



**STUDENT GUIDE
2021 – 2022**

**ENGINEERING
DIVISION**

**Fundamentals of
Firefighting
Program**

Revised 5/06/2021



GCC Student Handbook Supplement
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Fundamentals of Firefighting Program Student Guide 2021-2022

Students in the fundamental of firefighting program are responsible for reading and complying with the information that appears in the current Gateway Community College catalog, Student Handbook and in the Firefighter Student Guide. It is the intent of this guide to ensure the safety and professional, ethical, and legal conduct of all Firefighter program students. Failure to comply with College and Firefighter Program policies will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The Program reserves the right to modify any statement in this handbook. Changes will be given to students through an Addendum.

**Fundamental of Firefighting Student Guide Acknowledgement of
Receipt and
Agreement to Comply**

I, _____, acknowledge receiving and reading the Fundamentals of Firefighting Student Guide.

I agree to comply with the policies stated within the Fundamental of Firefighting Student Guide and with the terms of the attendance policy.

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification. I understand that this statement will be placed in my student record.

Student name (print)

Signature

Banner ID

Date

General Program Information

Introduction

The Fundamentals of Firefighter (Firefighter Program) Student Guide contains the program specific policies and procedures in effect for academic year 2021-2022. It is the student's responsibility to be familiar with the content in the FF Student Guide. The student will be held accountable for meeting the expectations outlined in the FF Student Guide, College Catalog, and College Student Handbook. The FF Program reserves the right to modify any information contained in the FF Student Guide in a Student Guide Addendum.

The Firefighter Program provides:

- Training for Connecticut firefighters in partnership with the New Haven Fire Training Center. This program is designed to prepare students to be eligible to apply for the State of Connecticut Firefighter I and II certification exam. Students must satisfy the requirements set forth in NFPA 1001 and Connecticut State Fire Statutes. This program runs for 9 months.
- Training for EMT certification exam preparation is provided. The program does not offer certification exams as part of the curriculum. The written and skill certification exams for FF1 and FF2 will be available for students that wish to pay and take the exams.
- Guidance for the standard municipal fire department civil service application exam
- Assistance with locating employment, internship, or volunteer opportunities

Possible employment:

Firefighters control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, freeing trapped individuals, hazardous material response, and search and rescue.

EMTs assess injuries, administer emergency medical care, and provide disaster assistance. They also transport injured or sick persons to medical facilities.

Location for training

- New Haven Fire Academy: 230 Ella T Grasso Blvd, New Haven, CT 06519
 - Gateway Community College (New Haven Campus): 20 Church St, New Haven, CT 06510
- Our facilities are specifically structured to provide the best fire education available, and we strive to create the best candidates for employment in the fire and/or emergency service. If you want to be the best and will work hard, then Gateway's Firefighter Program is the training choice for you.

Bus Transportation

New Haven County has bus transportation. Further information can be found at:

Website: www.cttransit.com Phone: 203-624-0151

TTY (Hearing Impaired Only): 203-785-8930

Prospective Student Information

Prospective Student To-Do List

1. **Admissions** - If you decide to attend Gateway, apply for Admission. (Admissions, Room N207) with the required documentation.
2. **Financial Aid** - [Complete FAFSA online](#) for the 2021-2022 academic year. Make an appointment with Financial Aid to discuss financial questions (Room: N215).
3. **Banner ID** - Once you have been accepted to the College and have a Banner ID number, schedule your placement exam.
4. **NSAR** - Make an appointment with an Academic Advisor to attend a NSAR orientation session. Pick up a New Student Advising and Registration Booklet and Student Handbook.
5. **Placement Test** - Take an Accuplacer Test for Math and English placement. You need to place at the Math 095 and English 066 level. (Students placing in the lowest developmental courses should contact Student Success N213 to discuss options.)
6. **Physical** - Have a physical exam by your physician. Obtain a note from your primary care physician that indicates your ability to lift, bend, and carry 30 pounds.
7. **Fire Orientation** – bring your Accuplacer scores and physicians exam results to Admissions. If you are ready, meet with or contact Dave Marcarelli or email dmarcarelli@gatewayct.edu to obtain a signed registration form.
8. **Register** for courses (Registrar, Room: N214)
9. **Payments** - Visit the Payment Office so you know your payment schedule.
10. **Purchase** - books for your classes before classes begin (Bookstore, Room: N109) or online prior to the first day of class.
11. **Rent** - SCBA and Turnout Gear (vendor list provided below).

