## ACADEMIC CALENDAR 2017 - 2018

### Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>August 28</td>
<td>Professional Day</td>
</tr>
<tr>
<td>August 29</td>
<td>First Day of Regular Semester - Classes Begin</td>
</tr>
<tr>
<td>September 2 - 4</td>
<td>Labor Day Recess <em>(COLLEGE CLOSED)</em></td>
</tr>
<tr>
<td>September 5</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>October 17</td>
<td>Reading Day</td>
</tr>
<tr>
<td>October 21</td>
<td>Mid-Term Deficiency Reports Due from Faculty</td>
</tr>
<tr>
<td>November 3</td>
<td>Last Day to Make Up Incomplete Grades from Spring 2017</td>
</tr>
<tr>
<td>November 10</td>
<td>Last Day to Withdraw from Individual Classes</td>
</tr>
<tr>
<td>November 22</td>
<td>Faculty Planning Day <em>(NO CLASSES)</em></td>
</tr>
<tr>
<td>November 23 - 26</td>
<td>Thanksgiving Recess <em>(NO CLASSES-COLLEGE CLOSED)</em></td>
</tr>
<tr>
<td>December 11</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 12 - 18</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 21</td>
<td>Last Day to Submit Final Grades <em>(BY 12:00 NOON)</em></td>
</tr>
<tr>
<td>December 23</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

### Spring 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>Martin Luther King Day <em>(COLLEGE CLOSED)</em></td>
</tr>
<tr>
<td>January 16</td>
<td>Professional Day</td>
</tr>
<tr>
<td>January 17</td>
<td>First Day of Regular Semester - Classes Begin</td>
</tr>
<tr>
<td>January 24</td>
<td>Last day to Add Classes</td>
</tr>
<tr>
<td>February 16 - 19</td>
<td>President's Day Recess <em>(COLLEGE CLOSED)</em></td>
</tr>
<tr>
<td>March 9</td>
<td>Mid-Term Deficiency Reports Due from Faculty</td>
</tr>
<tr>
<td>March 12 - 18</td>
<td>Spring Recess <em>(NO CLASSES)</em></td>
</tr>
<tr>
<td>March 23</td>
<td>Last Day to Make up Incompletes from Fall 2017</td>
</tr>
<tr>
<td>March 30</td>
<td>Day of Reflection <em>(NO CLASS)</em></td>
</tr>
<tr>
<td>April 2</td>
<td>Last Day to Withdraw from Individual Classes</td>
</tr>
<tr>
<td>May 5</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 7 - 12</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day to Submit Final Grade <em>(BY 12:00 NOON)</em></td>
</tr>
<tr>
<td>TBD</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day <em>(COLLEGE CLOSED)</em></td>
</tr>
<tr>
<td>June 1</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>
An institution of Connecticut State Colleges & Universities

Mission Statement
Gateway Community College offers high quality instruction and comprehensive services in an environment conducive to learning. We respond to the changing academic, occupational, technological, and cultural needs of a diverse population.

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

Connecticut State Colleges & Universities
Board of Regents for Higher Education

2017 - 2018 Edition

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

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record in its programs and activities.
A Letter From the President

I am pleased to welcome you to Gateway Community College (GCC). Within these pages you will find a wealth of information about student life, campus policies and procedures, along with all of the specifics you will need to navigate your time at GCC, from admission to graduation.

The student handbook is an important resource and reference for your GCC experience. It provides a comprehensive review of our expansive student activities, student government association, and a wealth of resources and opportunities available at GCC. As you attend workshops, interact with our exceptional faculty, engage in lectures, and become involved with on-campus clubs and organizations, you will quickly realize that you are embarking on a life changing experience that will expand your horizons and provide a foundation for your academic and personal growth. Here at GCC you will make new friends and embark on new experiences that will forever change your life. We are excited to take this journey with you and will be there to provide support.

While studying at GCC, you will spend each day in a modern, state-of-the-art, light-filled campus that houses the latest technologies throughout the smart classrooms, computer labs and tech labs that simulate the real-world working environment. You also have access to all of the benefits of studying in a historic college town including access to world-class museums, art galleries, theatres and year-around cultural activities all within walking distance.

Whether you’re attending GCC to earn a degree or certificate, obtain credits toward transfer to a four-year institution, or furthering your professional development or personal enrichment, we hope that you will take advantage of the many activities and opportunities we offer and become an active participant in the life of the college as you pursue your dreams and ambitions.

Thank you for selecting Gateway Community College.
Go Lions!

Paul Broadie II, PhD
President
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 academic journey, 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.

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

Sincerely,

Wilson Luna, Ed.D.
Dean of Student Affairs
# GATEWAY COMMUNITY COLLEGE
# STUDENT HANDBOOK

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>INDEX</th>
<th>5 – 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART I  COLLEGE TELEPHONE DIRECTORY</td>
<td>7</td>
</tr>
<tr>
<td>PART II  STUDENT SUPPORT SERVICES</td>
<td>8 – 21</td>
</tr>
<tr>
<td>PART III  STUDENT ACTIVITIES &amp; LEADERSHIP PROGRAMS</td>
<td>22 – 56</td>
</tr>
<tr>
<td>PART IV  STUDENT RIGHTS</td>
<td>56 – 65</td>
</tr>
<tr>
<td>PART V  STUDENT CONDUCT &amp; CIVILITY</td>
<td>66 – 90</td>
</tr>
<tr>
<td>PART VI  SECURITY</td>
<td>91 – 95</td>
</tr>
<tr>
<td>PART VII  APPENDICES</td>
<td>96 – 100</td>
</tr>
<tr>
<td>PART VIII  CALENDAR/PLANNER</td>
<td>101 – 127</td>
</tr>
</tbody>
</table>
## INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Planning &amp; Advising</td>
<td>8</td>
</tr>
<tr>
<td>Academic Calendar (2016-2017)</td>
<td>IFC</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>56</td>
</tr>
<tr>
<td>AIDS and other communicable diseases</td>
<td>56</td>
</tr>
<tr>
<td>Athletics &amp; Intramural Sports</td>
<td>8</td>
</tr>
<tr>
<td>Blackboard for Students</td>
<td>8</td>
</tr>
<tr>
<td>Bookstore</td>
<td>9</td>
</tr>
<tr>
<td>Career Services</td>
<td>9</td>
</tr>
<tr>
<td>Center for Educational Services</td>
<td>9</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>10</td>
</tr>
<tr>
<td>Tutoring</td>
<td>10</td>
</tr>
<tr>
<td>Center for Students &amp; Families</td>
<td>10</td>
</tr>
<tr>
<td>Chief Administrative Officers</td>
<td>96</td>
</tr>
<tr>
<td>Children on Campus</td>
<td>85</td>
</tr>
<tr>
<td>Classroom Disruption Procedures</td>
<td>85</td>
</tr>
<tr>
<td>Computer Log In Procedure</td>
<td>11</td>
</tr>
<tr>
<td>Computer Resources</td>
<td>11</td>
</tr>
<tr>
<td>Conduct &amp; Disciplinary Procedures</td>
<td>76</td>
</tr>
<tr>
<td>Counseling</td>
<td>14</td>
</tr>
<tr>
<td>Dean of Student Affairs Letter</td>
<td>3</td>
</tr>
<tr>
<td>Disciplinary Procedures</td>
<td>77</td>
</tr>
<tr>
<td>Disciplinary Sanctions</td>
<td>80</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
<td>85</td>
</tr>
<tr>
<td>Drug Free Work Place</td>
<td>87</td>
</tr>
<tr>
<td>Early Learning Center</td>
<td>15</td>
</tr>
<tr>
<td>Educational Technologies &amp; Instructional Design</td>
<td>18</td>
</tr>
<tr>
<td>FERPA</td>
<td>57</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>15</td>
</tr>
<tr>
<td>Food Service (Cafeteria)</td>
<td>16</td>
</tr>
<tr>
<td>Gender Equity Center</td>
<td>16</td>
</tr>
<tr>
<td>GCC Policies</td>
<td>85</td>
</tr>
<tr>
<td>Hoverboards on Campus</td>
<td>88</td>
</tr>
<tr>
<td>Information Technology &amp; Resources Policy</td>
<td>88</td>
</tr>
<tr>
<td>Insurance Coverage</td>
<td>65</td>
</tr>
<tr>
<td>Library &amp; Learning Commons</td>
<td>16</td>
</tr>
<tr>
<td>MyGateway</td>
<td>18</td>
</tr>
<tr>
<td>Non-discrimination Policy</td>
<td>61</td>
</tr>
<tr>
<td>Persons with Disabilities</td>
<td>59</td>
</tr>
<tr>
<td>Pets &amp; Service Animals</td>
<td>90</td>
</tr>
<tr>
<td>President’s Letter</td>
<td>2</td>
</tr>
<tr>
<td>Racism &amp; Acts of Intolerance</td>
<td>60</td>
</tr>
</tbody>
</table>
### Administration and College Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Planning &amp; Advising</td>
<td>203-285-2090</td>
</tr>
<tr>
<td>Admissions – Applications</td>
<td>203-285-2010</td>
</tr>
<tr>
<td>Athletics Office</td>
<td>203-285-2213</td>
</tr>
<tr>
<td>Blackboard Distance Learning</td>
<td>203-285-2570</td>
</tr>
<tr>
<td>Bookstore</td>
<td>203-865-5614</td>
</tr>
<tr>
<td>Business and Industry Services</td>
<td>203-285-2300</td>
</tr>
<tr>
<td>Business Office</td>
<td>203-285-2009</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>203-285-2248</td>
</tr>
<tr>
<td>Career Services</td>
<td>203-285-2144</td>
</tr>
<tr>
<td>Center for Educational Services</td>
<td>203-285-2217</td>
</tr>
<tr>
<td>Child Care/Early Learning Center</td>
<td>203-285-2130</td>
</tr>
<tr>
<td>Computer Services</td>
<td>203-285-2040</td>
</tr>
<tr>
<td>The GREAT Center</td>
<td>203-285-2300</td>
</tr>
<tr>
<td>(Continuing Education/Credit Free Courses)</td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td>203-285-2090</td>
</tr>
<tr>
<td>Dean of Academic Affairs</td>
<td>203-285-2077</td>
</tr>
<tr>
<td>Dean of Administrative Affairs</td>
<td>203-285-2021</td>
</tr>
<tr>
<td>Dean of Development &amp; Community Partnerships</td>
<td>203-285-2323</td>
</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>203-285-2210</td>
</tr>
<tr>
<td>Dean of Workforce Development</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>203-285-2300</td>
</tr>
<tr>
<td>Educational Technology</td>
<td>203-285-2268</td>
</tr>
<tr>
<td>Evening Administrator</td>
<td>203-285-2300</td>
</tr>
<tr>
<td>Faculty Out Hotline</td>
<td>1-866-315-2769</td>
</tr>
<tr>
<td></td>
<td>203-285-2264</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>203-285-2030</td>
</tr>
<tr>
<td>Gateway Community College Foundation, Inc. (Scholarships)</td>
<td>203-285-2617</td>
</tr>
<tr>
<td>Gender Equity</td>
<td>203-285-2412</td>
</tr>
<tr>
<td>Human Resources</td>
<td>203-285-2537</td>
</tr>
<tr>
<td>Immunization</td>
<td>203-285-2275</td>
</tr>
<tr>
<td>Institutional Research</td>
<td>203-285-2415</td>
</tr>
<tr>
<td>Instructional Design</td>
<td>203-285-2108</td>
</tr>
<tr>
<td>International Student Advisor</td>
<td>203-285-2010</td>
</tr>
<tr>
<td>Library</td>
<td>203-285-2057</td>
</tr>
<tr>
<td>Mail Room</td>
<td>203-285-2239</td>
</tr>
<tr>
<td>Mathematics &amp; Science Center</td>
<td>203-285-2353</td>
</tr>
<tr>
<td>Payment of College Charges</td>
<td>203-285-2009</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>203-285-2217</td>
</tr>
<tr>
<td>President</td>
<td>203-285-2061</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>203-285-2065</td>
</tr>
<tr>
<td>Purchasing Department</td>
<td>203-285-2524</td>
</tr>
<tr>
<td>Registrar</td>
<td>203-285-2020</td>
</tr>
<tr>
<td>Security</td>
<td>203-285-2246</td>
</tr>
<tr>
<td>Student Activities</td>
<td>203-285-2208</td>
</tr>
<tr>
<td>Student Development</td>
<td>203-285-2144</td>
</tr>
<tr>
<td>Student Accessibility Services</td>
<td>203-285-2231</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>203-285-2144</td>
</tr>
<tr>
<td>Student Government</td>
<td>203-285-2242</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>203-285-2144</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>203-285-2090</td>
</tr>
<tr>
<td>Transcripts</td>
<td>203-285-2020</td>
</tr>
<tr>
<td>Tutoring</td>
<td>203-285-2217</td>
</tr>
<tr>
<td>Veterans’ Services</td>
<td>203-285-2146</td>
</tr>
<tr>
<td>Voice Mail System</td>
<td>203-285-2102</td>
</tr>
<tr>
<td>Weather Hotline</td>
<td>203-285-2049</td>
</tr>
<tr>
<td>Writing Center</td>
<td>203-285-2245</td>
</tr>
</tbody>
</table>
PART II
STUDENT SUPPORT SERVICES

