approve disbursements from the Student Activity Fund, and sign off on all vouchers for payment.

- Section 2. A ledger is maintained by the SGA Treasurer and the Office of College Life. In the ledger, the Treasurer will keep accurate records of all SGA transactions. Reconciliation of the ledger with the Business Office will occur once per month.
- Section 3. In an emergency situation, the SGA budget may be amended with the approval of SGA and the Director of Student Leadership Programs and Activities.
- Section 4. Procedure for picking up checks from the Business Office:  
A. The only persons authorized to pick up checks from the Business Office are the SGA Executive Board members, Director of Student Leadership Programs and Activities, or the Dean of Students.  
1. Under no circumstances will anyone else be permitted to pick up checks.  
2. The SGA will notify clubs when checks are ready.  
3. The person picking up the check must sign each voucher. In the event that the check is mailed, the person mailing the check must sign off on the voucher.
- Section 5. All outstanding bills from the current academic year must be processed by June 30th. Any bills not submitted for payment by that date will become the responsibility of the club, organization, or person who did not submit the bill for payment in the appropriate time frame.
- Section 6. Equipment purchased with SGA funds must remain the property of the SGA and may be used by any clubs and organizations with the stipulation that full responsibility be assumed by the borrower. No equipment may be used for personal use or gain, or for College academic or administration purposes.
- Section 7. The Director of Student Leadership Programs and Activities and/or the Dean of Students reserve the right to reject a voucher that is deemed to be an inappropriate or unauthorized expenditure of the SGA fund.

**Article XI**  
**Amendments to the Constitution**

- Section 1. Amendments to the Constitution may be proposed for ratification by any member of the SGA in the following manner:
- A. The proposed amendment must be accompanied by a petition with the signatures of no less than 3% of the entire student body to establish support for ratification and submitted to the SGA Vice-President. The SGA Vice-President must present the proposal before the Senate for their review and recommendations. The Senate shall decide whether the proposed amendment will be placed on the agenda for further discussion by the entire body of the SGA in no more than 20 business days from the time of receipt.
    - 1. Any SGA member may call for a vote if they are in disagreement with the reasoning of the Senate, and a simple majority vote of all voting members present shall suffice to place the proposal on the agenda for discussion by the entire SGA.
  - B. \*\*The proposed amendment must be accompanied by a petition with the signatures of no less than 5% of the entire student body to establish support for ratification and submitted to the SGA Executive Board. The Executive Board must place the proposal on the agenda for discussion before the entire body of the SGA no more than 20 business days from the time of its receipt\*\*

Section 2. Quorum for the adoption of an amendment shall consist of 50% + 1 of those present at the meeting before a motion to vote can be called.

Section 3. Two-thirds majority of the quorum shall be necessary for ratification of the proposed amendment.

**Article XII**  
**Governing Rules**

Section 1. The most current edition of Robert's Rules of Order Newly Revised shall govern all matters not addressed in this constitution.

\*\* In the event that Senate has not convened at time of proposed Amendment \*



# By-Laws

*Adopted January 2005*

## **Article I Membership**

- Section 1.           General Membership:  
Any student who pays a student activity fee upon payment of their tuition to the college is automatically a member of the GCC SGA.
- Section 2.           Voting Membership
- A.   Any student may be eligible for voting membership after attending three (3) consecutive meetings per academic semester, and filling out the SGA Voting Membership Registration form available in the Student Government Office, the Office of College Life, or at the SGA meetings.
  - B.   Voting Privileges are forfeited when the member misses three (3) unexcused meetings, or upon termination of their enrollment to the college.
- Section 3.           Executive Board Officers
- A.   The Executive Board Officers shall consist of a President, Vice-President, Secretary, Treasurer and Campus Activities Board Chairperson, who shall occupy these positions upon winning a majority vote in the campus-wide election held each spring semester.
  - B.   The elected officers must maintain at minimum a 2.5 grade point average or above, have declared a major at Gateway Community College, and must be in good standing with the college.
  - C.   All elected officers must meet the classified requirements, and attend at least one (1) SGA leadership conference during the summer that begins their term of office when available.
  - D.   During the summer term, the SGA shall consist of the Executive Board Officers and the CAB Senator.

Section 4.

Appointed Senators

- A. There shall be a maximum of ten (10) senators. Seven (7) appointed senators representing each academic division including: Allied Health, Engineering and Applied Technology, Arts and Humanities, Business, Math/Science, Nursing and Social Sciences shall have one (1) senatorial position on the Student Government.
- B. Each Senator must be matriculated into the academic division which they intend to represent, maintain a 2.0 GPA or above, and be in good standing with the College.
- C. The division head or full time faculty of the division will nominate no less than two (2) individuals to the SGA President to serve as senator for their respective division.
- D. The appointment of the Senator will require a unanimous vote of the SGA Executive Officers.
- E. Of the Senate positions, three (3) shall occupy the following seats:
  - 1 There shall be one (1) Senator of Student Affairs and Administration to represent student affairs issues.
  - 2 There shall be one (1) Senator for the Campus Activities Board whose purpose is to successfully coordinate, implement, and execute a comprehensive calendar of social, recreational, educational, film, performing arts, service, philanthropic, concert, and cultural events for activity fee paying students at Gateway Community College.
  - 3 There shall be one (1) Senator for Clubs and Organizations whose duty shall be to Chair the Inter-Club Council, coordinate the Activities Fair, and oversee Club and Organization constitution review.
- F. All appointed Senators shall have automatic voting privileges.
- G. The term of Senator shall be one (1) academic year, and a senator shall not serve for more than two (2) terms.
- H. The Senate will convene at least once per month or as otherwise necessary.
- I. For impeachment process refer to Article VII of these By-Laws.

Section 5.

Executive Council

The Executive Council shall consist of all elected officers and appointed Senators.