This program accepts 25 students for the year. Acceptances are based on first come, first served basis. Students must meet with a student counselor and complete all necessary paperwork.

Registration Requirements

- **Must** obtain permission from the Program Coordinator
- **Must** be 18 years of age or older
- **Must** have an Accuplacer score to place in Math 095 and English 066
- **Must** submit a copy of the high school diploma or GED certificate
- **Must** possess and maintain proof of transportation plan to the Gateway Campus and the New Haven Fire Academy
- **Must** submit a recent record of a Physical Exam, endorsed by physician for strenuous exercise
- **Must** schedule a meeting with a student counselor or Center for Student Success

Firefighter 1 & 2 Course of Study

Fall Semester

Course #	Title	Credits
FTA 100	Fitness and Health for Firefighters	3
FTA 101	Fundamentals of Firefighting 1	9
<i>Fall Semester Total</i>		12

Spring Semester

Course #	Title	Credits
EMT 100	Emergency Medical Technician	6
FTA 102	Fundamentals of Firefighting 2	3
FTA 103	Firefighting Civil Service Test Prep	1
FTA 110	Fire Ground Hydraulics	3
<i>Spring Semester Total</i>		12

Total Program Hours **24**

Firefighter Program Course Hours (times/days can change)



Fall Semester has class time on Wednesday evening and all day Saturday. Spring courses are scheduled Tuesday, Wednesday, and Thursday evenings and all-day Saturday.

Firefighter Program Costs as of Academic Year 2021-2022

For the entire program, the approximate costs are outlined below. The specifics may change depending on the price of books, cost of labs, cost of physical exam and uniform needs.

In- State	US\$	Out-of-State	US\$
Tuition (full time student)	\$4,150	Tuition (full time student)	12,504.00
Application & Student Activity fees	\$727	Application fee	20.00
		Student activities fee	20.00
TOTAL	\$4,877	TOTAL	12,544.00
Other Expenses		Other Expenses	
Books	400.00	Books	400.00
Liability insurance	15.00	Liability insurance	15.00
Turnout gear rental (includes gear, security deposit and shipping)	905.00	Turnout gear rental (includes gear, security deposit and shipping)	905.00
SCBA rental (live burns) - includes Air Pack and Air Mask	480.00	SCBA AP50 rental (live burns) - includes Air Pack and AirMask	480.00
Physical exam (dependent upon insurance coverage)		Physical exam (dependent upon insurance coverage)	
Total estimated costs			\$14,344
\$6,677.00 Total			

SCBA gear and PPE rental costs may include cost for shipping. Keep the box to return the SCBA equipment and keep the box for turnout gear for after the rental period.

Additional costs not required in the Program (State of Connecticut Fire Certification Exams):

FF1 skills certification exam:	\$30
FF1 written certification exam Part 1:	\$30
FF2 skills certification exam:	\$30
FF2 written certification exam:	\$30
Candidate Physical Ability Test (CPAT)	\$110

Withdrawal and Refund of Tuition and Fees

The refund is determined according to the date of course withdrawal. A full refund of tuition is offered when a course is dropped a day prior to the beginning of class. There is a 50% tuition refund when a course is dropped within the first two weeks of the semester. Students are encouraged to contact the Registrar’s office for specifics dates each semester.

Possible Firefighter and Emergency Services Careers

- Fire Fighter
- Emergency Technicians
- Ambulance Corps
- 911 Response Call Center Operators
- Search and Rescue services
- Public Safety
- Ambulance responder
- E. R. Technologist
- Ambulance
- Disaster assistance
- Search and rescue
- Hazardous Material Response
- Emergency Medical Service
- Fire Prevention

Please be aware that a felony conviction may prevent you from some employment placement.