ACADEMIC PLANNING & ADVISING
ROOM N213: 203-285-2090
Counseling & Student Success Center

Academic Advising is an integral part of the college experience. It is a collaborative process between student and advisor designed to explore opportunities and develop a meaningful educational plan that helps them achieve their academic and career goals. The Counseling and Student Success Center is staffed by generalist counselors and advisors trained to support students to achieve their academic goals. Students should seek academic advising at the mid-point of each semester for the following semester. Students who have a defined program should seek out their faculty program coordinator or designated faculty advisor. Those students who are undecided or currently enrolled in General Studies should seek advising with a generalist academic counselor/advisor in the Counseling and Student Success Center or the General Studies coordinator located in S124. Any student with questions regarding academic advising should visit the Counseling and Student Success Center in Room N213.

ATHLETICS & INTRAMURAL SPORTS
ROOM S110: 203-285-2213
Student Activities & Leadership Program Office

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. GCC offers soccer, volleyball and dodgeball as intramural sports.

BLACKBOARD FOR STUDENTS
Log-in Instructions:
1. Go to my.commnet.edu.
2. Log on with a NetID and Password
3. Click on the Blackboard icon in the upper right hand corner of your computer screen
4. If a security alert appears, Select Yes or Run

Resources:
• Lynn Roller (lroller@gatewayct.edu or 203-285-2295)
• GCC Blackboard web page: www.gatewayct.edu/distancelearning

24/7 & 365 Technical Support: 1-866-940-1928 (toll free)
BOOKSTORE
ROOM N109: 203-865-5614

The bookstore carries all course textbooks, reading materials, art and science supplies, notebooks, school supplies, sundries, snacks, clothing, gifts and other items. The operating hours of the college bookstore are flexible, and published on the GCC website.

CAREER SERVICES
ROOM N217: 203-285-2144
Student Engagement & Career Development Office

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 job placement.

Career counseling helps to clarify options, suggest resources, and move students toward career decisions. Students may take interest inventories free of charge, providing them with additional insight and direction. Gateway Community College offers access to Focus2 Software and self assessment through Career Success, Career Services online portal. Focus2 allows students to take interest inventories, search careers and develop educational plans to meet specific career goals. Students can access this software from the Career Services website.

Career Services assists students in developing the skills necessary to gain employment. Career Services offers individual instruction and workshops 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.

Career Services continually seeks out full-time, part-time, summer and internship opportunities for students. Career Services offers students, alumni and employers to access its FREE online employment service system Career Success. Students and Alumni may post resumes and search job opportunities. Employers post current openings and browse student resumes. Career Success can be accessed through the Career Services webpage. First time users must register, create a user name/password and complete the registration form.

CENTER FOR EDUCATIONAL SERVICES
ROOM S205: 203-285-2217

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 CES and are encouraged to use any of the services. Call to obtain information about office hours. Please keep in mind that due to budget restrictions, the resources available each semester are limited and therefore most are 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 Student Affairs 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 Student Affairs 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.

Disability Support for Placement Testing:
Appropriate academic adjustments are arranged for students with documented disabilities through the Student Accessibility Services Office in room S202. For more information refer to Student Accessibility Services on page 19.

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.

CENTER FOR STUDENTS & FAMILIES
ROOM N213: 203-285-2090
Counseling & Student Success Center

The Center for Student and Families partners with Gateway Offices and Departments to provide focused support in three overlapping core service areas:
• Academic/Career supports empower students to plan for lifelong career pathways. Career planning allows students to think about the connection between their academic courses of studies and chosen career paths. Some students choose to get real-time job experiences.
• Income/Work supports assists students to overcome income challenges needed to achieve
economic stability. The Center for Working Students has the capacity to provide pre-screening for public benefits.
• Financial Services/Asset Building supports intervene when students experience a financial crisis. The Center for Working Students takes a proactive approach to assist students reach economic stability through financial education, wealth building activities and bad credit avoidance.

**COMPUTER RESOURCES**
ROOM N323: 203-285-2040
*Information Technology Department*

The Information Technology Department is committed to provide the highest quality services to students, faculty and staff. Information Technology provides assistance to students, faculty, and staff on accessing the campus computers, logging in to myCommNet, email, the campus wireless network, and the maintenance of classroom computers, phones, and printers. The department also contributes to the effectiveness of Information Services by actively participating in the planning, development and implementation of information technology for the College. Please call to obtain information on office hours.

**Student Email**
GCC provides a free Office 365 account to students. All GCC students must activate and USE their college email as the primary method of official communication from the college.

**COMPUTER LOG IN PROCEDURES**

**Logging In**

**First-Time Users**
• Log-in to myCommNet to retrieve your new student email address.
• Click on the Student tab. Your email address will appear in the “Student Email Channel”

**Continuing Users**
• Access Office 365 at: portal.microsoftonline.com or by following the link to the right of this page.
• Students may login using their CCC NetID (e.g. #######@student.commnet.edu) and passwords. Do not use your student email address.
• You will be promoted to “sign in at student.commnet.edu.” Click on the link “Sign in...”.
• Type in your NetID and your myCommNet password in the popup box and click OK.
• You are now ready to use your student webmail account. Click on the “Instructions” button on the right for more information.

**Troubleshooting your Log-In**
If you are having trouble logging in, you might try logging into my.commnet.edu first, and then using the link within the portal to access the student email login page.

**Your New Email Address**
Student’s email address will be in the form of “prefix@mail.ct.edu.” The “prefix” will consist of the first letter of a student’s first name + first four letters of a last name + 4-digit numeric number (e.g., “jsmit1234@mail.ct.edu” for John Smith). Students will be able to look up their email address in myCommNet or using the NetID Lookup Utility.
Your Office 365 Account
Includes Free:
• Exchange Online - the student email account, and will be the official communication channel between the student and the campus.

Mobile Settings
IPad/IPhone Settings:
• Email: (office 365 email address) e.g. NEWEMAILADDRESS@mail.ct.edu
• Server: m.outlook.com
• Domain: (leave this blank)
• Username: (full NetID) e.g. NETID@student.commnet.edu
• Password: (NetID password)

Android Settings:
1. Use NetID: ########@student.commnet.edu and password to log in.
2. Select “Next”.
3. Select “POP3 Account” from the list.
4. Use NetID: ########@student.commnet.edu in the field designated “User Name”.
5. In the “POP3 Server” field, make sure it says “pod51018.outlook.com”. If not, type it in.
6. Under “Security Type” tap “None” and select “SSL” from the drop down menu. The port will automatically change to “995”.
7. Select “Next”.
8. In the “SMTP Server” field, make sure it says “pod51018.outlook.com”. If not, type it in.
9. Under “Security Type” tap “None” and select “TLS” from the drop down menu. The port will automatically change to “587”.
10. Select “Next”.
11. You will come to a screen that allows you to name the account and edit the name that appears on your outgoing messages.
12. After you have finished with your changes, select “Next”.
13. Your Gateway email account is now set up on your mobile device.

Classrooms
Our computer classrooms and laboratories for computer science, word processing and related courses and workshops are located conveniently throughout the campus in both the North and South buildings. All computers are linked by a high-speed network that provides access to printer, internet and other necessary computer services. The campus has more than 30 computer classrooms. There are general purpose computer classrooms designed for the college’s general curriculum, and program specific computer classrooms for Computer Science, Allied Health, Nursing, Engineering and Graphic Design programs. We utilize more than 100 industry-standard programs for the curriculum, including Microsoft Office, Adobe CS, Autocad, Keyboarding Pro, Visual Studio, SmartCam, and MultiSim. MacIntosh computers are also available on a programmatic basis to assist students. The college also has specialty laptop carts that can be brought into lecture classrooms when needed, and laptop carts dedicated to the Science Labs. There are four Open Computer Labs on campus, located on the second and third floors, on both the North and South buildings. At least one Open Lab is available when the college is open. Hours vary by lab.
Kiosks
The student service area features more than 50 self-help kiosks that are designed to assist students in retrieving their campus related information. These kiosks are located throughout the Student Services corridor, and enable students to access their information using the myCommNet portal and their NetID.

The library features more than 30 computer stations in the Information Commons Area where students can perform their library research. There is also a Library Instruction classroom where students can learn how to properly utilize all library-related resources. The Library also houses the student laptop loaner program, which has 30 laptops that can be loaned out for on-campus student use.

The wireless network is available throughout the campus and allows a student to connect and access the internet using their personal wireless device (laptop, tablet or smartphone). Just use your NetID and password for connection.

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

**Security Question**
The security question is a feature introduced to ensure that only the authorized user may reset their own password using the NetID password reset webpage at http://supportcenter.ct.edu/NewID/pswdmenu.asp. Your security question must have been determined prior to utilization of the NetID password reset page at http://supportcenter.edu/NetID/indexpswdmenu.asp. To set the security question, go to the website http://my.commnet.edu and log in using the requested information, click on “Student” tab, click on “Student Self Service,” click on “Gateway Community College,” click on “Personal Information,” click on “Change Security Question,” and then pick one of the 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.

**COUNSELING**
ROOM N213: 203-285-2090
Counseling & Student Success Center

Professional counselors are available in the Counseling and Student Success Center to provide students with comprehensive counseling services, including academic, personal and transfer counseling. Academic Counseling or Academic Advising is an integral part of the college experience. It is a collaborative process between student and advisor designed to explore opportunities and develop a meaningful educational plan that helps them achieve their academic and career goals. The Counseling and Student Success Center is staffed by generalist counselors and advisors trained to support students to achieve their academic goals.

Personal Support Counseling services are free, confidential, and available to currently enrolled students. Our counselors are prepared to assist students in handling transition and change more effectively as well as sharpening time management and problem-solving skills to enhance academic and personal growth.

Services include:
• support sessions for individuals
• assistance with referrals to community resources
• crisis interventions
• learning to manage personal concerns that may interfere with educational/career goals

Transfer Counseling is designed to assist students in making the transition to a four-year institution to earn a Baccalaureate degree. Students should take advantage of the agreements the college has in place with various institutions. Visit the center or the transfer-out advising page for a complete list of agreements. Student interested in transferring should:
• Meet with a counselor/program coordinator at least, once per academic semester to make sure that you are fulfilling major requirements and enrolling in courses transferable to your selected college/university.
• Attend an open house or visit the target university/college; check out their website and housing options before applying for admission. Student can call the admissions office at the receiving college and schedule a campus tour.
• Meet with admission representatives from the 4 yr colleges/universities during their visit here on campus.
• Students are encouraged to participate in our transfer seminars and college fairs.
• Contact the Counseling and Student Success Center for schedules of upcoming visits and fairs.

Professional counselors are available to help students obtain the most from their college experience. GCC offers students comprehensive counseling services including: assistance with referrals to confidential community resources, interventions for crisis situations, and guidance on managing personal concerns that interfere with educational goals.

Counselors are available most hours the College is in session by appointment and offer limited confidentiality to students. Come speak to a counselor about what this will mean for you. If you want to meet with a completely confidential counselor, then we can assist you with an appropriate referral. Our goal is to provide you with wellness options so you can choose your best fit. To speak to a counselor, please contact us in room N213 or by calling (203) 285-2090.

