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Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Chief Executive Officer Cheryl De Vonish, JD, (203) 857-7016 or cdevonish@norwalk.edu; and Americans with Disabilities Act (ADA) Coordinator Dr. Fran Apfel, (203) 857-7192 or fapfel@norwalk.edu.

NCC is a member institution of the Connecticut State Colleges and Universities (CSCU) system.
Message from the CEO

Dear Student,

I am pleased to welcome you to Norwalk Community College. By selecting NCC, you’ve made a wise choice that will impact your future and personal growth. NCC offers endless possibilities for finding direction, pursuing a degree or certificate, or laying the foundation for transfer to a four-year college or university.

This handbook is designed to give you comprehensive information about the College’s resources and opportunities. It is a useful guide to services and policies. NCC is a great place to be! Our outstanding faculty help make NCC a warm and supportive environment. You will be learning and studying in exceptional facilities including modern laboratories, classrooms, a film and TV studio, a culinary arts complex, and a Makerspace where you can turn your creative ideas into a project or actual product. NCC is a leader in providing workforce experiences and internships as part of the course curriculum. Our Hospital Simulation Unit, Wellness Center, Child Development Laboratory School, and Veterinary Live Animal Lab simulate real-world working environments. You’ll have valuable experience to put on your resume even before graduation.

An important part of your college experience will be making friends and embarking on new experiences. NCC offers an active Student Life. There are more than 30 student clubs and organizations geared to special interests, academic topics, or just having fun!

Whatever your goals and needs, NCC wants to help you overcome any barriers to your success. We’re here to support you every step of the way from Orientation to Graduation. I urge you to take advantage of the College’s extensive student support services for advising, counseling, career development, financial aid, scholarships, and transfer assistance. We even offer on-site childcare, a food pantry, and free bus and train passes.

I hope you will take advantage of these opportunities and use your time at NCC to learn, grow, and succeed.

Sincerely,

Cheryl C. De Vonish, J.D.
Chief Executive Officer
**Message from the Dean of Student Affairs**

Dear Student,

Congratulations on making the important decision to further your education. We are excited that you have chosen Norwalk Community College (NCC) to begin your journey of life-long learning. The faculty and staff at this fine institution are committed to supporting you and ensuring that you are on track to meet your desired goals.

It is our hope that you will find your experiences at NCC to be rewarding and enriching. This is a vibrant educational community and I encourage you to get involved with the various clubs and organizations and take full advantage of all the free resources and services we offer in person and online.

We are truly living in unprecedented times and the health and safety of our entire campus community is our top priority. Students taking courses on campus, or planning to come on campus for events are required to be vaccinated against COVID-19 or request an exemption. Students who receive an exemption will be subject to regular testing. Everyone entering the building regardless of vaccination status will adhere to the social distancing and face mask guidelines found on page 45.

Not only are we committed to creating an environment that is physically safe, NCC has always and will continue to be committed to ensuring that our student body is able to learn and connect with others in an environment that embraces their diversity, is equity minded, and focused on inclusion.

This is an exciting time in your life! You will be presented with many opportunities to grow and develop academically, professionally, and socially. Now is your time to shine and we are here to help you every step of the way.

This Student Handbook has been developed to assist you in understanding your rights and responsibilities as a college student at NCC. This is a very important resource, so please take time to review it thoroughly.

Welcome to the NCC family! #NCCproud

Sincerely,

Kellie Byrd-Danso, Ed.D.
Dean of Student Affairs

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About Norwalk Community College

Mission Statement
Norwalk Community College is a leader and partner in the academic, economic, cultural, and social well-being of Southwestern Connecticut. We are an educational community, which embraces diversity and inspires excellence among our students, faculty, and staff. We provide affordable education leading to degree completion, transfer, professional certifications, employment, and lifelong learning;

- We promote student learning and success through high quality instruction, support services, and co-curricular activities;
- We support workforce development through partnerships with labor, business, industry, government, and our communities;
- We cultivate vibrant community partnerships through the sponsorship of intellectual, cultural, social and recreational events and activities;
- We prepare our students to be active and responsible contributors to the global society.

Vision Statement
Norwalk Community College aspires to create a culture of inclusion and excellence through intellectual inquiry, open dialogue, multicultural awareness, and lifelong learning. By embracing the diverse needs of our students, faculty, staff, and community, the college will strive to provide an environment in which individuals are empowered to achieve their highest potential.