Section 6.

Student Organizational Representatives

- A. Each GCC recognized club or organization must designate at least one representative to the SGA.
- B. Each Official Organization Representative will have one vote on any and all legislative matters.
- C. There are no term limits for Organizational Representatives.
- D. A club or organization that does not have representation at two or more meetings will forfeit their funding.

**Article II  
Election Procedures**

Section 1.

Criteria and Time-Line for Election Procedures:

- A. Nominations for new officers will be accepted through the last week of March.
- B. Students desiring to campaign for a position on the Executive Board must complete a petition containing fifty (50) student signatures and submit it to the Director of Student Leadership Programs and Activities.
- C. After submitting the petition, all SGA members who can demonstrate that he/she possesses a 2.5 GPA and above, has a declared major at Gateway Community College and is in good standing with the college will be added to the ballot for election.
- D. There will be 2 weeks of campaigning under the supervision of the Election Committee.
- E. Elections will take place during the third week of April.
- F. The SGA President will announce the results at noon the day following the election at a designated place.
- G. There will be a transitional period of two (2) weeks from May 1st to May 14th to acquaint the newly elected officers with the duties of their respective positions, and by the third week of May an induction ceremony will be held to swear in the Executive Officers for that year.

**Article IIa.  
Procedure for Filling Vacancies on the Executive Board**

Section 1.

In the event of a vacant office, nominations will be accepted at the next regularly scheduled meeting of the SGA.

Section 2. If the Vice-President or Secretary resigns, is otherwise unable to serve, or in the event of impeachment, replacement of the position becomes the responsibility of the President. Once the President nominates an individual, the nominee must receive at least two-thirds vote of the Executive Board to be confirmed.

Section 3. If the President's position becomes vacant, the Vice-President assumes the Presidency and follows the procedure as outlined in Article IIa. Section 2 of these By-Laws.

Section 4. If the Treasurer's position becomes vacant the President must consult with the members of the Finance Committee if one exist, and nominate one of those individuals. The nominee must receive a two-thirds vote of the Executive Board to be confirmed.

Section 5. If all positions become vacant, an open Election will be held as defined in Article II.

- A. There will be one (1) week of campaigning in lieu of the usual two (2) week campaigning.
- B. Interim Elections will require a petition of 25 student signatures in lieu of the usual 50.

Section 6. If an individual runs unopposed for any officer position, the individual will automatically be named for that position without an election.

### **Article III Meetings**

Section 1. Regular Meetings

- A. Regular SGA meetings must take place, a minimum of every two (2) weeks.
- B. Any student or staff member of Gateway Community College may attend an SGA meeting.
- C. Non-Members, faculty, and staff will be recognized to speak provided their name is placed on the agenda prior to the meeting.

Section 2. Special Meetings  
Special meetings with special agendas may be called as deemed necessary by the President or by majority of the SGA voting members.

Section 3.

**Quorum**

- A. Quorum shall consist of fifty (50) percent plus one of the Executive Council of the SGA.
  - B. Quorum must be present throughout the meeting to conduct business unless absent member has cast their vote by proxy.
- \*\* Official proxy form must be in the hands of the SGA Secretary\*\***
- C. No quorum is necessary for adjournment.

**Article IV  
Committees**

Section 1.

Finance Committee

- A. The Finance Committee shall consist of five-ten (5-10) members, and will be chaired by the SGA Treasurer.
- B. Members must maintain a 2.0 GPA and be in good standing with the college.
- C. Committee Members are selected through an application process conducted by the SGA Treasurer.
- D. Upon completion of the application process, the Treasurer must nominate selected individuals to the Executive Board. To be confirmed, nominees must receive a majority vote of the Executive Board.
- E. The Finance Committee must uphold the SGA Constitution and its By-Laws, the Student Activity Fund Guidelines, and forfeit their voting privileges with regard to financial matters if they are a member of the club or organization in question.

Section 2.

Election Committee

- A. The Election Committee is responsible for coordinating Officer Elections and is chaired by the SGA President.
- B. The Election Committee shall be appointed no later than the third week of February.
- C. The Election Committee must uphold the Constitution and its By-Laws, and follow the guidelines of said documents in conducting its business.
- D. Committee members are nominated by the President and confirmed with a majority vote of the Executive Council.

- Section 3.           Campus Activities Board (CAB)
- A. CAB shall be comprised of students whose responsibility will be to program student activities throughout the year.
  - B. An appointment will be made by the SGA President as to who will chair the Campus Activities Board based on the Recommendation of the Director of Student Leadership Programs & Activities.
  - C. All proposed activities shall meet the requirements set forth by the Student Activity Fund.

Section 4.           Food Service Committee

The food service committee shall be comprised of students who are interested in the campus food service and vending. The committee shall meet no less that once [1] per month, and the SGA Secretary shall serve as the Chair. Ex-officio Members may include Dean of Administration and Director/ Owner of Food Service.

Section 5.           The President may appoint ad hoc committees as deemed necessary with a majority vote of those voting members present.

Section 6.           Any fee paying student is eligible to serve the SGA on ad hoc committees as deemed necessary.

Section 7.           Campus Wide Committees

Student representatives to any and all campus wide committee or task forces must be formally nominated and confirmed by the Student Government Association with the exception of the GCC Foundation which the SGA President sits on as a voting member.

**Article V**  
**Recognition of Clubs and Organizations**

- Section 1.           How to Establish a New Club or Organization
- A. Discuss the proposed organization with the Executive Officers under the advisement of the Director of Student Leadership Programs and Activities.
  - B. Obtain and complete a New Student Organization Packet found in the Office of College Life or Student Government Office, and available at SGA meetings.