EARLY LEARNING CENTER
ROOM E100: 203-285-2130

Students with 3 to 5 year old children can benefit from convenient, on-site child care. The Early Learning Center houses a fully licensed, NAEYC 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 ELC establishes new rates yearly. For more information, contact Director Sarah Chambers at (203) 285-2130.
FINANCIAL AID
Room N215: (203) 285-2030

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, scholarships, student loans, and the federal work-study program. Awards may come from one or any combination of the four preceding sources as determined by federal and local eligibility guidelines. Financial need, academic performance, and resources available to the student are all considered in determining final eligibility.

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

Policies and regulations instituted by Title IV, Student Financial Aid Programs, and Gateway Community College require that a student’s academic progress be monitored and measured to determine continuing financial aid eligibility. To maintain eligibility for financial aid, students must successfully complete two-thirds (66.66%) of their credits with Satisfactory Academic Progress (for additional information, please see the College Catalog).

All financial aid awards are predicated upon available funds and subject to revision by the Financial Aid Office upon change in enrollment status, additional resources, scholarships, and/or lack of completion of necessary information to determine eligibility. All awards are based upon a student’s enrollment status at the end of the add/drop period. Financial aid is disbursed twice per academic year: the first disbursement occurs during the fall semester and the second disbursement during the spring semester.

FOOD SERVICE
ROOM N107: 203-285-2248
Cafeteria

While classes are in session, food service is open the following hours:

Mon.- Thurs.  7:30am – 8:00pm
Fri. 7:30am – 2:00pm

Special hours are posted when classes are not in session and during summer sessions. Hot and cold sandwiches, salads, side dishes, soups, and soda are available. Snacks and beverages are also available from vending machines.

GENDER EQUITY CENTER
ROOM N110: 203-285-2412

The Gender Equity Centers offers a safe and welcoming space that indorses a nonjudgmental and supportive atmosphere. The Gender Equity Center Coordinator is available talk one on one with students seeking support, assistance, and victim centered counseling for a range of personal issues. We offer support services and referrals related to gender based violence, survivors of sexual violence, intimate partner violence, stalking, acts of bias based

16
on sexual orientation, women’s health, sexual orientation and identity.

LIBRARY & LEARNING COMMONS
ROOM L200: 203-285-2057

Homepage: http://www.gatewayct.edu/library-home
Text Us: 203-212-8329
Email: library@gatewayct.edu

Fall/Spring Semester Hours:
- Mon.-Thurs 8:00am – 8:00pm
- Fri. 8:00am – 5:00pm

Please call or check our website for hours during summer and semester breaks.

The First Niagara Library and Learning Commons provides a safe and welcoming academic environment to all users. The collection includes 50,000 print books, 100,000 ebooks, and 60 research databases. Access to these sources is available on-campus through the library’s homepage or off-campus via your NetID login.

Services
Research Assistance
- Librarians are available for research help either on a walk-in basis or by appointment.

Inter-library Loan
- Request books and articles that Gateway doesn’t own from another library (there is no charge for this service but some restrictions apply. Students may request up to 5 items per sememster).

Computers
- All library computers have internet access and are equipped with word processing software. To gain access you must log-in with your NetID and password, the same one you use to access MyCommnet.

Wireless Access
- Wireless internet access is available by signing on with your NetID and password. There is no wireless printing.

Laptops
- May be borrowed at the service desk for use in the library only with proper identification.

Reserves
- Faculty may put items/books on reserve for some courses. These are located behind the service desk and can only be used in the library, unless indicated otherwise. The library does not normally purchase copies of current textbooks for the collection.

Assistive Technology Room
- Houses equipment for viewing DVDs or VHS tapes and Technology Room equipment/software for students with disabilities.

Study Rooms
- Available on both floors for groups of three or more and can be reserved in advance through the library’s homepage or at the Service Desk.

C-Pods
- Collaboration pods are available throughout the library on a first-come, first-served basis.

Electronic Classroom
- Used for Information Literacy
Instruction classes and library workshops.

Electronic Devices
Graphing Calculators, Kindle and Nook may be borrowed for a designated period. IPads can only be used in the library. Proper identification is required.

Scanner
Scan color or black-and-white documents onto your flash drive or send to your email.

Copy Machines
Available at a cost of 10 cents per page. Copiers will accept dollar bills.

Borrowing Items
Your Gateway ID card also serves as your library card and is required for borrowing items. Most materials can be borrowed for 3 weeks and may be renewed by phone, online through the library’s website, or in person at the Service Desk.

Reference books, most reserve items, and print journals/magazines are for use in the library only. Most videos can be borrowed for one week at a time.

Special Collections
The library also houses several special collections (listed below) which reside on the 1st and 2nd floors of the library in the Special Collections Area. Most of these items can be borrowed.
- African American History
- Small Business Management
- English as a Second Language (ESL)
- Audiobooks
- Biographies
- Social Issues
- Recent Fiction
- Peace Studies
- Muslim Journeys

Kids’ Cove
Located on the 1st floor of the library, this area houses the children’s collection and includes an ocean-themed reading area which students, parents, and children are welcome to use and enjoy.

Library Staff
The library staff is committed to providing outstanding customer service to meet your needs and help you achieve your academic goals. Please don’t hesitate to ask for assistance.

Library Policies
- To ensure a clean environment, food and drinks are not allowed anywhere in the library
- Please be respectful of others
- Children under 12 may not be left unattended
- Please adhere to the Quiet Zone regulations on the 1st floor

MYGATEWAY
MyGateway represents a student portal for the major software that is used to conduct business online with the College. Academic Planning and Advising allows students to make appointments online with advisors, counselors, and coaches at the college. It also keeps track of the academic plan you have made with your advisor on campus. Career Success lists job opportunities in the local area and in the nation to which students may apply. It also provides an excellent resume builder, and self-assessments to help explore
career options. Conduct and Care allows students to interact with any student conduct information they may have. Disability Services allows students to request appropriate academic adjustments and upload their official documents.

**OFFICE OF EDUCATIONAL TECHNOLOGIES & INSTRUCTIONAL DESIGN**  
**ROOM N317-318: 203-285-2221**

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 for presentation technology
- 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**  
**ROOM N214: 203-285-2020**

The Registrar is dedicated to serving the faculty and students through scheduling, registration, record keeping and reporting. Please utilize the links on the website to discover how to register for classes, understand registration policies, prepare for graduation, and find out what other important services are available.

**STUDENT ACCESSIBILITY SERVICES**  
**ROOM S202: 203-285-2231**

Student Accessibility Services (SAS) 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 adjustments in the areas of academics and building/classroom accessibility. Requests for services should be made to the Student Accessibility Services Office in S202. For an appointment please call (203) 285-2231.

**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 SAS office
encourages you to identify yourself to our office even if you do not use any other adjustments/auxiliary aids. By registering with the SAS 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. Additionally, students should make an appointment with a Student Accessibility Specialist when necessary to review procedure in the event of an emergency.

**STUDENT DEVELOPMENT**

ROOM N217: 203-285-2144  
*Student Engagement & Career Development Office*

The Student Development office provides assistance with student behavioral and conduct concerns, and is the primary office for student grievance reporting.

**STUDENT SUCCESS CENTER**

ROOM N213: 203-285-2144  
*Counseling & Student Success Center*

The Student Success Center provides comprehensive services in an environment conducive to learning by providing the support students need to reach their full potential. The Success Center includes the following departments and services:

- Academic Advising, Athletics, College Transition, Counseling, International Student Services and Student Development.

**VETERANS’ BENEFITS**

ROOM N212: 203-285-2146

*Veterans Administration (V.A.) Benefits*

There are Veteran’s Certifying Officials for the college and report student enrollment to the V.A. Career Services can provide information about educational benefits available from the Veterans’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. The certifying official also can answer questions about the State of Connecticut tuition waiver for veterans (See “Connecticut Tuition Waiver”).

Information about 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.

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 Career Services to verify periods of service that qualify for the waivers.

WRITING CENTER
ROOM S214: 203-285-2245

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 or access their web page for information on hours and appointments.
PART III
STUDENT ACTIVITIES

THE OFFICE OF STUDENT ACTIVITIES
Along with its formal academic life, Gateway Community College facilitates a wide variety of social, cultural, educational, recreational, and leadership programs, 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
As the center of student activity, the Office of Student Activities 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 Student Activities, 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 Student Activities honors individuality and values the diversity of the campus. We are committed to fostering a community that cultivates enduring dedication and pride in the college community.

Scope
In addition to supporting student organizations, including honor societies and academic student organizations, the Office of Student Activities also incorporates the Student Government Association (SGA) and the Campus Activities Board (CAB) and facilitates leadership development training, community service, and New Student Orientation.

Contact Information
The Office of Student Activities
20 Church St, Room S110
New Haven, CT 06510
Phone: (203) 285-2208
Fax: (203) 285-2207
GW-Activities@gwcc.commnet.edu
http://gatewayct.edu/Offices-Departments/Student-Activities-Leadership

STUDENT ORGANIZATION GUIDELINES & PRACTICES

General Regulations Governing All Student Organizations
1. All student organizations, including those with national affiliations such as honor
societies and academic student organizations, are subject to College policies, regulations, and guidelines as outlined in the Student Handbook and in the Student Organization Guidebook.

2. Each organization is responsible for the behavior of its members at all times when they are acting under the auspices of the group.

3. Any organization that engages in illegal activities on or off campus will have sanctions imposed against it by the college and/or the SGA. Individuals may also be held responsible to the Dean of Student Affairs by means of the Campus Code of Conduct Policy. Such an organization is also liable to action by external sources.

4. Sanctions may include but are not limited to: probation, temporary suspension, and permanent suspension/loss of recognition, suspension of funding, community service, and suspension of use of College facilities or other sanctions as determined by the college or SGA.

5. Each organization is subject to rules, regulations and/or procedures established by the Student Government Association or the Office of Student Activities.

6. All student organization financial assets are to be housed in the Student Activity Fund per the State Comptroller. There are no exceptions to this policy.

7. 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.

8. 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.

9. All organization contractual agreements and/or financial transactions must be approved by the Student Activities office 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 on behalf of a student organization at any time.

10. Discrimination on the basis of color, creed, age, handicap, national origin, race, gender, or sexual orientation is prohibited.
11. A current Constitution and a current roster of officers, general members and Advisor(s) must be submitted once each semester.

12. All student organizations must submit meeting minutes to the Office of Student Activities following each meeting for state auditing purposes per the Comptroller Guidelines for Student Trustee Accounts.

13. Only student members are to vote on all officer elections, which programs and or activities the organization wishes to sponsor and who will serve as the organization Advisor(s). These items must be included in minutes. There will be no activities or programs during the week of finals and the week between Christmas and New Year’s. All spring programs must be completed by the start of finals week.

14. The Student Organization policies and procedures as well as the Financial Guidelines may change from year to year based on regulations set forth by outside agencies. Therefore, the most current policies and procedures are always located in the Student Organization Guidebook for the appropriate academic year.

Recognition of New Student Organizations

New student organizations will be established as students express an interest in forming them. Students wishing to form new organizations shall contact the Office of Student Activities prior to organizing. Before an organization can be recognized or be able to receive any allocation of the Student Activity Fund, the group must be processed by the Office of Student Activities and formally recognized by the Student Government Association regardless of how the organization chooses to be funded.

Recognition Process

1. Set up a meeting with Student Activities to discuss your idea for the organization, its purpose and how to begin.

2. Students will be given a permit to begin the process to start an organization when they obtain the names of at least 8 interested students (the minimum number of students required to create a new organization).

3. When the list of interested students is given to the Student Activities Office the prospective group may hold a first informational meeting in which they must establish the following:
   • A constitution for the organization which reflects the purpose of the organization and follows the guidelines given in the new organization packet
   • Nominate a faculty or staff member to serve as advisor.
   • Compile a list of prospective members using the Student Organization Roster.