Accreditation
Norwalk Community College is accredited by the New England Commission of Higher Education (NECHE), which is one of seven regional higher education accrediting bodies in the United States. It is a voluntary, non-profit, self-governing organization recognized by the Department of Education as an authority of quality in higher education having as its primary purpose the accreditation of educational institutions.

Closing, Cancellations, and Delayed Openings
In case the college is closed or has a delayed opening due to inclement weather or other circumstances, an announcement will be made on the NCC website homepage (www.norwalk.edu), Facebook, Instagram, and Twitter. Students, faculty, and staff will also receive a phone call with a recorded announcement (unless they opt out of receiving weather alerts). You can also call the college’s main number at (203) 857-7000 to hear a recorded message.

Hours of Operation
NCC is open from 7 a.m. to 10 p.m. Monday through Friday; 8 a.m. to 5 p.m. on Saturday; and closed on Sunday. Hours may change during the Winter and Summer sessions.
Departments and Services

Academic Counseling Center
The Academic Counseling Center provides an array of student services and guidance to help students clarify and achieve their academic, educational, and personal goals.

Academic Planning
Let us assist you with selecting and registering for courses, exploring major options, balancing work and other responsibilities with college, or improving study skills.

Transfer Planning
Transferring from NCC to a four-year institution? We can help you maximize credit transfer, locate information on transfer schools, evaluate course credits earned at a previous college, or assess prior learning. The Center also offers information on articulation agreements, transfer tickets, what to ask transfer representatives, and more.

To schedule an appointment with a counselor, please call or stop by our office. Please refer to our website https://norwalk.edu/counseling for office hours.

Admissions Office
The Admissions page on the college website (www.norwalk.edu/admissions) provides everything you need to know about the admissions process, including requirements, tuition costs, financial aid, course availability, and class schedules. The Admissions Office must designate you as a student before you can register for classes. You will need to receive your Banner ID# from the Admissions Office.

Re-Admit / Returning Students
Whether you have decided to return to earn an associate degree or certificate, or have decided that you need to refresh your skills in a chosen profession, we are glad to have you back. If you have not registered for three or more consecutive semesters, excluding summer sessions, you must apply for readmission to the College. There is no application fee. In some cases, students applying to be readmitted to the College may be encouraged to take placement tests. The College Catalog in effect at the time of a student’s readmission to the College, or any subsequent
and superseding catalog, will govern that student's academic status and graduation requirements.

Additional Transfer Information
For more information on the Connecticut Office of Higher Education's webpage on public and private transfer options, go to: http://www.ctohe.org/StudentsFamilies/TransferPrograms.shtml.

Bookstore
The Follett Bookstore has textbooks available for sale as well as clothing, gifts, and a wide selection of supplies needed for your classes. Shop in-person or online at www.norwalkcc-shop.com. Please refer to this website for regular store hours. Note that hours are extended at the start of each semester. For additional information, call Bookstore Supervisor Kevin Gibson at (203) 857-7239.

Business Office
The Business Office handles all tuition/fee payment transactions for students. It will help you better understand the finances of your education and assist with payments, refunds, payment plans, waivers, and other billing transactions. Please refer to our website https://norwalk.edu/business for office hours.

Cafeteria Services
Snacks, drinks and hot/cold meals are available on both East and West Campuses. The hours for the East Side Café (second floor) are 8 a.m. to 3:30 p.m. Monday through Thursday; and 8 a.m. to 2 p.m. Friday. The hours for the West Side Café (first floor) are 8 a.m. to 7:30 p.m. Monday through Thursday.

Center for Career Development and Experiential Learning
The Center for Career Development and Experiential Learning provides comprehensive programs, activities, services, and experiential learning opportunities that prepare students, alumni, and community members for finding suitable employment by developing resume writing, interviewing skills, job-search strategies, and a deeper understanding of the fit between their competencies and the world of work. The department has an electronic job board of open job postings and offers an annual Career Expo as well as workshops on dressing for success, identifying your strengths, and transfer planning. Please refer to our website https://norwalk.edu/career-development for office hours.

Child Development Laboratory School
Students with children ages six months to five years can benefit from low-cost, on-site childcare in the college’s Child Development Laboratory School (CDLS). The center serves as a learning center for Early Childhood Education students and gives them an opportunity for observing and practicing the methods and theories taught in NCC’s academic program. The CDLS also offers students, faculty, staff, and the community a high-quality childcare program that fosters children's development in a warm and nurturing environment. The CDLS supports and nurtures the growth of each child in all areas of development: social, emotional, physical, cognitive, and creative. These areas are very important to the development of the whole child. The center is accredited by the National Association for the Education of Young Children.
Please visit www.norwalk.edu/cdls for enrollment options and hours of operation. For more information, contact CDLS Director Nicole La Bar at (203) 857-6804. Student scholarships are available through the NCC Foundation.