- C. Choose an Advisor.
  - 1. Advisors must be a full time staff or faculty member at the college.
  - 2. All Clubs and Student Organizations must vote to nominate a full time faculty/staff member to be their primary Advisor on a yearly basis.
  - 3. The club is to then submit an Advisor Nomination Form to the SGA Executive Board. In consultation with the Director of Student Leadership Programs & Activities the SGA Executive Board will confirm the nomination with a unanimous vote or deny with due cause.
  - 4. Advisors must participate in the Student Organization Advisor training on a yearly basis prior to beginning their term as a Club Advisor.
  - 5. Advisors must uphold all club policies and procedures as outlined in the Student Organization Guidelines.
  - 6. Advisors will be required to uphold and sign the Advisor Nomination and Agreement Form on a yearly basis.
- D. Write a Club Constitution stating the purpose of the club/organization and list the goals and objectives.
- E. Submit the completed New Student Organization Packet to the Office of College Life. At least three (3) weeks is required for review and processing.
- F. The SGA President and Director of Student Leadership Programs and Activities will review the information to ensure that it meets the necessary requirements.
- G. If the minimum requirements are met, the application will be submitted to the voting body of the SGA for consideration and a vote.
- H. Clubs and Organizations will be recognized as a result of a majority vote in favor of the entire body of the SGA.

**Article VI**  
**Clubs and Organizations Funding Requests**

Section 1. For all matters dealing with the funding procedures, and allowable expenditures and disbursements from the Student Activity Fund, please refer to the SGA Student Activity Fund Guidelines.

Section 2. In an emergency, the SGA Budget may be amended with the approval of the Director of Student Leadership Programs and Activities.

Section 3. The Director of Student Leadership Programs and Activities and/or the Dean of Students reserve the right to reject a Payment Voucher that is deemed to be an inappropriate or unauthorized expenditure of the Student Activity Fund.

### **Article VII Impeachment**

- Section 1. If any Executive Officer or Senator fails to fulfill the duties of his/her office, he/she may be removed through the following procedure:
- A. A special meeting of the Executive Council\*\* must be called with an agenda dealing solely with the issue of impeachment.
  - B. The Chair (President) may appoint an individual to preside over the impeachment hearing in his/her place if he/she feels they cannot remain objective.
  - C. The person in question will have an opportunity to respond to all charges before the Executive Council,\*\* and may invite a staff or faculty member to advise them through the process.
  - D. Quorum for impeachment shall be one hundred percent (100%) of the Executive Council\*\*
  - E. A three-fourths (3/4) vote of the Executive Council\*\* shall be necessary for impeachment to occur and the officer or Senator to be removed from office.
  - F. During the summer term the SGA/Executive Council shall consist of the Executive Board & the Campus Activities Board Senator.

### **Article VIII Amendments**

Section 1. Any activity fee paying student may submit an Amendment to this document in writing to the SGA Officers. The Amendment must be passed with no less than two thirds [2/3] of the attending voting membership voting in favor of the Amendment after it has been discussed at no less than two SGA meetings.

\*\*If Senate has not convened throughout the year, the Executive Officers & CAB Senator shall replace the Executive Council\*\*

**SECTION VII**  
**INSTITUTIONAL POLICIES**

## **INSTITUTIONAL POLICIES**

### **AFFIRMATIVE ACTION**

Gateway Community College is an academic unit of the Connecticut Community College System. The administration is charged with a responsibility to execute the academic policies and procedures promulgated by its governing board that relate to affirmative action. The Board endorses and expects full compliance with the requirements of law, including, but not limited to positive action designed to identify and remove practices, policies, or other job related requirements which act as barriers to equal employment opportunity for women, Blacks, Hispanics, and other protected groups found to be under utilized in the work force or affected by policies or practices having an adverse impact. In addition, The Board endorses and expects that there will be efforts made to reach out to groups within our society which have been excluded from or are disproportionately represented at the College.

The president of the College is the agent of the board of trustees charged with the responsibility to execute the board's policies and to achieve the goals and timetables set forth in the Affirmative Action Plan.

### **AIDS AND OTHER COMMUNICABLE DISEASES**

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal antidiscrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS - or HIV – infection or having any other communicable disease.

Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the right of persons with such diseases.



Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.

Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.

Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories, allied health or nursing practice) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987) or other approved guidelines.

Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

This policy shall be published in all college catalogs and student handbooks and shall be made available to all employees. All community college employees are further subject of the June 3, 1988 "AIDS Policy for State Personnel" and the January 1987 "AIDS Guidelines for State Personnel".

### **CHILDREN ON CAMPUS**

The college does not permit children unattended at any college location or in a vehicle parked in the parking lot. Students with children are expected to arrange suitable childcare services elsewhere while attending classes at GCC. *Use of any college location, including but not limited to the Student Lounge, Fitness Center, or playground, is prohibited.*

## **COLLEGE CLOSING AND DELAYS**

If, because of inclement weather or other emergencies, the College announces a delayed opening, class/activity cancellation, or governor's order for closing, the following radio and television stations are notified: WELI, WKCI, WICC, WEBE, WKSS, WPLR, STAR, WTIC, WTNH TV 8, WFSB TV 3, WVIT TV 30. Please tune in to these stations for up-to-the-minute reports. Students may also call the College Closing/Delay Telephone Line at (203) 285-2049. Call (203) 285-2610 for the Early Learning Center.

## **DRUGS AND ALCOHOL**

The Board of Trustees of Community-Technical Colleges endorses the Statement of the Network of Colleges and Universities committed to the Elimination of Drug and Alcohol Abuse based on the following premise: American society is harmed in many ways by the abuse of alcohol and other drugs through decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society including all socio-economic groups, age levels and the unborn. Alcohol and illicit drug use especially impair education and learning.

The board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on- or off-campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation of the Board of Trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the board:

- No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or 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 this provision.