4. Once the previous steps are completed the constitution should be reviewed with the Student Activities Office and SGA representative. If all of the requirements are met the new student organization packet may
be submitted to the President of the SGA.
5. 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.
6. If your organization is approved, you must submit one copy of your approved Constitution to the Office of Student Activities to establish your organization’s permanent record.
7. All amendments to your Constitution (including changing the name of your organization) must be approved by the Student Government Association prior to approval.
8. After recognition, your organization may approach the Finance Committee of the SGA for funding.
9. 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.

ADVISORS
Requirements for Serving as an Advisor
• Advisor(s) must be an employee of Gateway Community College. If the proposed advisor is full-time the organization is only required to have one. If the advisor(s) is part time or an adjunct faculty there must be two advisors in place. In order to serve as a club/student organization advisor, the club or organization must nominate and elect an advisor who agrees and signs off on the “Role of an advisor” form.

For additional information on advising or if you are interested in becoming an advisor please visit the Student Activities Office.

Meeting Minutes
The Comptroller for the State of Connecticut requires that all student organizations have minutes to their respective organization 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 student organization secretary and submitted to the Office of Student Activities following the acceptance of the minutes by the student organization. Student organization minutes are subject to FERPA laws and will require a FERPA Release (available in the Student Organization Meeting Room, S109). A FERPA Release for Student Organization Minutes may also be obtained in the Office of Student Activities.
ORGANIZING EVENTS
General Policy for Organizing Student Events
Student organizations at Gateway Community College are free to organize activities for the student body. Student Activities is the only entity who can authorize contractual agreements. No students or advisors may enter into any legal agreement on behalf of the College at any time.

No sponsored club or organization events may occur from the start of finals in the spring semester to the first day of classes in the fall semester. However, if a club chooses to attend a conference or a related fundraiser in the summer, they may do so with the approval of the Office of Student Activities.

College Social Events
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.

Social Event Regulations
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:

1. NO Alcohol is permitted at College events unless approved in advance by the Director of Student Activities.
2. Individuals suspected of being under the influence of alcohol or any illegal substance will not be permitted entry.
3. Shirts and shoes required at all times.
4. No open or glass containers allowed upon entry.
5. We reserve the right to refuse entry.
6. One guest (18 years or older) per Gateway Community College student.
7. Both individuals must sign in and IDs will be held until the conclusion of the event or upon leaving the function.
8. The Student Host must accompany guest upon entry and leave the function together.
9. We reserve the right to check purses and pockets, etc. at any time.
10. All students and guests must enter and leave from the front door.
11. No individuals may solicit GCC students to host them for access into the function. Individuals suspected of doing so may be subject to arrest for trespassing.
12. Students and guests may not re-enter the event after leaving the building.
13. These regulations are subject to change at the discretion of the Office of Student Activities on an event by event basis in consultation with the Dean of Student Affairs.
Fundraising Events (Solicitations, Drives, and Sales)
On occasion, student organizations will wish to hold a fundraiser to supplement their organizational costs. All fundraisers must be approved and scheduled by the Student Activities Office no less than two (2) weeks prior to the function (three weeks if cash for change is 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 Student Activities and within this Guidebook.
All solicitations, drives, and sales held on campus must be sponsored by recognized student organizations and must be approved by the Office of Student Activities. A Student Activity Registration Form must be filled out and approved by the Student Activities office prior to any solicitation, publicity or sales efforts.
Commercial ventures are not permitted by students or employees. Student organizations may host craft vendors or organizations with similar practices on campus as a fundraiser. All arrangements must be made through the Office of Student Activities.

OFF-CAMPUS EVENTS
Off-Campus Events Travel Policy
- Prior to approval of an off-campus activity or special event, the organization must meet with the Office of Student Activities.
- General suitability of the establishment for the affair includes:
  - Parking facilities
  - Fire protection
  - Handicapped access
  - City licensing
- Student Organizations may select who they would like to serve as College Representative(s) for any off campus events with the final approval from Student Activities.
- The student coordinator and College Representatives must meet with Student Activities prior to the event to finalize expectations and needs for all off campus events.
- All participants (students, non-student, advisors /College Representatives) must submit a signed BOT Activity Waiver Form and submit it to the Office of Student Activities prior to the day of the excursion and an approved TA must be in place for the staff representative(s) traveling with the students.
- A final list of participants and a copy of the BOT Liability Waiver Form for each student should be provided to Student Activities the day before the event.
- A copy of all forms will be given to the student coordinator and College Representative.
Supervisory Responsibilities of College Representatives for Student Activities/Day Trips

- No less than two College Representatives are required for any student organization sponsored bus trip. Every attempt will be made to fill each bus going on a trip.
- The College Representative(s) for the event must be in attendance before, during and while cleaning up after the scheduled event. The event or loading of a bus may not begin without the College Representative(s) in attendance.
- The College Representative and student chairperson should introduce themselves to police/security and/or charter personnel.
- The College Representative is to be the final decision-making authority regarding immediate action to be taken when the Director of Student Activities or higher authority is not present.
- The College Representative is to be notified immediately by students or police regarding injury to another student.
- The College Representative should assist the injured student in contacting his/her family and notify the Director of Student and Activities immediately.
- If the Director of Student Activities cannot be reached, the Director of Student Development, Dean of Student Affairs or the president of the College must be notified immediately.
- In the event of an accident, disciplinary issue or difficult situation, the College Representative(s) are to contact the Director of Student Activities immediately and submit a written incident report within twenty-four hours of the activity.
- Before departing campus, College Representative(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 Student Activities.
- The College Representative must verify attendance and cash operations while at the event. Following the activity, the College Representative(s) are to submit any cash along with the Fundraising Deposit Form and Ticket Audit Form to the Office of Student Activities within twenty-four hours of the event.

CONFERENCES

Conference Travel Policy

- If students are traveling to a conference, the student organization officers and college representative must meet with the Student Activities no less than six weeks prior to the travel date.
- The students are to select a full time faculty or staff member to be a College Representative for the trip and obtain final approval from Student Activities.
- The SGA will only fund one College Representative for a conference.
- Each participant and College Representative must complete the following:
• Travel Authorization (must be completed prior to travel arrangements and registration due date);
• BOT Activity Waiver Form;
• SGA Conference Travel Contract prior to payment of registration, hotel and flight.
• All Travel Authorizations for student organization travel must be authorized by the Director of Student Activities and the Dean of Student Affairs.
• All travel arrangements must be coordinated between the Organization President or Organization Treasurer and Student Activities along with the staff representative traveling with the students. 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 College Representative.
• Hotel rooms are determined by gender. Students are welcome to bring special circumstances to the attention of the Office of Student Activities. College representatives (faculty/staff) are not to share a hotel room with students.
• 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 College Representative while Traveling to Conferences**
• College Representative will be responsible for receiving plane or train tickets.
• College Representatives may be required to drive school or rental van.
• Cash advance for student meal allowances will be made out to the College Representative traveling with the students.
• Oversee hotel and conference check-in.
• Fully participate in the conference.
• Be available to advise and process information with the students throughout the conference. Assist in settling any disputes if necessary.
• Contact Student Activities in the event of any problems or emergencies.

**How to Hold an Event On or Off Campus**
• All student organizations must submit a Student Activity Registration Form to the Office of Student Activities electronically at least three (3) weeks prior to the event and no less than four (4) weeks if monies are involved.
• The Office of Student Activities will authorize the activity request based on scheduling, personnel resources and available monies.
• The Office of Student Activities will place the room reservation on
behalf of the club.

- Upon approval, the club may proceed with event planning. This may include catering request, transportation, ticketing needs and costs, room set up, College Representative, publicity request, video fax request, tech request and security needs to be coordinated with The Office of Student Activities. Please refer to posting policy regarding publicity.

SCHEDULING & FACILITY RESERVATIONS

Scheduling Policy
The Office of Student Activities and Leadership Programs will act as a facilitator for scheduling student events while taking the entire campus calendar into consideration. In order to plan an activity on or off campus, a fundraiser, service project or co-sponsorship, etc., student organizations must submit a completed had copy of a Student Activity Registration Form to the Office of Student Activities and Leadership Programs not less than three (3) weeks prior to event. The Office of Student Activities and Leadership Programs will make all room reservations for events and meetings on behalf of the student organization.

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

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.

Events and room assignments will be made on a “first-come, first-served” basis and students will be notified via email.

Security for Student Activities and Special Events
After receiving a Student Activity Registration Form, the Office of Student 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. Since events that take place mostly use Student Activities Funds it is generally assumed that the event should be free of charge to students. If the organization is requesting admission to either offset costs or to fundraise the determination of charges will be based on:

- The organization’s budget provided from the Student Activity Fund;
- The projected cost of the event;
- Non-students must pay a higher rate than students when Student Activity Fund money is being used.
ADVERTISING & COPYRIGHT POLICIES

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 Office of Student Activities.

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
Some situations require a special license or permission from a copyright holder. These include:
• Use of cartoons or logos for flyers or party themes
• Showing movies at a club or College activity;
• Sharing computer software;
• Images pulled off the internet such as photos and clip art. Please contact the Office of Student Activities 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 and the items will not be distributed outside the College. However, permission to use the Gateway Community College logo must be obtained by the Office of Student Activities.

The College logo should be on all print, marketing and publicity. Student Organizations may create their own logo that represents their organization. Student Organization logos must be approved prior to use by the Director of Student Activities as well as the Director of Marketing and Communications.

COLLEGE POSTING POLICY
All students, faculty, staff and community members must comply with the College Posting Policy. Posters and other forms of advertising on the campus must conform to campus regulations available in the Office of Student Activities 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 posters, flyers, banners, etc. must be approved and stamped by the Office of Student Activities for all offices and the public excluding academic offices which must obtain written approval and be date stamped on the posting by the Dean of Academic Affairs before posting.

2. 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, unapproved/unstamped or illegal postings. For a comprehensive list of bulletin boards and posting locations, please see the Office of Student Activities or visit our website.

3. Posting is not permitted on doors, vehicle windshields, on bathroom walls, windows or trees. Materials posted in these areas will be removed!

4. Off campus organizations may submit up to five flyers to the Office of Student Activities to be posted.

5. Off campus organizations are not to distribute handouts, business cards, etc. throughout the campus as that would constitute solicitation which is not permitted on campus.

6. Flyers may be posted for a maximum of three (3) weeks or until the date of the event (whichever comes first).

7. All information on any flyer must be written clearly.

8. If a flyer is to be written in a language other than English, the flyer must include the English translation.

9. 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.

10. There will be no posting of notices or flyers that support or endorse candidates for political office or political statements.

11. Banners may be posted in designated locations to be scheduled following the College Rooms Reservations process (College departments make their reservations through the campus reservationist and student organizations through the Office of Student Activities). Banners may be posted for a maximum of seven days. Banners may not exceed 36” x 60” due to space limitations unless it is for a campus-wide program of the office of Student Activities. Banners may be hung in the South Building on each floor of the Atrium Stairs or on the blue tiled wall on the first floor of the North Building. Banners are only to be hung using painter’s tape.
12. Easel displays may be exhibited in each of the three lobbies for up to 7 days to promote an activity or function of the college. Due to fire code and the high traffic, only one easel will be permitted at a time in each lobby. Lobby space for easels are to be reserved for up to one week at a time through the campus reservations process.

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 Gateway Community College, the Student Government Association or the Office of Student Activities.

Additional Student Organization Posting Policies

In addition to the above Posting Policy, all student organizations must adhere to the following posting regulations:

1. Student organization program publicity must bear the College logo (available in the Office of Student Activities or their approved student organization logo, must identify which organization is sponsoring the program, if it is paid for by the Student Activity Fee, and any costs to the student or non-student.

2. Students or student organizations in violation of any of the preceding regulations are subject to disciplinary action.

Approved Posting Locations

Contact the Office of Student Activities for a list of approved posting locations.

FINANCIAL GUIDELINES

General Information

All Gateway Community College students pay a designated Student Activity Fee to the College each semester. Student activity fees are utilized to run the student activities program within the framework of a yearly budget approved by the Student Government Association. This money is administered by the Student Government Association and dispersed through the SGA Finance Committee, which consists of 7-12 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 Student Activities 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.

Good Standing

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

- Completed Roster;
- Advisor Agreement Form;
- Organization’s Updated
Constitution if it 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 and each student organization is to participate in three (3) hours of community service with an off-campus community organization or activity. Two unexcused absences or not completing the service requirement 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.