Some of the topics that the Firefighter program will cover include:	
Building Construction	Hazardous Materials
Emergency Service Communications	Incident Command Systems
Fire Apparatus/Pump Operations	Inspections
Fire Cause Determination	Live Fire Training Scenarios
Fire Commission Rules & Regulations	Personal Protective Clothing
Fire Protection Systems	Portable Fire Extinguishers
Fire Science	Pre-Incident Planning
Fire Service Hose	Public Relations & Safety Education
Fire Service Ladders	Reports & Records
Fire Service Overhaul	Rescue Practices
Fire Service Salvage	Ropes, Knots, & Hitches
Fire Streams & Hydraulics	Self-Contained Breathing Apparatus

Firefighter Safety	Wild land Fire Suppression
Forcible Entry	

Firefighter 1 & 2 Program Mission Statement

The mission of the Firefighter 1&2 Program is to prepare graduates with entry-level skills, competence, and flexibility to compete successfully for employment as Firefighter 1, emergency responder or volunteer.

Every day in this country firefighters serve the community by responding to emergencies. These firefighters work or volunteer in communities large and small, in rural and urban settings, and offer fire protection to everything from traffic accidents to forests. They respond to structure fires, vehicle accidents, and emergency medical calls. Firefighters are often the first step in preventing or controlling disasters.

Firefighting in Connecticut and Program Goals

A career in Firefighting provides the opportunity to work as part of a team, utilize unique skills and provide life safety. On any given day, firefighters may be called upon to search burning buildings for trapped parties, rescue patients from a vehicle with the Jaws of Life, or raise ladders to a window to help a victim escape the flames. These highly trained firefighters work in action-oriented environments where they can impact the lives of the community they serve. By using their firefighter training, equipment and experience, firefighters have the opportunity to make a difference every day.

The Gateway Community College Firefighter 1&2 Program employs experienced professionals from throughout the metro area to provide the highest quality training available. In collaboration with many area departments, Gateway offers courses for someone who is considering a fire service or emergency response career.

Students will learn about the educational requirements for a career in Fire & Emergency Service and will receive tangible advice on steps to prepare and position someone for a successful career in the field of Fire & Emergency Service.

Goals

- Promote the profession of emergency service and fire safety.
- Ensure that residents in the New Haven County have the opportunity to have fire fighter training that is affordable, accessible, achievable, and based on community need.
- Offer a curriculum that assures competence in written and oral communication, reasoning in emergency situations, problem solving, community service, and fitness preparation.
- Integrate discipline specific didactic and hands-on skills to prepare students for a fire safety or emergency service career.
- Ensure that fire departments in New Haven county have talented, diverse, and well-trained individuals that live in New Haven county
- Promote ongoing professional development and lifelong learning through continued certification training.
- Provide courses taught by certified, employed faculty and training assistants
- Use certified training facilities

Statement of Non-Discrimination

Please refer to the Gateway Community College Student Handbook.

Reporting Absence or Tardiness

Please follow procedure according to Program policy (See B. Student Attendance Policy and the Gateway Student Handbook).

In addition:

- Contact within one half hour of the scheduled course with your GCC course instructor. Each course instructor will provide students a method for contact (email or cell phone).
- Provide accepted document of absence if required.
- Three unexcused absences in the same course can result in failure of the course.

Firefighter 1&2 Program contact information

Students should bring all concerns/problems to the course instructor first. In case further assistance is needed, or if additional resources are necessary, please, speak to the Program Coordinator, Deputy Chief David Marcarelli, dmarcarelli@gatewayct.edu

Certification

Gateway's Firefighter I & II Program does not offer certification exams as part of the curriculum. The written and skill certification exams for FF1 and FF2 will be available for students that wish to pay and take the exams.

Training for EMT certification exam preparation is provided. The national EMT certification exam is not provided by this program and is the responsibility of the student.

Credits and Grading

If a student fails the Firefighter 1 or Fitness, he/she will not be allowed to register for Firefighter 2 and EMT courses. The student will have to wait until the next scheduled Firefighter 1 and/or Fitness in order to repeat the work.

Health Assessment

A complete physical exam is required to confirm the student's physical aptitude to participate in the skill exercises and fitness practices.

Dress Code (Class Uniform)

- It is the student's responsibility to purchase or rent his/her own turnout gear. The following are required:
- Uniforms for class
 - White shirt with business casual blue pants or EMS blue pants
 - Closed toe shoe with non-skid soles.