- All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate: (a) When a temporary permit for the sale of alcoholic beverages has been obtained and Dram Shop Act insurance had been purchased; (b) When a college permit has been obtained; (c) When students bring their own beverages; (d) When alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
- All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish a campus-wide committee to assist in development of these programs in response to particular campus needs and identification of referral sources in their respective service planning regions.
- This policy shall be published in all college catalogs, faculty and staff manual, and other appropriate literature.
- Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the College and referral to the appropriate authorities for prosecution.

### **Drug-Free Workplace**

U.S. Department of Education regulations published on January 31, 1989, implementing the Drug-Free Workplace Act of 1988 require any agency awarded federal grants after March 18, 1989, to provide certification that it will maintain a drug-free workplace.

To this end, Gateway Community College certifies that it will provide a drug-free workplace by:

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;
- (B) Establishing a drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the college's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs, and;
  - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (C) Making it a requirement that each new employee be given a copy of the statement noted above;
- (D) Notifying the employee in the statement required by the above paragraph that, as a condition of employment the employee will:
  - (1) abide by the terms of the statement, and;
  - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (E) Notifying the agency within ten days after receiving notice under sub-paragraph (D) (2), from an employee or otherwise receiving actual notice of such conviction;
- (F) Taking one of the following actions, within 30 days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, or;
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (A) through (F).

## **IMMUNIZATION**

Public Act 89-90 requires that all full-time or matriculated Connecticut Community College students born after December 31, 1956, provide proof of adequate immunization against measles and rubella\*. As a result, the College must take necessary measures as mandated by the state statute. Exemptions will be granted only:

1. for medical reasons, confirmed by a physician's statement;
2. having had measles and/or rubella and a physician's or health department certificate verifying this/laboratory evidence demonstrating immunity must be presented; or
3. if religious beliefs do not allow students to be vaccinated and they sign a statement to that effect. If students claim a religious or medical exemption and there is an outbreak of measles or rubella on campus, those students may be excluded from college activities, including classes and exams.

***\*A Connecticut Public High School graduate Class of 1999 and beyond is exempt from providing immunization documentation.***

### ***Student Compliance***

Full-time or part-time students enrolled in a degree or certificate program who were born after December 31, 1956, must present proof of adequate immunization against both measles and rubella as explained below. Proof includes such documentation as a medical record, a physician's statement, or an elementary or secondary school health record.

### ***Adequate Immunization***

***Measles:*** All new and re-admit students born after December 31, 1956, must provide verification of two (2) doses of measles vaccine – one dose administered after January 1, 1969, and a second dose after January 1, 1980. If two (2) doses of measles vaccine are required, students must wait at least 30 days before the second dose can be administered.

***Rubella (German Measles):*** One dose administered after the student's first birthday is considered adequate immunization.

\* Any student unable to provide the necessary proof of immunizations will not be able to register.

### **INSURANCE COVERAGE**

All students who are registered for courses in Banner – including credit and non-credit, full and part-time students – will automatically be covered under the School – Time Injury Only (Plan A) that covers accidents in school-related activities, except intercollegiate athletics. (Athletic programs have their own insurance coverage.)

Optional 24 Hour Injury & Sickness Insurance Plan (Plan B) is available for all students registered in Banner (credit, non-credit, full-time and part-time). This plan also allows students to insure their spouses and dependent children. This plan is optional and requires student's enrollment and payment directly to the insurance carrier.

**NOTE:** Provisions of this policy are subject to change. Complete and current policy information can be accessed at [www.studentresources.com](http://www.studentresources.com). Additionally, students will have access to customer service for any questions and or concerns they may have and 24 hour access to [www.studentresources.com](http://www.studentresources.com).

All on-campus accidents should be reported to the College Security, located in the lobbies at Long Wharf and North Haven.

### **PARKING**

The following traffic and parking regulations apply to both the Long Wharf and North Haven campuses:

1. Parking of student vehicles shall be in designated areas only, at student's own risk. There is no parking in the area designated for faculty/staff. Areas zoned by yellow stripes are designated as NO PARKING areas. The driveway in front of the building is designed as a FIRE LANE; no parking or standing is allowed at any time, except to drop off passengers. The handicapped parking areas on each campus are designated in the parking lot immediately across from the main entrance.
2. The speed limit on campus is 10 M.P.H..
3. Traffic violations are punishable by fines and/or towing of vehicles at the owners' expense. Parked vehicles that create a hazard, impede traffic flow or restrict parking will be tagged and/or towed at the owner's expense.
4. Fines are payable in the Business Office within one week of issuance. Failure to pay fines will result in a hold on student registration for future courses until the fine is paid.
5. All violations are subject to appeal throughout the Traffic Appeals Committee. Request for appeal should be made through the Dean of Administration at (203) 285-2021.

### **PERSONS WITH DISABILITIES**

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community and technical colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the System Office of the Board of Trustees.

The board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to preventing the person from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities since it aims to increase every student's access to those valued experiences, activities, and roles. Improving access for students and employees means removing existing physical, programmatic, and attitudinal barriers; it also means taking care not to erect new barriers along the way.

The efforts of the community colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The Board of Trustees will work with the board of Governors to achieve a higher level of services and appropriate delivery methods at all Connecticut community colleges.

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way to replace the Equal Opportunity Policy Statement.

### **PROPER USE OF COLLEGE COMPUTERS AND RESOURCES**

All resources and facilities on the System Data Center, including the computer center and campus computing sites, are to be used solely for legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems or resources may result in a loss of access privileges as well as college disciplinary and/or legal action in accordance with Section 53a-250, et seq., of the General Statutes.

Administrative accounts are distributed upon application to the College's Department of Information Technology. Users must secure an account from the threat of unauthorized access through the use of passwords and file protection measures. All accounts, including programs and data, may be monitored by the System Data Center to ensure proper and efficient system usage, to identify possible software problems, or to check for security violations.