Violation of Guidelines & Freezing of Funds
The SGA Treasurer, in consultation with the Director of Student 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. Student Activity Funds
The Student Government Association Activity Fund account is divided into Allocated Funds, Fundraising Funds, and the Carry-Over Cash Account. All student organization financial assets including donations and fundraised monies, are to be housed in the Student Activity Fund. This includes academic organizations and honor societies. There are no exceptions to this rule per the State Comptroller.

Allocated Funds
Allocated funds 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 Student Activities, and on the College Website (www.gatewayct.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 for charities is illegal. Any items that the Office of Student 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 and the Office of Student Activities maintains a record of funds and monetary transactions for student organizations.

Fundraising Funds
Fundraising Funds are generated by organizations through fundraisers, thus, allowing flexibility of expenditures. Monies acquired through Fundraising must be deposited through the Office of
Student Activities, where you may obtain a Student Organization 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 Fundraising/Event Revenue Deposit Form within two business days of the event/fundraiser to the Office of Student Activities. The use of fundraising dollars for alcohol is prohibited. The student organization may carry any fundraising monies that have not been used by the end of the fiscal year over to the next fiscal year. If an organization has been inactive for two years, its fundraising balance reverts to the Student Government Associated Carry-Over Account.

- **Generated Income** from any source must be deposited in the club’s Student Government Association Account within two business days. Individual checking/savings accounts are prohibited.
- **Dues** may be collected only by Honor Societies and organizations with national affiliations. However, activity dollars cannot be used to pay for dues. Dues collected must be deposited in the organization’s Student Activity Fund Account through the Student Organization Fundraising/Event Revenue Deposit Form located in the Office of Student Activities and on the Student Activities Website.
- **Donations** may be collected by a student organization. Donations collected must be deposited in the organization’s Fundraising Account with the Student Government Association. Carry-Over Cash Account

**Carry-Over Funds**

are 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 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 Activities.

**The Fiscal Year**

The fiscal year begins on July 1 and it ends June 30. Starting May 1st, no Student Activity Fund Payment Requests, account transfers, contracts or cash advances will be processed except in rare circumstances. 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.deemed appropriate by the Director of Student Leadership Programs and Activities;
• Student Leadership Conference Grant Program;
• Contingency Fund for new clubs and additional requests throughout the academic year.
• Student Organization Treats for meetings to be purchased and coordinated by the Office of Student Leadership Programs and Activities.

Student Organization allocations are granted on a case by case basis during the spring budget process and throughout the year.

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

**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 31 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 utilizing a scale based on percentages for the following line items:
• Student Government Association to be set aside for the SGA conference and programming;
• For the Campus Activities Board to plan and execute a comprehensive calendar of events for the student body;
• To the Office of Student Activities for the SGA and Student Organization retreats, Leadership Development Training (campus wide and organizational), Diversity Programming, Club supplies, Swearing In Ceremony, Student Awards Banquet, Student Appreciation Days and other programs and activities deemed appropriate by the Office of Student Activities;
• Student Leadership Conference Grant Program;
• Contingency Fund for new clubs and additional requests throughout the academic year.
• Student Organization snacks for meetings to be purchased by the Office Activities. Student Organization allocations are granted on a case by case basis during the spring budget process and throughout the year.

Supplemental budget requests for additional monies will be accepted beginning September 15 of each year. If monies are available, student organizations may requests additional monies throughout the rest of the academic year.
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 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 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. The committee consists of seven to twelve students, where seven 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 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, the Director of Student Activities and the SGA Co-Advisor.

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 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 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 for approval 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 Activities.

STUDENT ACTIVITY FUND TRANSACTIONS (PURCHASES, PAYMENTS, AND DEPOSITS)

Payment Requests
Student groups must use the Office of Student Activities Student Activity Fund Payment Request Form to spend money from the Student Activity Fund. The Director of Student Activities is the administrator of the Student Activity Fund and therefore is responsible for defining process and authorizing student funds once the SGA Treasurer has authorized use of Student Activity Funds. The Office of Student Activities can solely authorize expenditures from the Student Activity Fund. 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 and as documented in the Finance Committee or Student Organization Minutes. Only properly executed Student Activity Fund Payment Request Forms will be honored. Allow at least four weeks to complete the Student Activity Fund Payment Request Form (six weeks for local
conference travel and 10 weeks for out of state 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 Office of Student Activities as well as the College Purchasing Coordinator prior to the expenditure being made.
• 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 Student Activities prior to the event and payment will be sent seven to fourteen business days following the event.

Payment Request Procedure
1. Student Activity Fund Payment Request Forms are available online and in the Office of Student Activities.
2. A club officer must fill out the Student Activity Fund Payment Request Form.
3. The Student Activity Fund Payment Request Form must be submitted to the Office of Student Activities 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, any documented allocations and the 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 Activities and the Dean of Student Affairs to authorize payment and a copy of the payable voucher will be forwarded to the requesting student organization for their respective records.
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 via email.
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 Student Activities.

8. After services are rendered, checks are either sent to the vendor or picked up in the Office of Student Activities 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 Student Activities Office.

2. Students and advisors can neither sign contracts nor make verbal commitments to performers and/or services.

3. All Personal Service Agreements must be approved by the Director of Student Activities prior to processing. PSA’s will be prepared by the Office of Student Activities. Clubs must have sufficient funds for the requested product or service before the Personal Service Agreement can be authorized by the office 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 usually not allowed, with some exceptions after meeting with the Director.

6. Each PSA requires the signatures of the performer/contractor before it is submitted back to the Office of Student Activities for processing. One copy of the signed PSA will be kept on file in the Office of Student Activities. 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 Student Activities. 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. All door receipts received must be deposited through the Student Organization Deposit Form available in the Office of Student and Activities.
Equipment Purchases
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 Student Activities staff and stored in the Student Government Association Office or in Student Activities storage. It is an expectation that all equipment be used appropriately and returned in the same condition at time of pick-up. Anything leased, rented, or borrowed for an approved event will be the responsibility of the sponsoring organization. The Office of Student Activities is not liable for any loss by an organization. Any such occurrence must be immediately reported to the Office of Student Activities and the SGA Treasurer so it can be properly recorded following the State Statutes pertaining to loss of inventory. In the case of stolen equipment, Security must be notified immediately. When exact loss is calculated, the Finance Committee or the Director 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.

Money Deposits & Cash Receipts
All organizations must deposit all funds into its account(s) through the Office of Student Activities. The organization will be credited the stated amount and given a receipt. The following cash receipts must be deposited:
- 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 the Office of Student 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. These monies will be deposited into the organizations fundraising account.
- Dues - Any club or organization that collect dues must deposit these funds in their Student Government Association Account.

Petty Cash Advance
Petty cash is available to organizations through the Office of Student Activities 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 Student Activities. Prior to receipt of funds, the requestor must complete a Student Activity Fund Payment Request. Organizations must complete or have a Student Activity Fund Payment Request completed with signatures at least three (3) weeks prior to receipt of funds for a cash advance. Original receipts must be returned to the Office of Student Activities within two (2) business days of use.
**PLEASE NOTE:** If remaining monies and receipts are not turned over to the Office of Student Activities 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.

**Ticket Policy**

- All ticket sales are to be conducted in the Office of Student Activities 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 two business days 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 Student Activities 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 need to be discussed with and approved by the Office of Student Activities.
- Refunds will not be given, unless deemed necessary by the Student Government Association Treasurer. Refunds after the cash deposit will require a vote of the Finance Committee, a W-9 form for the students and a copy of the receipt. 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 four 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 Regents Liability Waiver Form available in the Office of Student Activities.

**Conference Travel Funding & Transactions**

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.

- Three-fourths (3/4) of a club’s membership must be present to vote on which members will attend a conference or convention.
- 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.
- The organization may spend no more than fifty percent (50%) of their allocated budget on conference travel.
- An approved College Representative must attend the conference or convention. One hundred percent (100%) of the College Representative’s cost will be paid from the group’s allocated or fund-raising account as long as 100% of the students’ costs are covered. No more than one College Representative’s cost will be paid for with monies from the Student Activity Fund.
- All requests for convention or conference funding must be received no later than ten weeks for out of state and two months for instate travel 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.
- It is expected that the club or organization will secure the most cost-efficient and safest accommodations and mode of transportation. The College prefers that the students stay in the conference hotel to alleviate the need for taxi and shuttle service.
- Appropriated funds must be used as stated. Unused funds must be returned to the Office of Student within three business days following the event. Failure to comply with this guideline will result in freezing of the respective club’s funds.
- 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 $15.00
  - Dinner $20.00
  - Gratuity $ 7.00

**NOTE:** Any expense for food incurred above the allocated amount of $52.00/day will be the responsibility of the student. You will not be reimbursed for overspending.
- 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.
- All participants must fill out a Student Leadership Conference Contract, liability forms and any other agreements that are required for conference attendance.
- 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.
- The Finance Committee and/or the Director of Student Activities may make exceptions to the aforementioned travel rules, if deemed appropriate.

**Club Recognition and Recruitment Spending Policy**

- 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.
- 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.
- Clubs may not purchase gifts for faculty/staff members or those not affiliated with the College.

**Catering Policy**

- Requests for food at events 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.
- 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.
- When catering is required, student organizations must submit a Catering Request Form no less than one week before the event to the Office of Student Activities to place the order on the club’s behalf. This includes catering to be paid out of the club’s fundraising account.
Student Government Association
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 Student Activities and Leadership to encourage, develop and support student activities and events.
F. Work with the Office of Student Activities and Leadership 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 Student Activities and Leadership, 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, have 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 Student Activities and Leadership 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 By-laws.

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 Student Activities and Leadership 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 Student Activities and Leadership 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 Student Activities and Leadership
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 Student Affairs.

**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 Student Activities and Leadership.

Section 5.  
A monthly report will be given to the SGA Treasurer and Office of Student Activities and Leadership 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 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 Student Activities and Leadership. 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 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 Activities, or the Dean of Student Affairs.
   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 Activities and/or the Dean of Student Affairs 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.

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

### Student Government Association
** 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 Student Activities and Leadership, or at the SGA meetings. 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 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. Elections will take place during the third week of April.

E. The SGA President will announce the results at noon the day following the election at a designated place.

F. 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 exists, 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. 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. Interim Elections will require a petition of 25 student signatures in lieu of the SGA Secretary.

D. No quorum is necessary for adjournment. for 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.

**Article IV Committees**

**Section 1.**

Finance Committee

A. The Finance Committee shall consist of seven-twelve (7-12) members, and will be chaired by the SGA Treasurer.

B. Members must 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
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 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 Activities.
B. Obtain and complete a New Student Organization Packet found in the Office of Student Activities and Leadership or Student Government Office and available at SGA meetings.
C. Choose an Advisor.
   1. The club is to then submit an Advisor Nomination Form to the SGA Executive Board. In consultation with the Director of Student Activities the SGA Executive Board will confirm the nomination with a unanimous vote or deny with due cause.
   2. Advisors must uphold all club policies and procedures as outlined in the Student Organization Guidelines.
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 Student Activities.
F. The SGA President and Director of Student 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 Activities.

Section 3.
The Office of Student Activities reserves 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.
PART IV
STUDENT RIGHTS (SR)

AFFIRMATIVE ACTION
Gateway Community College is an academic unit of the Connecticut State Colleges & Universities 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 underutilized 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 Regents 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 anti-discrimination 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 a person living with AIDS or HIV, or for 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 informational activities. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, unless it has been medically determined that there is risk of infection or danger to others or the individual is enrolled in programs from which those 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 to the June 3, 1988 “AIDS Policy for State Personnel” and the January 1987 “AIDS Guidelines for State Personnel”.

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 officials 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 Regents.

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

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 Regents 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.

**PERSONS WITH DISABILITIES**
The Board of Regents 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 Regents.

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 Regents will work to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges.

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

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.