Continuing Education and Workforce Development

The Continuing Education and Workforce Development division offers a wide array of non-credit courses and certificate programs that prepare students for opportunities in new careers and/or enhance their skills. These include classes in Health Care with certificate programs for training as a Patient Care Technician, Medical Billing & Reimbursement Specialist, Dental Assistant, and Veterinary Assistant as well as classes in information technology and computers, real estate, travel, and small business startup.

The Division also provides special programs for students grades 1-12 children (College for Kids) and adults (Lifestyle classes) that inspire individuals to enjoy and savor art, culture, hobbies, drama, writing, photography, and many other pursuits.

For employers, the Division provides customized training workshops that help keep employee skills sharp and relevant in the changing job market. All courses are taught by seasoned instructors who have professional experience in their field.

Courses are offered during the Fall, Spring, and Summer semesters. For course listings, go to https://norwalk.edu/extended-studies and click on “Latest Offerings.”

Counseling Services

Life can be overwhelming sometimes. NCC is here to help. The NCC counseling staff works with students to offer support and direction with their educational, personal, and professional goals. NCC has two counselors available on campus: Wendy Mendes, LPC and Andrea Arnold, LCSW.

Students may experience difficulty managing the demands of coursework with the challenges that arise in their personal lives. To assist students with achieving their academic goals, mental health counseling services are offered for NCC students. After the initial screening process, a student may need to be referred to other services in his or her community, if appropriate.

Wendy Mendes is the full-time holistic counselor at NCC. Holistic counseling is an approach which helps students to heal by taking the entire human being and his or her life experiences into consideration for assessment and treatment purposes. Andrea Arnold, a licensed clinical social worker, is NCC’s partner from Family and Children’s Agency (FCA) in Norwalk. FCA provides free short-term counseling services at NCC for students who are experiencing challenges in their lives.

Financial Aid

The NCC Financial Aid office strives to help every student minimize financial barriers to earning a college education. The College encourages all students to apply for financial aid using the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Financial Aid Office personnel are available to assist students in all phases of the financial aid process and to answer any questions pertaining to financial aid as well as work/study and student labor employment opportunities.

NCC provides a variety of financial aid programs in the form of scholarships, grants, loans, and jobs to eligible students. The amount and type of aid received is dependent upon the student’s financial need as well as annual federal and state allocations. Please visit the Financial Aid page of the NCC website (https://norwalk.edu/finaid) for links to further information regarding aid programs, how to apply, students’ responsibilities when receiving Title IV aid, contacts, and downloadable financial aid policies and forms.

Students are expected to initiate the financial aid process in a timely manner. It is your responsibility to complete the application on time, check the status of your application, ensure all requirements are met, and ask for assistance if needed.

Late applications will be awarded on a funds-available basis. Filing the FAFSA as early as possible may result in a larger aid award. Help filling out the FAFSA is available at any time.
International Students Office

Norwalk Community College takes great pride in the diversity of its student body. The international students who attend the institution contribute heavily to the strong sense of respect and multicultural understanding that defines NCC’s culture. The International Students Center is located in Room E101. The multilingual staff are here to help you about issues including F1 Visa details, I-901 details, travelling outside the U.S., cost of studies, and more.

Library

The Everett I.L. Baker Library staff is committed to helping students achieve their academic goals. Reference librarians can help you research papers and projects and introduce you to the many resources the library has to offer. The library contains more than 63,000 books in print, more than 130,000 electronic books and has access to more than 51,000 electronic journals and newspapers, reference materials online, and 25,000 audiovisual materials including full-length films streamed via Films on Demand, and other streaming services.

For Library hours, please refer to our website https://norwalk.edu/library.

Makerspace

The Makerspace in Room W124 provides a space and equipment for students, faculty and staff to create tangible products. This campus resource is designed to promote student and community creativity, innovation, and entrepreneurship.

The Makerspace helps prepare students for future careers by giving them hands-on experience with high-tech fabrication tools including 3D printers, laser cutters, and CNC milling machines. Also available for use are a laser etching machine, electrical building and testing equipment, and wood and plastic building materials.

myPATH

myPATH is a grounding framework for our students’ journeys at Norwalk Community College. It supports NCC students to grow, persist, graduate, and achieve their goals. The PATH acronym stands for:

(P) PLAN AHEAD for their academic, career, and financial success. Students connect with advisors, explore major and career interests, evaluate transfer opportunities, and learn about financial options.