Computer users are not to attempt to access or make use of any other user's programs or data. You may *not* copy system files, computer center software components, or computer management programs nor are users to attempt to access such programs except for the purposes for which they are intended. In addition, computer users are not to attempt to modify or repair any equipment belonging to, or under the control of, the Gateway Community College computer center unless expressly authorized to do so.

Many of the software programs on the Data Center's computer systems or local campus based computers, including micro computers, are copyrighted or proprietary in nature and have been purchased or leased by the community colleges for use on a single computer system. No employee or student shall copy or modify this software or utilize this software on computer systems other than those designated in the license agreement. Violation of software agreements may result in disciplinary or legal action.

Public domain software under site license agreements from which multiple copies can be made shall be identified by the System Data Center or college data centers, as appropriate.

No person shall use the Gateway Community College computer resources for monetary gain, development of software intended for sale, or to copy public domain software for other than personal use. Any copies of public domain software must contain the same limitation notices as the originals.

Faculty members may distribute instructional accounts only to those students enrolled in the specified classes for which account applications have been approved. Students are limited to the use of that specific account number. Instructors are obligated to review the proper usage of these accounts with their students. Computing resources (hardware or software), are allocated and authorized through an established process by the Department of Information Technology and are to be used solely for the purposes indicated and only by the person's to whom they have been allocated. It is an established college policy to delete a student's account during any semester in which the student is no longer registered unless prior written arrangements are made with the Department of Computer Services to protect any software on the account. Any student found utilizing accounts other than his/her own will be subject to disciplinary action.

**Downloading of any software from the Internet to be used on computers without the prior consent of the Department of Computer Services, whether they are wallpapers, screen savers, games, etc. is strictly forbidden.** Any copies of public domain software must contain the same limitation notices as the originals.

### **RACISM AND ACTS OF INTOLERANCE**

The community colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment.



Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differences and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

#### **SEXUAL HARASSMENT AND SEXUAL RELATIONSHIPS**

Sexual harassment in the workplace refers to any inappropriate and/or unwanted behavior with a sexual overtone that has a negative effect on a person's working environment. In the classroom, sexual harassment refers to the same unwanted behavior that has a negative effect on the learning environment. It is important to stress the unwanted aspect of these actions; some conduct that might be acceptable in a different type of relationship is sexual harassment if it occurs in a work environment and it is unwanted.

In the workplace, this behavior blatantly manifests itself when a promotion, performance evaluation or job retention is conditional on a sexual relationship. The corollary in the classroom to this scenario is making the grade in the course conditional. In both cases the behavior is considered sexual harassment and is illegal.

Romantic/sexual liaisons between a faculty member or a professional staff member and a student for whom the staff member has teaching, advisory or other supervisory responsibility are prohibited.

Each member of the College community – student or employee – has the right to study and work in an environment free of sexual harassment. Common decency requires this, but in addition, Title VII of the 1964 Civil Rights Act as amended makes sexual harassment unlawful; sexual harassment is also forbidden by state law, Section 33-126 of the General Statutes which characterizes sexual harassment as an unfair labor practice. Gateway Community College will enforce these statutes to their full extent. Complaints of sexual harassment will be dealt with

according to established affirmative action internal complaint procedures. The time frame for a student complaint of sexual harassment is 180 days from the date the student knew or should have known of the alleged harassment.

### **SMOKING POLICY**

Gateway Community College is a smoke-free workplace. Smoking is NOT permitted anywhere inside the buildings on either the Long Wharf or North Haven campus.

### **STATEMENT OF NON-DISCRIMINATION**

Gateway Community College will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut general statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, Gateway Community College will not discriminate against any person on the grounds of political beliefs or veteran status.

Further, it is the policy of Gateway Community College that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religion, sex, marital status, sexual orientation, mental retardation, political beliefs, veteran status, age, criminal record, genetic information, ancestry, handicap, physical disability, learning disability, or national origin.

**SECTION VIII**

**STUDENT RIGHTS & DISCIPLINE POLICIES**

## **STATEMENT OF STUDENT RIGHTS AND FREEDOMS**

*In June 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, and other academic organizations, drafted the joint Statement of Rights and Freedom of Students. Gateway adopted the statement in 1969. The following is an edited reprint of that document:*

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by members of the academic community.

### **Freedom in the Classroom**

The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. As a student at Gateway Community College, you are entitled to:

*Protection of Freedom of Expression:* Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

*Protection Against Improper Academic Expression:* Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

## **STANDARDS FOR STUDENT AFFAIRS**

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

### **Freedom of Association**

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They are free to organize and join association to promote their common interests.

### **Freedom of Inquiry and Expression**

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means in such a manner as to not disrupt the regular and essential operation of the college. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

### **Student Participation in Institutional Government**

As constituents of the academic community, students are free – individually and collectively to express their views on issues of institutional policy and on matters of general interest to the student body.

### **Student Publications**

Student publications and the student press are valuable assets in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus. Institutional authorities, in consultation with student and faculty, have a responsibility to provide written clarification of the role of student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provision are needed:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected for arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All college-published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

## **5.2.1 Policy on Student Conduct**

### **Section 1: Student Conduct Philosophy**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

### **Section 2: Application of the Student Conduct Policy**

This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

Conduct on or off College premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this Policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

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

### **Section 3: Expectations for Student Conduct**

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

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to:
  - a. cheating on an examination,
  - b. collaborating with others in work to be presented, contrary to the stated rules of the course,
  - c. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own,
  - d. stealing or having unauthorized access to examination or course materials,
  - e. falsifying records or laboratory or other data,
  - f. submitting, if contrary to the rules of a course, work previously presented in another course, and
  - g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;
4. Demonstrate respect for others by:
  - a. refraining from conduct that constitutes a danger to the personal health or safety of one's self or other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
  - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
  - c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs;

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College- related matter, nor forge, alter or otherwise misuse any document or record;
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.
12. Conduct oneself in a civil and respectful manner, both within and outside the College. Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone, internet, text, electronic storage devices or any other means of any kind whatsoever wherever it may occur or whether or not on campus may be sanctioned. Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

#### **Section 4: Sanctions**

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this Policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.