**NONDISCRIMINATION POLICY**

The Community College System of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including but not limited to, blindness, or prior conviction of a crime, unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. 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, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

GCC offers Associate in Applied Sciences, Associate in Art and Associate in Science degrees in more than 75 disciplines, including: accounting, business, business office technology, computer information systems, computer science and technology, engineering and technology, fine arts, health careers, hospitality management and culinary arts, and human services as well as general studies, humanities, and liberal arts and sciences. In addition, credit and non-credit certificate programs focusing on developing occupational skills are offered. Admission to the college is open to high school graduates upon submission of a completed college admissions application accompanied by official high school diploma or equivalency or college transcripts or diploma, payment of the application fee and proof of immunization. Courses are generally open to anyone with an interest in a subject area. Some programs of study have additional admissions requirements.

The following people have been designated to handle inquiries regarding the non-discrimination policies: Dean of Student Affairs (Title IX Coordinator) and Student Accessibility Specialist (Section 504/ADA Coordinator), Gateway Community College, 20 Church Street, New Haven, CT 06510; Dean of Student Affairs: 203-285-2212.
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 performance. 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.

POLICY ON STUDENT RIGHTS
Section 1: Rights of Students
It is the policy of the Board of Regents (5.2.2) 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 Statues 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 Office of Student Development 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: Office of Student Development 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 Office of Student Development 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, or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Office of Student Development 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 (15) days of receiving the recommendation, except for good cause or as provided in (4) on next page.

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)**

Academic grading is the outcome of careful evaluation and conclusions made by the course instructor. These evaluations result from the analysis of cumulative information by experts in their fields. The college recognizes that there are exceedingly rare instances in which there may be errors or “palpable injustice(s)” in the determination of a final grade. Students may initiate the appeals process when there is evidence to show one of the following justifications:

- I believe the grade was miscalculated according to the grading policy in the syllabus
- I believe an inappropriate grade was assigned due to inconsistent or unfair grading practices of the instructor
- I believe I was mistakenly suspected of violating the academic dishonesty policy

For the appeal to be considered, the student must precisely follow the steps outlined in this policy. All written communication pertaining to the grade appeal must take place using an official Gateway Community College email address.

**Step 1**: (Must take place within 10 business days of the semester following the semester the grade was given)

Student must first communicate with the instructor either by phone or email to confirm the grade awarded and entered was correct in the instructor’s view. If unable to contact the instructor, student should seek assistance from the Dean of Academic Affairs’ Office or move on to step two.

**Step 2**: (Must take place within 10 business days after Step 1 is complete)

If the grade issue is not resolved after Step 1 is completed, the student will make an appointment to speak with the department chair or division director. If unable to contact the chair or director, student should seek assistance from the Dean of Academic Affairs’ Office.

The Dean of Academic Affairs’ Office shall take no more than 5 business days to assist the student in making the appointment with chair/director.
Any grade change or The student will have the right
summer appeals) ASC meetings. appeals) and October (for spring and
be review at the March (for fall
academic departments as well as
includes representatives from all
Standards Committee (ASC) for
Appeal Form to the Academic
Affairs shall submit the Grade
Step 4: The Dean of Academic
Affairs shall submit the Grade
Appeal Form to the Academic
Standards Committee (ASC) for
review. The ASC membership
includes representatives from all
academic departments as well as
staff. Student grade appeals will
be review at the March (for fall
appeals) and October (for spring and
summer appeals) ASC meetings.
• The student will have the right
to make a presentation to the
Academic Standards Committee
regarding their appeal if he/she
elects to do so.
• The Academic Standards
Committee Chair will submit the
committee’s rationale to grant
or deny the appeal within 5
business days of the meeting.
• Any grade change or
modifications resulting from
the ASC review is advisory
and must be approved by the
President.

If the grade issue is not satisfactorily
resolved after Step 4 is completed,
the student can appeal to the
President by filing an appeal
statement. Review by the President
shall be on the basis of 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.

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.)

All on-campus accidents should be
reported to the College Security
located at each entrance or at any
security desk.
PART V
STUDENT CONDUCT, CIVILITY & COLLEGE GUIDELINES

What is Civility?
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.

The college respects and defends the right of each member to exercise free speech and assembly; however, the rights are properly exercised only when due respect for the rights of others is assured. Therefore, at GCC, students and faculty are expected to maintain a free and respectful learning environment.

Getting along with people in the classroom is a key to college success!

Civility in the Classroom
How do I know what behavior is expected in my classroom?
Listen carefully to your instructor’s classroom guidelines. Expectations about how you should interact with others may also be published in your course syllabus.

Classroom expectations may include such issues as attendance, punctuality, respect for diversity, rules for discussion, academic integrity, respectful behavior, use of personal electronic devices, or other guidelines. Eating or drinking may be allowed in some classes but is prohibited in all science and computer labs.

By stating guidelines in the course syllabus, your instructor is alerting you to the importance of respectful conduct in the classroom and assuring you that everyone’s right to learn will be protected. The guidelines also alert you to the consequences of any misconduct.

How can I get my viewpoint across if it is controversial or different from others?
Present your ideas in a respectful manner and at an appropriate time and place, in a discussion or debate; remember to focus on ideas, not individuals. If you are unsure how to express your ideas while respecting others, discuss your concerns with your instructor, an advisor or a college counselor.

What are some behaviors I should avoid in the classrooms?
You should avoid actions that interfere with teaching or learning during a class session. Examples of behavior to avoid during class are:
- Tardiness
- Leaving class prior to dismissal
- Inappropriate use of electronic devices
- Cheating or plagiarism
- Dominating discussion
- Speaking out of turn
- Overt inattentiveness or sleeping
- Poor personal hygiene
- Offensive remarks
- Verbal or physical threats
STUDENT CODE OF CONDUCT

Preamble
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR’s and CSCU’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR’s and CSCU’s fundamental principles and values. It is the BOR’s and CSCU’s responsibility to protect our students’ right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

Introduction
This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the president of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

For the full Code of Conduct please go to: GatewayCT.edu/ student-conduct and click on BOR/CSCU icon on right.
Application, distribution, and administration of the Student Code of Conduct

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college:

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. Administration of the Student Code: The Dean of Student Affairs shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. The Dean of Student Affairs shall be the person designated by the President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code Scope of Authority

Scope of Authority
A student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students
must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the president of the impacted institution or his/her designee.

Prohibited Conduct
The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

*Plagiarism* is defined as the submission of work by a student for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution.

*Cheating* includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
   a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
   b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:
   a. *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

(b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Sexual assault is further defined in 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
•Prostituting another person
•Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity
•Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information
•Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex)
•Engaging in non-consensual voyeurism
•Knowingly transmitting an STI, such as HIV to another without disclosing your STI status
•Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals or
•Possessing, distributing, viewing or forcing others to view illegal pornography

6 Intimate partner violence is defined as:
•Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that

results from (1) sexual assault, as defined in Section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in Section 5 above or, (5) sexual exploitation, as defined in section 5 above.
•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 family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity
without a partner’s knowledge or permitting others to view or listen to such video or audio tapes without a partner’s knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:
   a. The contacting person knows or should know that the contact is unwanted by the other person and
   b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or
university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their
duties and/or failure to identify oneself to these persons when requested to do so.

24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
   a. Unauthorized access to CSCU computer programs or files;
   b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
   c. Unauthorized use of another individual’s identification and/or password;
   d. Deliberate disruption of the operation of CSCU computer systems and networks;
   e. Use of the Institution’s computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including but not limited to, copyrighted music, movies, and software);
   f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
   g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
   a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
   b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
   c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
   d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
   e. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary system;
   f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body.
prior to, and/or during the course of the disciplinary proceeding;

h. Failure to comply with the sanction(s) imposed under the Student Code; and

i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Hearing procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

In addition to disciplinary procedures applicable to students in the Conduct and Disciplinary Procedure section, (p82) for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student’s choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if
any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

Conduct & Disciplinary Records
The written decision resulting from an administrative conference or a hearing under this Code 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). A student’s disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education 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 or University 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 education records as part of the employment application process. A record of having been sanctioned for conduct that violates the Prohibited Conduct of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Interpretation & Revision
Questions regarding the interpretation of this Code shall be referred to the Community College’s Office of Student Development for the administration of the Non-Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

1The standard of “Affirmative Consent” is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.

CONDUCT & DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS
Procedures for Community College students differ from those procedures applicable to
either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Academic Misconduct section above) for Community College Students as set for in this Conduct & Disciplinary Procedures.

PART A:
DISCIPLINARY PROCEDURES
(Academic and Non-Academic Misconduct)

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to electronically via the Online Conduct Report, (the president has designated the Dean of Student Affairs to administer the conduct program, herinafter referred to as “the Dean”) normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar 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
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 committed a violation of any part of Prohibited Conduct 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 Prohibited Conduct of this Code and, after considering both the possible 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 Prohibited Conduct 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 writing, which must be received by 5:00pm on the following business day.

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 Prohibited Conduct of this Code 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 a written explanation for the determination. The decision of the Dean shall be final.

6. If the Student requests a hearing, he/she is entitled to the following:
   a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall
be appointed by the Office;

b. if the Office appoints an impartial panel, to have a Student on the panel if requested by the Student;

c. to appear in person and to have an advisor who not shall attend as a representative of the Student. 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 on his or her behalf; and

f. to receive a written decision following the hearing.

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 Office and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Office shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The president may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the president may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student’s request.

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

a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or

b. the information presented to the impartial party or panel was not substantial enough to
justifies 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.

PART B: DISCIPLINARY 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 Prohibited Conduct of this Code. 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, and for the purposes of this Conduct & Disciplinary Procedures of the Code include but are 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. A “Warning” is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Prohibited Conduct of this Code and that any repetition of such conduct or other conduct that violates this Code 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.

SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER & DOMESTIC VIOLENCE POLICY
Statement of Policy
The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (ConnSCU) is committed to ensuring that each member of every BOR governed college or university community has the opportunity to participate fully in the process of education and development. The BOR and ConnSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims.
of sexual misconduct and relationship violence.

The BOR strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college or university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. Each and every BOR governed college or university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and ConnSCU employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of BOR policies. The BOR and each of its governed colleges and universities is committed to providing an environment free of personal offenses. Consensual sexual relationships between staff, faculty and students are discouraged pursuant to BOR policy.

**Mandated Reporting**

Mandated reporting requirements of the Child Protection Law may require that a report be made to the Connecticut Department of Social Services whenever a person under eighteen (18) years of age may have been sexually assaulted. Further, pursuant to BOR Policy on Suspected Abuse or Neglect of a Child, any BOR or ConnSCU employee who has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury must is required by Board policy to report the incident as soon as practicable to their immediate supervisor. Employees are encouraged to report possible sexual assault of persons 18 years old or older and those ConnSCU employees who qualify as Campus Security Authorities under the Jeanne Clery Act have a duty to report possible sexual assault regardless of the age of the reported victim.

**Confidentiality**

When a BOR governed college or university receives a report of sexual assault reasonable steps will be taken to preserve the privacy of the person reported to have been the victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.
Confidential resources, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center are bound by state statutes and professional ethics from disclosing information about reports without written releases. Information that such persons receive from the reporter of a sexual assault or the person reported to have been assaulted cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, s/he must speak with a full confidential resource. Each and every BOR governed college or university must provide a list of such confidential resources in the College or University’s geographic region.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the person reported to be a victim of a sexual assault to the extent reasonably possible.

Rights of Those Who Report
Those who report any type of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, will be treated seriously and with dignity by the institution
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean of Students or the Campus’s Title IX Coordinator
- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action against the individual allegedly responsible
- Those who seek confidentiality may contact a clergy member(s) and/or the Sexual Assault Crisis Center of Connecticut – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases

Options for Changing Academic, Transportation and Working Arrangements
The colleges or universities will provide assistance to those involved in a report of sexual harassment, sexual assault or intimate partner violence, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college or university
shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

**Support Services Contact Information**
It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. All ConnSCU campuses shall develop and distribute contact information for this purpose.