- GCC ID badge must be worn at all times.
- Attire should be clean, pressed and properly maintained.
- Uniforms for practical skills training:
 - Turnout gear (Rentals at 911 Safety Equipment or equivalent provider)
 - SCBA packs (SCBA Sales & Rentals, www.scbarentalco.com or equivalent provider)
 - Class uniform attire should be clean, pressed and properly maintained.
- Uniforms for Fitness and Health for the Firefighter:
 - White T-shirt with blue shorts for warm weather
 - Gray sweatshirt with hoodie and gray sweat pants
 - Closed toe shoe with non-skid soles.
 - GCC ID badge must be worn at all times.
 - Attire should be clean, pressed and properly maintained.

- Standards: Field site supervisors are authorized to send a student home if the uniform or clothing is not maintained or is dirty. The student will be counted as absent for the day.
- Hair: Hair longer than shoulder length must be securely tied back. Appropriate hairstyles must be conducive to the professional atmosphere of an emergency response team or firefighter.
- Personal: Appropriate levels of daily personal hygiene should be maintained including body cleanliness. Facial hair must be trimmed to no longer than ½ inch.
- Jewelry: For purposes of safety and protection, earrings must not extend beyond ear lobes and ornamental jewelry of any kind is not allowed.
- Fingernails: Must be cleaned and trimmed. **Artificial nail products may not be worn.**
- Cosmetics: Cosmetics are to be used in moderation. Perfume and cologne are not permitted.
- ID: Student ID tags must be worn at all times.
- Gum Chewing: Not allowed.
- Not Permitted: Jeans, shorts, sweats, tee shirts, mid-drift shirts, tank tops, workout clothes, canvas or cloth shoes, sandals, clogs, boots, high heels, mini-skirts. No hats or caps.
- Cell Phones: Must remain turned off during class, in the field, or during practice drills. You can make calls during lunch and break times. Emergencies must be discussed with the instructor **before class.**

Student Attendance Policy

Poor attendance will affect the student's insurance coverage, will cause the student to fail the course, and will prevent graduation therefore affecting the ability to take the FF1 & 2 certification exams (The certification exams are not part of the (Firefighter 1&2 Program)).

Leave of Absence

In cases of extenuating circumstances such as extensive illness, hardship or emergency, a student may request a Leave of Absence from the Program. This request must be made in writing to the Program Director. Students on Leave who wish to re-enroll must comply with the following criteria:

- Petition the Program Director for readmission,
 - The length of absence will determine the student's Program/course status upon return,
 - The assessment is at the discretion of the Program Director,
 - The student may be required to retake a course(s) if the leave of absence is greater than 5 years; the student may be required to take a comprehensive exam for previously taken courses and must score a minimum of 75% to pass.
 - The student who has withdrawn or been dismissed due to academic deficiencies will be required to take a comprehensive exam for previously taken courses, and must score a minimum of 75% to pass.
-

School Closings

See GCC Student Handbook, Section on School Closings. **School Closing Hotline: (203) 285-2049.** For example, if there is a 90-minute delay, the College opens at 9:30am and all 8:00am classes are cancelled. The remainder of the classes will begin at their regularly scheduled time.

Health Screening Policy

All students are required to submit, prior to the beginning of classes, a current medical examination report signed off by a physician that states the applicant is in good physical and emotional health, and able to lift weight and climb ladders.

Student Conduct

“Please refer to the Student Conduct section of the GCC Student Handbook for College Expectations and the BOR Code of Conduct.”

General information

Firefighter students are entering a profession that requires academic honesty and integrity. The discipline of FF and EMT responders requires personal responsibility and ethical behavior in all settings. Students are expected to conduct themselves in a manner consistent with the standards of professional behavior at all times. Any violation of conduct will be dealt with according to the policies outlined in this Student Guide, the College Student Handbook, and the Policy Manual of the Board of Trustees of the Connecticut Community-Technical Colleges available at www.ct.edu/files/pdfs/ccp-policy-manual.pdf.

Students are expected to abide by these standards of professional behavior at all times. Any student found to be in violation of these policies may be dismissed from the program.