- A. *Sanction* may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:
1. *Expulsion* is a permanent separation from the College that involves denial of all student privileges, including entrance to College premises;
  2. **Suspension** is a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
  3. *Removal of College Privileges* involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program;
  4. *Probation* is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
  5. *Warning* is a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy is likely to result in more serious sanctions;
  6. *Community Restitution* requires a student to perform a number of hours of service on the campus or in the community at large.

### **Section 5: Procedures**

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as—the *Dean*), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. *Interim Restrictions* are limitations on the student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

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

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.
4. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.
5. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:

- a. a concise statement of the alleged facts;
- b. the provision(s) of Section 3 that appear to have been violated;
- c. the maximum permissible sanction; and
- d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5:00pm on the following business day.

6. If the student requests a hearing, he/she is entitled to the following:
- a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
  - c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses and to make a statement in his or her behalf; and
  - f. to receive a written decision following the hearing.

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

7. As used herein, the term — *impartial* shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student's request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that:

- a. a violation of the procedures set forth herein significantly prejudiced the student; and/or
- or
- b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
- c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

### **Section 6: Additional Hearing Procedures for Sexual Misconduct Cases**

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

- a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and
- b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

### **Section 7: Miscellaneous**

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

Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

### **Section 8: Publication of Student Conduct Policy**

This Policy shall be published in College catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the Policy.

## **Section 9: Policy Review**

Five years following adoption of this Policy, and as often thereafter as the Chancellor shall deem appropriate, the Chancellor shall designate a committee to review the Policy on Student Conduct, as necessary.

### **Sexual Misconduct and Relationship Violence Statement**

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

**Sexual Misconduct** is defined as:

Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.

Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.

Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommery and knowingly transmitting sexually transmitted infections without a partner's knowledge.

**Definition of Consent** Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

**Stalking** is defined as: Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

**Relationship Violence is defined as:**

Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.

Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.

Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's pets and humiliating another person.

Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

The definitions contained in this statement are in addition to any applicable provisions of state law.

**Confidentiality** While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College cannot assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

### **Time for Reporting**

Normally reports must be received by the Dean of Students or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, and February 26, 1990; entirely replaced February 26, 2007, amended February 22, 2010)

### **Procedures for Dealing with Classroom Disruption**

*The classroom is a small vital community devoted to teaching and learning. Instructors run their classes for everyone's benefit and have the right to expect full cooperation from all students. Mutual respect and appropriate behavior are essential elements in this academic setting.*

In the event of classroom disruption, the instructor will:

1. Instruct the student to stop the objectionable behavior and/or ask the student to leave the classroom for the remainder of the class.
2. Meet to follow-up with the student and:
  - a. present the student with the specific behaviors that were unacceptable and discuss their impact on the learning process and
  - b. issue a verbal warning that the behavior's will not be tolerated in the future.
3. **If the student was asked to leave the classroom, the student must initiate a meeting with the instructor before the next class; otherwise, the instructor may refuse the student admittance.** (In this instance the instructor should send a written notice to the Dean of Students).
4. Should the behavior persist after the instructor has given a verbal warning, the instructor should follow the college's disciplinary procedures by forwarding a written statement of the incident to the Dean of Students.

Upon receipt of the instructor's statement, the Dean of Students may conclude that discipline other than removal of college privileges, suspension, or expulsion would be appropriate, such as (but not limited to) withdrawal from class. The Dean will inform the instructor of this outcome as well as the student. If the Dean concludes that there is sufficient factual basis for further discipline (e.g. suspension or expulsion) he/she will proceed as indicated in the Policy on Student Conduct.

### **Policy on Student Rights**

## **Section 1 : Rights of Students**

It is the policy of the Board of Trustees of Community-Technical colleges that the educational offerings of the community colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, sexual orientation, mental or learning or physical disability, including, but not limited to blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46A-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

## **Section 2 : Student Grievance Procedure**

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. *How to file a grievance:* A grievance is to be submitted in writing to the dean of student affairs or such other college official as the president may designate (hereinafter, the dean of student affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. *Procedure for grievance resolution:* The dean of student affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
  - a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.



b. 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 student affairs shall consult with the college's affirmative action person during the course of the investigation.

c. 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 days of receiving the recommendation, except for good cause or as provided in (4) below.

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

### **Section 3: Review of Academic Standing (Appeal of grade)**

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 first be discussed informally with the instructor then department chair or coordinator within fifteen (15) calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten (10) days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Academic Affairs or his/her designee by filing a written appeal. The appeal must be filed with the Dean of Academic Affairs within thirty (30) calendar days of the student's awareness of the decision, which is being appealed. Upon receipt of such appeal, the Dean may refer the matter to the academic supervisor for informal consideration.

The academic supervisor shall meet with the instructor to determine that Step 1 has taken place and to receive relevant information from the instructor responsible for the decision prior to Step 3 below.

3. At Gateway Community College, the Academic Standards Committee serves as an Appeals Committee to review grades being redressed. 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 (30) days of the completion of his/her presentation. A decision to change the grade or modify the decision, which has been appealed, is advisory to and subject to approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he/she decides that fairness requires broader review. The decision of the President shall be final.

\* The time frames provided herein may be modified by the President for good cause shown.