**Right to Notify Law Enforcement & Seek Protective and Other Orders**
Those who report being subjected to sexual misconduct, including harassment, sexual assault or intimate partner violence, shall be provided written information about her/his right to:

1. notify law enforcement and receive assistance from campus authorities in making the notification and
2. obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

- standing criminal protective orders
- protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child
- temporary restraining orders or protective orders prohibiting the harassment of a witness
- relief from physical abuse by a family or household member or person in a dating relationship and
- family violence protective orders

**STUDENTS ON THE SEX OFFENDER REGISTRY**
Whenever in the judgment of the college president the continued presence of a convicted sex offender who has been previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the integrity of academic processes and functions of the college, such person may be denied continued attendance as a student or have limitations placed on participation in college activities and/or access to college property.

The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender, nor shall any person use information regarding a convicted sex offender to injure or harass any person.

The decision of the president shall be final.
The president has designated the Dean of Student Affairs to implement this policy. Students should contact the office for more information.

**Sexual Misconduct Stalking and Intimate Partner Violence Student Conduct Procedures**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual harassment, sexual assault and intimate partner violence.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for complainants and accused students.

Reported victims of such assault or violence shall have the opportunity to request that disciplinary proceedings begin promptly and such disciplinary proceedings shall be conducted by an official trained in issues relating to sexual assault and intimate partner violence and shall use the preponderance of the evidence standard in making a determination concerning the alleged assault or violence. Both the reported victim of such assault or violence and the accused are entitled to be accompanied to any meeting or proceeding relating to the allegation of such assault or violence by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled, and each shall have the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding. Both the reported victim and accused are entitled to be informed in writing of the results of any disciplinary proceeding not later than one business day after the conclusion of such proceeding. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity. To the extent permitted under state or federal law or as necessary for the disciplinary proceeding, the college or university shall not disclose the identity of the reporter or the accused.

Please visit Gateway’s website at www.gatewayct.edu/sexualmisconduct for a complete set of resources and procedures.

**Title IX**

Title IX is a federal civil right that prohibits sex discrimination in education.

Incidents that are covered by Title IX are sex-based discrimination, sexual harassment, and sexual violence including: attempted or completed rape or sexual assault, sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

The College also works to ensure compliance with Title IX, which is a federal law that prohibits discrimination based on the sex (gender) of employees and students of educational institutions that receive federal financial assistance. In this regard, the College has designated the following as Title IX Coordinator:

The Dean of Student Affairs
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.
   a. If the behavior stops, the instructor may invite the student to meet afterward to discuss the behavior.
   b. If the behavior continues, the student may be directed to leave the classroom for the remainder of the class. The student must initiate a meeting with the instructor outside of class before the next class meeting

2. During the Meeting the student has a right to be:
   a. Presented with specific behavior that were unacceptable and to discuss their impact on the learning process, and
   b. Receive a verbal warning that such behavior will not be tolerated in the future.
   c. If the student refuses or misses a scheduled meeting with the instructor, the instructor should follow the college’s disciplinary procedures by filing an online *Conduct Report to the Dean of Student Affairs.

3. The Dean of Student Affairs will attempt to meet with the student prior to the next class and the instructor will be notified the outcome of the meeting.

4. If the student does not comply with the meeting request, the Dean of Student Affairs and the instructor will discuss options to resolve the outstanding issue.

*A Conduct Report may be filed at any time to document an incident, or request intervention through the Student Conduct Process, however, students and faculty are encouraged to seek a resolution prior to involving the Dean of Student Affairs.

GCC POLICIES:

CHILDREN ON CAMPUS

The college does not permit children unattended at any college location or in a vehicle parked in the parking lot. *Children are not permitted in classes. ** The college reserves the right to ask students with disruptive children to leave the disrupted location including, but not limited to: faculty and student service offices, and the library. Students with children are expected to arrange suitable childcare services elsewhere while attending classes at Gateway.

DRUGS & ALCOHOL POLICY

The Board of Regents for Higher Education in Connecticut endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs — 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 socioeconomic groups, all age levels, and even the unborn, Education and learning are especially impaired by alcohol abuse and illicit drug use.

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 the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Regents 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.

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 the following conditions, as appropriate:
   a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has 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

3. 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 campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. 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).
HOVER BOARDS ON CAMPUS
Due to safety concerns about both fire and rider safety, hover boards shall not be allowed to be either charged, operated or stored on CSCU campuses. This prohibition is consistent with the CSCU Student Code of Conduct, Article I, Part D., section 12 which prohibits “behavior or activity which endangers the health, safety or well-being of others.” Further, the practice of prohibiting hover boards on CSCU campuses is consistent with other colleges and universities across the country.

This guidance is offered due to the concern about fire safety and collisions. Due to the abundance of reported safety issues with the devices, the U.S. Consumer Product Safety Commission is investigating the safety of hover boards. Moreover, the National Association of Fire Marshals has also issued a warning regarding fire safety due to spontaneous fires potentially linked to the battery which powers the board. Given the warnings and concerns of these organizations, CSCU has issued this prohibition.

INFORMATION TECHNOLOGY & RESOURCES POLICY
Introduction
This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (ConnSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of ConnSCU IT resources is a privilege dependent upon appropriate use. Users of ConnSCU IT resources are responsible for using IT resources in accordance with ConnSCU policies and the law. Individuals who violate ConnSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional ConnSCU disciplinary and/or legal action.

Purpose
The purpose of this policy is to provide the ConnSCU community with common rules for the usage of IT resources.

The intent of this policy is to provide information concerning the appropriate and inappropriate use of ConnSCU IT systems to:
• Ensure ConnSCU IT resources are used for purposes consistent with ConnSCU mission and goals
• Prevent disruptions to and misuse of ConnSCU IT resources
• Ensure ConnSCU community is informed of state and federal laws and ConnSCU IT policies governing the use of ConnSCU IT resources and
• Ensure IT resources are used in a manner, which comply with such laws and policies

Scope
This Policy applies to:
• All IT resources owned or managed by the ConnSCU
• All IT resources provided by the ConnSCU through contracts and other agreements with the ConnSCU and
• All users and uses of ConnSCU IT resources
Policy Authority
This policy is issued by the Board of Regents for Higher Education for the Connecticut State Colleges & Universities.

Definitions
Knowledge of the following definition is important to understanding this Policy:

• IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication

Provisions
To adhere to the Acceptable and Responsible Use policy, users of ConnSCU IT resources must NOT:

• Use ConnSCU IT resources to violate any ConnSCU policy or state or federal law
• Use another person’s IT resource, User ID, password, files, or data
• Have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above
• Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data
• Make or use illegal copies of copyrighted materials or software, store such copies on ConnSCU IT resources, or transmit them over ConnSCU networks
• Harass or intimidate others or interfere with the ability of others to conduct ConnSCU business
• Directly or indirectly cause
strain on IT resources such as downloading large files, unless prior authorization from the appropriate ConnSCU authority as determined by the institution is given

- Use ConnSCU IT resources for unauthorized purposes may include but are not limited to, the conduct of a private business enterprise, monetary gain, commercial, religious or political purposes
- Engage in any other activity that does not comply with the general principles presented above

No Expectation of Privacy
All activities involving the use of ConnSCU IT systems are not personal or private. Therefore users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via ConnSCU IT systems is potentially accessible under the Freedom of Information Act. Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut’s “Electronic Monitoring Notice”, the Board of Regents reserves the right to monitor and/or log all activities of all users using ConnSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

Enforcement
Violations of ConnSCU Acceptable and Responsible Use policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as ConnSCU Policies, general rules of conduct for all colleges and university employees, applicable collective bargaining agreements, and the ConnSCU student conduct codes. For purposes of protecting the ConnSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the ConnSCU network that is reasonably suspected of violating ConnSCU information technology policy. These nonpunitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

PETS & SERVICE ANIMALS
With the exception of services animals, animals are not permitted on campus. Service animals on campus must be under the control of the owner. Service animals must be on a leash at all times. Service animals are considered personal property as the owner/handler is responsible for any damages caused by their animal. Individuals are not required to disclose their disability or show documentation, but when asked by college officials, individuals with animals are required to disclose the status of the service animal and what function it performs.

SMOKING POLICY
Gateway Community College is a smoke-free workplace. Smoking is NOT permitted anywhere inside the buildings nor on the campus grounds. Please stay 25 feet from entrances. This includes electronic cigarettes.
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.

The College is located in Downtown New Haven, with some programs located 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 contracted New Haven Police Officers and Security Guards. When appropriate for public safety, officers from the Police Department of the City of New Haven are present for events sponsored by the College and by outside groups.

**Administration of Campus Security**

The College’s Security Department consist of a Director of Security Services, the Gateway Community College Police Dept., and contracted security services. There are also New Haven Police Officers on Campus to assist with traffic and internal security.

**Contacting Local Police and 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 911. This call can be placed from any building telephone. Gateway Community College is located in close proximity to Yale-New Haven Hospital. The Campus Security Guards and the Student Accessibilities 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.

**SECURITY ESCORT SERVICE**

Campus Security is available to escort individuals to class and/or to their cars upon request. Call 285-2246 for assistance.

**EVENING ADMINISTRATION**

The Evening Administration is responsible for assisting in matters requiring or involving campus security and can be reached at 285-2300, Monday through Friday.
COLLEGE IDENTIFICATION CARD
ROOM N008  College ID Center

Each student, faculty and staff member must obtain a Gateway Community College issued photo identification card. The photo identification card must be presented to security officers when entering the Gateway Community College Campus and the Gateway Community College Parking Garage. When on campus, the photo identification card must be visibly displayed on your person at all times and must also be presented when borrowing books from the library and to secure admission to college sponsored activities and special events when required.

- Faculty and staff must present their photo identification card to security when requested.
- Students must present their photo identification card to faculty, staff or security when requested.

There is a Board of Regents authorized replacement fee of $10.00 for a misplaced, lost or stolen photo identification card.

ID Card Issuing/Replacement
- Security issues all ID Cards
- Students will be required to show their current registration/bill, and a valid form of picture state ID in order to receive their ID Card
- No reissuances will be allowed except for lost or stolen cards
- There will be $10 charge for lost or stolen cards
- If an ID Card is lost, individuals should park in the Temple Street Garage, obtain parking validation from the college, and get a replacement ID Card from Security that day.

- If someone is attempting to use your GCC ID to enter the GCC garage or campus, the ID will be destroyed and the student will be responsible to pay $10 replacement fee.
- Anyone without a valid photo ID may be declined access to the building.
- Student IDs must be handed in when picking up diplomas unless you are registered for the following semester.

Informational Programs for Students and Employees Regarding Campus Security Procedures and Practices
Periodically, the Dean of Administrative Affairs 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.

PARKING
Individual Type and Parking Garage Access:

- Credit Students: parking access for registered credit students will begin two weeks before the start of classes and end the day of finals.
- Summer Session Students: parking access will begin the first day of class and end the last day of class for the sessions for which they have registered.
- Winter Session Students: parking access will begin the first day of class and end the last day of class for the sessions for which they have registered.
• Non-Credit (CCE) Students: parking access will begin the first day of the course and end the last day of course for which they have registered
• Faculty & Staff: parking access is granted based on active employee dates
• Student Employees: parking access is granted based on active employee dates
• Affiliated Staff: parking access is granted based on inputted field in Banner. Manual deactivation will be required.

Reserved Parking:
• Available on the basement level, first level and second level of the Gateway Garage, for full-time faculty and staff only
• Eligible faculty/staff must display their parking hanger or they will be ticketed
• Part-time faculty and staff will park in remaining Gateway Garage spaces or in the Temple Street Garage

Visitor Parking
• Anyone visiting the college for business before the semester begins will be considered a visitor
• Visitors will park in the Temple Street Garage and receive a ticket
• Tickets will be validated by Gateway at the Security areas

Cards are valid for the hours of Garage Operation.

Hours of College Parking
Garage Operation
Spring & Fall Semesters, both Garages
Mon. – Fri. 6:00 a.m. - 11:00 p.m.
Saturday Closed*
Sundays Closed

*Classes will be held & parking is available in the Temple Street Garage. Winter Intersession and Summer - Reduced daily hours. 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.

CT Transit UPass
1. Who is eligible?
The UPass is available to both full and part-time credit undergraduate students at the colleges and universities taking at least one class per semester on campus.

2 How long is the pass effective?

3 What is the cost?
Each student is charged $20 per semester for the pass. The DOT has set this special rate for our students only; normal cost to the public is $63 per month. The transportation fee is considered an institutional charge so financial aid may be applied.