The use of cell phones/smartphones/blackberries or electronic devices for making calls or text messaging is not permitted during classes. The devices can be used during break or lunchtime. If the student disrupts other students, faculty or staff with the use of these devices or uses these devices inappropriately, the student may be subject to disciplinary action per college policy. Turn your phone OFF during class.

FF students are reminded that posts to any and all social networking or social media (including personal Facebook, Twitter, personal blogs, and other types of social media accounts) must reflect the same behavioral standards of honesty, respect, consideration and professionalism that are expected in college environment. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients as they do in a classroom or field. Inappropriate use of social media by users with regard to the college, its faculty, or students is subject to disciplinary action.

The list of general rules of student behavior in the GCC Student Handbook is by no means a definitive or exhaustive one and does not preclude a student from being required to comply with additional rules and standards as required by the Program Coordinator and faculty. Students are expected to conduct themselves in a positive manner compatible with their desired profession.

Please be advised that plagiarism and/or cheating will not be tolerated.

Intervention Plan

When a student’s performance does not meet exam or skill objectives, an Intervention Plan (IP – Appendix C) has to be developed by the instructor, faculty member, and student to promote student success. The plan is time limited and designed to assist the student to meet course objectives. The instructor must document in the Action Plan Follow-up form (Appendix D) that the student has successfully completed the outcomes of the intervention plan (IP).

Behavioral Plan

There is a Gateway Student handbook and the BOR Code of Conduct that contain policies that all students are expected to follow. If any instructor has behavior issues with a student, they will develop a behavior Plan with the student. Any time there is a conduct issue, your instructor will file a conduct report with the Office of Student Development. If intervention is needed, the instructor will ask the student to meet with Student Development.

A student will be placed on Behavioral Plan when he/she fails to meet the behavior requirements of a course(s). The Behavioral Plan happens for a single serious occurrence. A student may be placed on the plan at any time during the semester. The instructor makes the recommendation. The student will be advised of his/her status in writing including a statement of the course objectives/competencies, which the student performed unsatisfactorily or inconsistently.

A student placed on Behavioral Plan must meet the objectives by the date stated on the plan. Failure to do so may result in dismissal, and a grade of "F" for the course.

If, in the professional judgment of the FF faculty/ instructor, a student demonstrates inappropriate, unethical, or unsafe behaviors or places oneself in imminent danger during skill practice or testing, the student may be dismissed from the FF program without a prior warning. The student may request a meeting to discuss the incident with the course faculty within 48 hours. The FF faculty will make a decision concerning the student's status, and the student will be notified in writing within five (5) working days from the incident and/or meeting. The student has the right to request an appointment with the course faculty to discuss his/her status within five working days of receipt of letter.

Student Appeal Process

Any student has the right to appeal a decision of the FF faculty.

Step One: The student is advised to discuss the concern with the FF faculty member within five (5) business days of the incident.

Step Two: If the student is not satisfied with the resolution at Step One, the student is advised to bring the concern to the FF Program Director within five (5) business days. If the faculty member involved is the Program Director.

If the student is not satisfied with the decision of the Program Chair, the student can initiate the college student grievance procedure as outlined in the College Student Handbook.

In matters of severe misconduct, the Program Coordinator reserves the right to suspend the above disciplinary procedure and recommend to the College the immediate dismissal of a student from the Program whose health, attendance or conduct does not remain in compliance with the Gateway Community College Student Handbook and Program Guide policies.

A student who is removed from the FF Program by the Program Coordinator will not be eligible for re-admittance to the Program at any time.

Our intention with the intervention plan is to make sure you learn, obtain necessary skills, and behavior that will allow you to succeed and have placement in a career that you want.

Academic Standards

The FF 1&2 Program requires a minimum grade of C (73%) in each and all science and Program specific courses to continue in the Program. Further, the student will successfully complete all of the Program’s published competencies and course objectives for each given semester, as well as pass task objectives for each course.