**Advisory Committee:**

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

**\* The time frames provided herein may be modified by the President for good cause shown.**

**SECTION IX**  
**CAMPUS SECURITY**

## CAMPUS SECURITY

### INTRODUCTION

Gateway Community College complies with the State of Connecticut's Campus Safety Act, Public Act 90-259, which mandates the annual publication of a Uniform Campus Crime Report, and establishes a process for raising awareness of safety on College campuses. Broader awareness of campus safety issues and procedures at Gateway Community College is the first step toward improving the security of students and staff.

Gateway Community College, located at 60 Sargent Drive in New Haven, and 88 Bassett Road in North Haven, is part of the state-supported system of community colleges. The college is committed to broadening accessibility and increasing services that make college attendance and academic success possible for a broad spectrum of people. The College enrolls approximately 11,000 students each semester, who attend day and evening classes at both campuses.

The College is located on two campuses, one in the Long Wharf section of New Haven, and the other in North Haven, both easily accessible by car, from I-91 or I-95. The College is also served by public transportation. Parking lots and adjacent walkways are well lit and patrolled by Security Guards.

Gateway Community College is able to accommodate groups of up to 400 people in each Cafeteria, several double-sized classrooms, Auditorium and large Conference Room. As a result, the building is used frequently by outside groups. These groups include the Department of Social Services, Bureau of Rehabilitation Services, Department of Revenue Services, Internal Revenue Service, Department of Public Works. Campus security is present when an outside group uses the facility. When appropriate for public safety, officers from the Police Department of the City of New Haven or the Town of North Haven are present for events sponsored by the College and by outside groups.

### **Administration of Campus Security**

The Director Facilities and Events Management located in Room 103, Long Wharf Campus (203) 285-2223 is overall responsible for Campus Security. There is also a Security Supervisor working for the vendor, Securitas, located at the Long Wharf Campus Lobby Security Office (203) 285-2246.

### **Contacting City Services for Security or Health Emergencies**

For the emergency services of an ambulance or the city police or fire department from a College telephone, dial 9-911. This call can be placed from any building telephone. Gateway Community College is located in close proximity to Yale-New Haven and Saint Raphael's Hospitals. The Campus Security Guards and the Student Disabilities Office will assist in evaluating services needed and making arrangement for transport to nearby health facilities.

### **Distribution of Report**

Gateway Community College shall notify, in writing, each person who submits an application for admission, each new employee at the time of employment, and all students and employees of the availability of this security report, and shall, upon request, provide the most recent report to any such applicant, student, or employee. Also, crime statistics are available on the college website.

### **Escort Service**

Campus Security is available to escort handicapped students to class and/or to their cars upon request. Call 285-2246 on the Long Wharf campus and 285-2333 on the North Haven campus.

### **Evening Administrator**

#### ***Long Wharf Campus***

The Evening Administrator is responsible for assisting in matters requiring or involving campus security and can be reached at 285-2082 from 2 P.M. to 10 P.M., Monday through Thursday.

#### ***North Haven Campus***

The Evening Administrator is responsible for assisting in matters requiring or involving campus security and can be reached at 285-2406 from 2 P.M. to 10 P.M., Monday through Thursday.

### **Informational Programs for Students and Employees Regarding Campus Security Procedures and Practices**

Periodically, the Dean of Administration and the security guards provide information to the College Community. Typically, information about security is distributed through flyers and announcements that are posted on the bulletin boards around campus, on the television monitors and via email.

## **Policies Regarding Possession, Use, and Sale of Alcoholic Beverages and Controlled Substances**

These provisions shall apply to all colleges under the jurisdiction of the Board of Trustees of Community-Technical Colleges: 1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the College campus or 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 this provision. 2. All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to conditions (as specified by Board Policy). The complete Board policy on drugs and alcohol in the community colleges is available in the Office of the Dean of Administration.

### **Procedures for Reporting Off-Campus Injuries**

In the event of injury to a student or staff member occurring at a College-sponsored event or class off-campus, the staff member in charge shall decide the best course of action to be taken and shall report this injury to the Student Disabilities Office.

### **Procedures for Reporting On-campus Injuries**

In the event of an injury to a student or staff member, it is their responsibility to report it to the Student Disabilities Office and complete an accident report form. If the SDS Specialist is not available, they should report it to Security and follow-up with the SDS Specialist at a later time.

### **Right to File a Complaint**

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department or special police force established pursuant to section 10a-142 of the general statutes concerning crime committed within the geographical limits of the property owned or under the control of such institution.

### **Security/ Emergency Procedures & Contacting Campus Security by College Telephone**

#### ***Long Wharf Campus: 285-2246***

Campus security is present in the building from 7 A.M. to 11 P.M.. Monday through Friday and 7 A.M. to 3 P.M. on Saturdays. Security can be contacted by dialing 285-2246 for the Security Office. Communication among the guards is maintained by two-way radio.

### ***North Haven Campus: 285-2315/2333***

Campus security is present in the building 7:00 A.M. to 11:00 P.M., Monday through Friday, and 7:00 A.M. to 3:00 P.M. on Saturdays. Security can be contacted by dialing 285-2315/2333. Communication among the guards is maintained by two-way radios.

### **Security Guard Responsibilities**

The College Security Guards investigate, render assistance and notify the College Administration in all cases involving accidents, thefts, emergency situations and all matters of facility, staff and student security. Security guards also provide for traffic control in the parking lots. In those instances where outside assistance (e.g. New Haven Police, Connecticut State Police, fire, etc.) is needed, the contact will be made by the College Administration unless a clear immediate emergency exists. From 8:30 am – 4:30 P.M. Monday through Fridays, the security guards will notify the Director of Facilities and Events Management when outside assistance is required. After 4:30 P.M. and on Saturdays, the security guards will notify the Evening Administrator. For medical assistance dial 911 (9-911 if dialed from a College telephone) An accident report should be completed and submitted to the Security Office within 24 hours of the occurrence.