For more information visit our website at http://www.gatewayct.edu/upass

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 Regents 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 Administrative Affairs, room S406.

REPORTING INJURIES

Procedures for Reporting Off-Campus Injuries

In the event of an off-campus injury to a student occurring at a College-sponsored event, class off-campus or clinical site, the staff member in charge shall decide the best course of action to be taken. Contact the Dean of Administrative Affairs Office, Room S406, to secure an insurance claim report form.

Procedures for Reporting On-Campus Injuries

In the event of an on-campus injury to a student, it is their responsibility to report the incident to Security and if needed, to secure an insurance claim report form from the office of the Dean of Administrative Affairs.

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/Gateway Police

Emergency Procedures & Contacting Gateway Police and Campus Security by College Telephone

ROOM: N105  203-285-2246

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 203-285-2246 for the Security Office. Communication among the guards is maintained by two-way radio. New Haven Police are also contracted to provide additional security.

Gateway Police

Gateway maintains a fully sworn officer to assist in the oversight of campus security measures and personnel.

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. New Haven Police are also contracted to provide additional security.
Security Stations

**Downtown Campus**
Campus security station is located on the first floor of the North Building N105.

All off street entrances have Security Stations. Security will patrol North and South Buildings at all times. The “Lost and Found” is located with the Security Department.

**North Haven**
Campus security operates out of the lower level atrium and the Guardhouse in the parking lot. The “Lost and Found” is located with the Security Department. Contract security is provided during all hours of operation. Call the dispatch center at (203) 285-2315 for assistance.

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 Officers
President. (Interim) .....................................................Paul Broadie II, Ph.D.
Dean of Academic Affairs........................................... Mark Kosinski, Ph.D.
Dean of Administrative Affairs . (Interim)....................Rose Ellis, Ph.D.
Dean of Workforce Development & ..........................Victoria L. Bozzuto
Continuing Education
Dean of Development & .......................................... Mary Ellen Cody
Community Partnerships
Dean of Student Affairs................................. Wilson Luna, Ed.D.
Director of Human Resources...............................Lucy Brown

STUDENT SUPPORT SERVICES DIRECTORY
Dean of Academic Affairs............................... Mark Kosinski, Ph.D. N321
Dean of Student Affairs ....................... Wilson Luna, Ed.D. N220
Director of Enrollment Management............... Joseph Carberry N207
Director of Student Engagement.................. Kellie Byrd Danso & Career Development N217
Director of Center for Educational Services ...............Clara Mena S205
Director of Counseling & Student Success..........Michael Buccilli N213
Director of Finance & Administrative Services/ Business Office Jill McDowell N215
Director of Financial Aid ......................... Raymond Zeek N215
Director of Student Leadership Programs ..........Marc Hartmann and Activities (Interim) S110
Student Accessibility Specialist .......... Ron Chomicz Samantha Kusiak S202
Registrar ................................................................. Maribel Lopez N214
## APPENDIX B

### WHERE TO GO FOR ASSISTANCE

<table>
<thead>
<tr>
<th>Obtain information regarding:</th>
<th>Consult:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Problems</td>
<td>Faculty/Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>Counselors, Department/Division</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>Bookstore</td>
</tr>
<tr>
<td>Career Planning</td>
<td>Student Engagement &amp; Career Development Office</td>
</tr>
<tr>
<td>Change Address/Name</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Change of Major</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Change of Schedule</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Childcare</td>
<td>Early Learning Center</td>
</tr>
<tr>
<td>Computer Help</td>
<td>IT Department</td>
</tr>
<tr>
<td>Counselor</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Course Overload</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Current Events</td>
<td>Student Activities and Leadership, Bulletin Boards, TV Monitors</td>
</tr>
<tr>
<td>Faculty Member</td>
<td>Faculty Office for Posted Hours, Syllabus, Website</td>
</tr>
<tr>
<td>Graduation Audits</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>I. D. Cards</td>
<td>Security Office</td>
</tr>
<tr>
<td>International Students</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Security Office</td>
</tr>
<tr>
<td>Making Photocopies</td>
<td>Library</td>
</tr>
<tr>
<td>News Releases/Media</td>
<td>Public Affairs Office</td>
</tr>
<tr>
<td>Part-time Employment /</td>
<td>Career Services Office</td>
</tr>
<tr>
<td>Password Assistance</td>
<td>Career Success</td>
</tr>
<tr>
<td>Payments: Tuition, Fees</td>
<td>IT Department</td>
</tr>
<tr>
<td>Personal Problems</td>
<td>Business Office</td>
</tr>
<tr>
<td>Research</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Scholarships, Grants, Loans</td>
<td>Library</td>
</tr>
<tr>
<td>Student Email</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Student Employment</td>
<td>IT Department</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>Financial Aid, Human Resources</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>Student Activities and Leadership</td>
</tr>
<tr>
<td>Study and Research</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Library</td>
</tr>
<tr>
<td>Transfer</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Counseling &amp; Student Success Center</td>
</tr>
<tr>
<td>Veterans’ Affairs</td>
<td>Center for Educational Services</td>
</tr>
<tr>
<td>Withdrawal from College</td>
<td>Veteran’s Services Office</td>
</tr>
<tr>
<td></td>
<td>Counseling &amp; Student Success Center, Financial Aid, Registrar’s Office</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Monthy Goals**

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

---

**Important Dates**

- **Senior Registration 10-12**
- **First Day of Fall Semester**
  - Classes Begin
  - Professional Day
  - Last day to drop a class with 100% refund:
    - In-Person - until 7:00 pm
    - Online - until 11:59 pm
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td><em>High School Partnership 1-4</em></td>
<td><em>Semester Begins</em></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Labor Day Recess (COLLEGE CLOSED)</td>
<td>Labor Day Recess (COLLEGE CLOSED)</td>
<td>Last Day to Add Classes</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Last Day to drop a class with 50% tuition refund In-Person - until 4:00 pm Online - until 11:59 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Labor Day Recess (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last Day to drop a class In-person 50% tuition refund</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>First day to apply for Fall 2017 Graduation</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

NOTES

- Laboratory
- Travel
- Meeting
- Meeting

- Laboratory
- Travel
- Meeting
- Meeting

- Laboratory
- Travel
- Meeting
- Meeting

- Laboratory
- Travel
- Meeting
- Meeting
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Columbus Day</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Reading Day</strong></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>
Mid-Term Deficiency Reports
Due from Faculty

NOTES
MONTHLY GOALS

SUNDAY  MONDAY  TUESDAY

5

6

7

12

13

14

In-person registration begins for Spring 2018 at 8:00 am

19

20

21

26

Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)

27

28
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Online Registration begins Spring 2018 at 6:00 am</td>
<td>Last Day to Make Up Incomplete Grades from Spring 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Last day to apply for Fall 2017 Graduation</td>
<td>Last Day to Withdraw from Individual Classes</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Faculty Planning Day (NO CLASSES)</td>
<td>Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)</td>
<td>Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)</td>
<td>Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- Online Registration begins Spring 2018 at 6:00 am
- Last Day to Make Up Incomplete Grades from Spring 2016
- Last day to apply for Fall 2017 Graduation
- Last Day to Withdraw from Individual Classes
- Faculty Planning Day (NO CLASSES)
- Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)
- Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)
- Thanksgiving Recess (NO CLASSES-COLLEGE CLOSED)
# 2017 December

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reading Day</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Last Day of Classes</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>Christmas Holiday (COLLEGE CLOSED)</td>
<td>Christmas Holiday (COLLEGE CLOSED)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Reading Day</td>
<td>Reading Day</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Final Examinations</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Last Day to Submit Final Grades (by 12:00 noon)</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

............................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Holiday (COLLEGE CLOSED)</td>
<td>1 New Year's Holiday (COLLEGE CLOSED)</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>15 Martin L. King Day (COLLEGE CLOSED)</td>
<td>16 Professional Day Last day to drop a class with 100% refund: In-Person - until 7:00 pm Online - until 11:59 pm</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>28 Last Day to drop a class with 50% tuition refund In-Person - until 4:00 pm Online - until 11:59 pm</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- First day of Spring Semester Classes Begin
- Last Day to Add Classes

---

---

---

---
## 2018 FEBRUARY

<table>
<thead>
<tr>
<th></th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTHLY GOALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>President's Day Recess (COLLEGE CLOSED)</td>
<td>President's Day Recess (COLLEGE CLOSED)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>---------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

---

- President's Day Recess (COLLEGE CLOSED)
- President's Day Recess (COLLEGE CLOSED)
<table>
<thead>
<tr>
<th>MONTHLY GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Spring Recess (NO CLASSES)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

............................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................

Good Friday

Day of Reflection (NO CLASSES) (COLLEGE CLOSED)
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Easter Sunday</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Easter Recess (COLLEGE CLOSED)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Last Day to Withdraw from Individuals Classes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>

NOTES

.............................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Submit Final Grades (BY 12:00 NOON)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Memorial Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(COLLEGE CLOSED)</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Reading Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Final Examinations</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Graduation</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- Reading Day
- Final Examinations
- Graduation

---

119
<table>
<thead>
<tr>
<th>MONDAY GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

2018 JUNE
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring Semester Ends</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**NOTES**

.............................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
...................................................................................................................................................................................
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>

**NOTES**

---

---

---

---
**FALL 2017**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for 100% Tuition Refund - In person</td>
<td>Monday, August 28, 2017 until 7 pm</td>
</tr>
<tr>
<td>Last Day for 100% Tuition Refund - Online</td>
<td>Monday, August 28, 2017 until 11:59 pm</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday, August 29, 2017</td>
</tr>
<tr>
<td>Last Day to Add a Class</td>
<td>Tuesday, September 5, 2017</td>
</tr>
<tr>
<td>Last Day for 50% Tuition Refund - In person</td>
<td>Monday, September 11, 2017 until 4 pm</td>
</tr>
<tr>
<td>Last Day for 50% Tuition Refund - Online</td>
<td>Monday, September 11, 2017 until 11:59 pm</td>
</tr>
<tr>
<td>Spring 2018 Online Registration</td>
<td>Tuesday, November 2, 2017 begins at 6 am</td>
</tr>
<tr>
<td>Last day to Withdraw (no refund) from an Individual Class</td>
<td>Saturday, November 11, 2017</td>
</tr>
<tr>
<td>In-person Spring 2018 Registration Begins</td>
<td>Tuesday, November 14, 2017 begins at 8 am</td>
</tr>
<tr>
<td>Last day of Classes</td>
<td>Monday, December 11, 2017</td>
</tr>
<tr>
<td>Finals Week</td>
<td>December 12 -18, 2017</td>
</tr>
</tbody>
</table>

**SPRING 2018**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for 100% Tuition Refund</td>
<td>Wednesday, January 16, 2018</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Wednesday, January 17, 2018</td>
</tr>
<tr>
<td>Last Day to Add a Class</td>
<td>Wednesday, January 24, 2018</td>
</tr>
<tr>
<td>Last Day for 50% Tuition Refund</td>
<td>Tuesday, January 30, 2018</td>
</tr>
<tr>
<td>Fall 2018 Online Registration</td>
<td>TBD, begins at 6 am</td>
</tr>
<tr>
<td>Summer 2018 Online &amp; In-Person Registration</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to Withdraw (no refund) from an Individual Class</td>
<td>Monday, April 2, 2018</td>
</tr>
<tr>
<td>In-person Fall 2018 Registration Begins</td>
<td>TBD begins at 8 am</td>
</tr>
<tr>
<td>Last day of Classes</td>
<td>Saturday, May 5, 2018</td>
</tr>
<tr>
<td>Finals Week</td>
<td>May 7 – 12, 2018</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*New visiting students:* Visit [www.Gatewayct.edu/visiting](http://www.Gatewayct.edu/visiting) for the steps to enrollment.

*Continuing students:* Visit [my.commnet.edu](https://my.commnet.edu) ... the one-stop site to look up courses, register, and check grades and financial aid

The Registrar’s Office is open Mon. – Fri. 8 a.m. to 4:30 p.m., & Wed. 8 a.m. to 7 p.m. Visit [GatewayCT.edu](http://GatewayCT.edu) for July summer hours.