GRADES AND QUALITY POINTS

<u>NUMBER GRADE</u>	<u>LETTER GRADE</u>	<u>GRADE WEIGHT</u>
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
below 60	F	0.0
	I	Incomplete
	W	Withdraw
	N	Non-attendance
	Au	Audit
	P	Pass

Request for Letter of Recommendation

Students who are requesting a letter of recommendation for a prospective employer, or for college or scholarship application are required to complete a faculty recommendation request form and submit it to the faculty member who will write the recommendation, per college policy. A form that should be used for this purpose is contained in Appendix F.

Grade Appeals

Students will follow the policy as stated in the College Student Handbook, Policy on Student Rights for grades. There is general information about grade appeals on page 15 of this Student Handbook.

Firefighter 1 & 2 Technical Standards

The Gateway Community College Firefighter 1&2 Program has established technical standards that must be met by the students in the Program. Each student must be able to meet the following skills and knowledge:

Fire Fighter Standards

General Skill Requirements.

- The ability to dress personal protective clothing within one minute; undress personal protective clothing and prepare for reuse; lift tools and equipment using ropes and the correct knot; tie a bowline, clove hitch, figure eight on a bight, half hitch, becket or sheet bend, and safety knots; and locate information in departmental documents and standard or code materials.
- Use SCBA (cylinder and mask as listed in the needed equipment and expenses) during emergency operations, given SCBA and other personal protective equipment, so that the SCBA is correctly donned and activated within one minute, the SCBA is correctly worn, controlled breathing techniques are used,

emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion. You will be trained to use this gear and equipment at Gateway and at the New Haven Fire Academy.

Requisite Knowledge.

- Conditions that require respiratory protection, uses, and limitations of SCBA, components of SCBA, donning procedures, breathing techniques, indications for and emergency procedures used with SCBA, and physical requirements of the SCBA wearer.

Requisite Skills.

- The ability to control breathing, replace SCBA air cylinders, use SCBA to exit through restricted passages, initiate and complete emergency procedures in the event of SCBA failure or air depletion, and complete dressing procedures.
- Clean and check ladders, ventilation equipment, self-contained breathing apparatus (SCBA), ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to the manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.

Verification of Program Completion

Upon successful completion of all certificate courses and graduation from Gateway Community College the student will be eligible to take certification exams. The certification exams are not part of the FF Program. The certification exams are an additional series of exams that Gateway will organize and it is the student's responsibility to make arrangements to prepare, pay for, and take the exams.

Insurance

1. Accident

All full- and part-time students are automatically covered under the School-Time-Only Accident Insurance Plan for accidents incurred during school time or in travel to and from required school activities such as skill practice and drills at the New Haven Fire Academy. Optional 24-hour accident and sickness coverage is available for purchase. Students are required to bring proof of any other medical insurance coverage prior to the start field experience.

2. Professional Liability

Students are covered for professional liability as long as they are matriculated and doing required course work for credit, even if they are doing the work on a holiday or at a time when school is not normally in session. This liability statement was originally described in Public Act 78-54 (An Act Concerning Liability for Students in Field Placement Programs), and updated in the Connecticut General Statutes (Vol. 3, 1989, Section 10-235).

Students are required to pay \$15.00 per year to cover their professional liability insurance. This is due prior to beginning any off-campus experience.

3. Other Insurance

Students are covered for liability insurance through Maginnis and Associates for \$1,000,000/\$3,000,000. Students are required to pay \$15.00 for this liability insurance, which is mandated by the facilities at the time of registration. The check must be made out to Gateway Community College and include the student's banner identification or social security number.

Health and Safety Training

Injury and Sickness Insurance

All matriculated students are automatically enrolled in the School Time Injury Only Insurance Plan. School time is defined as the time a student is attending classes or participating in and traveling directly to or from an activity sponsored by the College. Additional optional Injury and Sickness Insurance is also available. For additional information on Injury and Sickness Insurance, see the College Student Handbook.

Incident Follow-Up

Any student who sustains an injury or exposure to body fluids in the college premises or off-site facility will follow the policies of the institution. The student must report to the FF faculty immediately and complete appropriate forms.

Access to Personal File



Students have access to their personal files maintained in the office of the Program Coordinator. An interested student may make an appointment with the Program Director or Program Coordinator to view the file in on site. For information on challenges to the content of records, please refer to the Challenges to the Content of Records in the Registrar’s Office section of the GCC Student Handbook.