### **Security Stations**

#### ***Long Wharf Campus***

Campus security maintains two stations: one is located in the main entrance of the building and other is located in the guardhouse in the parking lot. The “Lost and Found” is located with the Security Department.

#### ***North Haven Campus***

Campus security operates out of the Building Maintenance Supervisor’s Office and the Guardhouse in the parking lot. The “Lost and Found” is located with the Security Department.

### **Student and Staff Safety Responsibilities**

Staff and student awareness, cooperation and involvement are critical to the success of campus safety. Students and staff must assume responsibility for their own personal safety, and the security of their belongings by taking common sense precautions. In the parking lot, students and staff must observe all posted speed limits, traffic flow, and parking regulations.

### **Uniform Campus Crime Report**

In accordance with Connecticut Public Act 90-259, the Campus Safety Act, the college has prepared a Uniform Campus Crime Report consistent with the FBI’s Uniform Crime Reporting System. This report reflects the crime statistics on the property of the institution for the preceding academic year. A copy of the report may be viewed on the College website.

## APPENDIX A

### PERSONNEL

#### Chief Administrative Staff

President	Dr. Dorsey L. Kendrick
Dean of Academic Affairs	Dr. Mark Kosinski
Dean of Administration	Mr. Louis D'Antonio
Dean of Continuing Education and Workforce Development	Ms. Victoria L. Bozzuto
Dean of Development and Community Partnerships	Ms. Mary Ellen Cody
Dean of Students	Dr. Wilson Luna

#### STUDENT SUPPORT SERVICES DIRECTORY

#### ROOM

*All offices are on the Long Wharf Campus unless otherwise stated.*

Dean of Academic Affairs	Dr. Mark Kosinski	229
Dean of Students	Dr. Wilson Luna	120
Director of Admissions	Ms. Kim Shea	122
Director of Career Services/Veteran Affairs	Mr. Michael Buccilli	107
Director of Center for Educational Services	Mr. Luis F. Melendez	142
Director of Counseling	Ms. Tina McHugh	113
Director of Finance & Administrative Services/ Business Office	Ms. Jill Raiola	128
Director of Financial Aid	Mr. Raymond Zeek	123
Director of College Transition	Ms. Catherine E. Surface	101
Director of Student Development/Services	Dr. Matthew J. Long	227
Director of Student Leadership Programs and Activities	Ms. Roberta Prior	138
Director of Center for Sustainable Future	Dr. David N. Cooper	NH 103H
Learning Disabilities Specialist	Ms. Toni Page	148
	Ms. Amy Napierski	151
Registrar	Mr. David Swirsky	NH 101 & LW125



## **APPENDIX B**

### **WHERE TO GO FOR ASSISTANCE**

#### **Obtain information regarding:**

Academic Programs  
Academic Advising  
Books and Supplies  
Career Planning  
Change Address/Name  
Change of Major  
Change of Schedule  
Childcare  
News Releases/Media  
Course Overload  
Current Events  
Graduation Audits  
I. D. Cards  
International Students  
Lost and Found  
Making Photocopies  
Part-time employment / CCN  
Payments: Tuition, Fees  
Research  
Faculty member  
Counselor  
Scholarships, Grants, Loans  
Student Government Association  
Student Labor  
Study and Research  
Academic Problem  
Personal Problem  
Transfer  
Transcripts  
Tutoring  
Veterans' Affairs  
Withdrawal from College  
Women in Transition

#### **Consult:**

Counselors, Department/Division Chairs, Advisors  
College Advancement Center/Counseling/Faculty  
Bookstore  
Career Services Office  
Records Office  
Counseling Office  
Records Office  
Early Learning Center  
Public Relations Office  
Counseling  
College Life, Bulletin Boards, TV Monitors  
Counseling  
College Life Office  
College Advancement Studies  
Security Office  
Library  
Career Services Office  
Business Office  
Library  
Faculty office for posted hours, syllabus, website  
Counseling Office  
Financial Aid Office  
Student Activities/College Life  
Financial Aid/Human Resources  
Library  
Faculty/Counseling  
Counseling  
Counseling  
Records Office  
Center for Educational Services  
Career Services Office/Vet. Affairs Coordinator  
Counseling/Financial Aid/Records  
Women's Center

## APPENDIX C

### ACADEMIC SUCCESS

#### Tips for Better Time Management

- Keep a log of your activities for one week to assess how your time is being spent.
- Prioritize — everything is not equally important.
- Delegate — the whole family can do their part, even young children.
- If you're having trouble letting go of responsibilities, look at your control needs.
- Fight Procrastination — efforts in this one area can make a big difference!
- Take advantage of your peak energy times to work on your most important projects.
- Try to work on one task at a time if possible.
- If you're feeling overwhelmed don't look too far ahead. Instead, concentrate on a 1-2 week period at a time. Otherwise, you may “freeze” and get nothing accomplished.
- Get organized! Keep your responsibilities organized with calendars and appointment books. Keep “to do” lists for school, work and home.
- Set limits — learn to say “no”.
- Use Friday Afternoons as a time to review your calendars and “to do” lists and plan for the upcoming week.
- Organize your personal papers, bills, etc in a home filing cabinet.
- Jot down questions you need to ask before making a call.
- Keep your energy level up with healthy eating and sleeping habits.
- Review incoming mail right away, discarding “junk mail” and handling quick responses immediately.
- Plan errands according to location to save time and gas.
- Plan your use of waiting time — bring along correspondence, mail or a good book!

Counselling Department \*Gateway Community College\* (203) 285-2090

*NOTES*

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# Gateway Community College

*Open Doors*  *Open Minds*



EDUCATION IS THE  
GATEWAY TO YOUR  
FUTURE.