(A) ACCESS RESOURCES to strengthen their academic and leadership skills. Students learn with their peers, join student clubs, connect to campus services, and are called to be active in their education.

(T) THINK CRITICALLY about their community at NCC and beyond. We ask students to reflect on their experiences, connect with people from different backgrounds, build their support network, and always consider the source of their information.

(H) HEAD OUT CONFIDENTLY on their path to success. As they work toward their goals, students commit to their own success, create their future, inspire others to make a difference, and stay connected.

This initiative was created through Title V Developing Hispanic-Serving Institutions Program funded by the U.S. Department of Education.
Norwalk Community College Foundation (Scholarships)

The Norwalk Community College Foundation awards more than $1.6 million each year in scholarships to current and graduating students, including the LEAP Scholarships for NCC graduates to transfer to a four-year college or university. The Foundation is a nonprofit organization whose mission is to expand access to affordable, quality higher education, support the development of a productive workforce, and contribute to the knowledge and well-being of our community. It raises money for NCC programs and scholarships and funds faculty professional development.

Office of the Chief Executive Officer

NCC’s Chief Executive Officer is Cheryl C. De Vonish, J.D. You can reach CEO De Vonish at cdevonish@norwalk.edu. Her Administrative Assistant is Thomasina (Tommi) Calise. You can reach her at tcalise@norwalk.edu or (203) 857-7003.

Office of the Chief Operating Officer

NCC’s Chief Operating Officer is Lucille Brown. You can reach COO Brown at lbrown@norwalk.edu. Her Administrative Assistant is Stefanie Ortiz. You can reach her at sortiz@norwalk.edu or (203) 857-7307.

Office of the Dean of Academic Affairs

George "Tony" Peffer, D.A. is the Dean of Academic Affairs. You can reach Dean Peffer at gpeffer@norwalk.edu. His Administrative Assistant is Judy DeArmas. You can reach her at jdearmas@norwalk.edu or (203) 857-7325.

Office of the Dean of Student Affairs

Kellie Byrd Danso, Ed.D. is the Dean of Student Affairs. You can reach Dr. Byrd-Danso at kbyrd-danso@norwalk.edu. Her Administrative Assistant is Tiffany Ager. You can reach her at tager@ncc.commnet.edu or (203) 857-7332.

The Pantry@NCC

The Pantry@NCC is a free food pantry that seeks to alleviate the barriers and challenges associated with food insecurity and hunger so that students can remain in school, and ultimately, earn their degree. All students with a current ID may use the facility which offers fresh produce, canned and boxed foods, and personal care and household items. No documentation of financial need is required to use the Pantry.

The Pantry schedule changes based on the academic calendar and availability of volunteers. Please visit www.norwalk.edu/thepantry or email Courtney Anstett at canstett@norwalk.edu.

Placement Testing

All first-time students are placed into courses based on an assessment of their academic readiness to take college-level courses. NCC has alternative placement measures in place due to COVID-19, with in-person assessment suspended until further notice. Students are instead asked to provide a high school transcript, SAT scores or self-reported GPA for placement. If you have any placement questions, please email Thalia Moshoyannis at tmoshoyannis@norwalk.edu.

Registrar/Records

The Registrar’s Office is responsible for the maintenance and security of all current and former student records. The Registrar’s office also handles transcript requests, degree evaluations, enrollment verifications, graduation eligibility evaluations and more. For your convenience, the department has made many of its forms available on the web at https://norwalk.edu/records.

Credit and Non-Credit students can register online through myCommNet. Should you need personal assistance, feel free to contact the Registrar staff by phone, or visit the office in room E102.

Please refer to our website https://norwalk.edu/records for office hours.
**Student AccessAbility Services**

NCC is accessible to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. Students with disabilities that have been diagnosed and documented by a qualified professional may be eligible for services, depending upon documentation provided by the student. The documentation should be recent (preferably no more than three years old), specifically name the diagnosed disability, identify diagnostic testing mechanisms and procedures, and relate the testing results to the effect of the disability on learning and functioning in an educational environment. The following services may be available for students with disabilities, based on documentation and within the parameters outlined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended:

- Academic Adjustments (Accommodations)
- Assistive Technology
- Auxiliary Aids
- Interpreters
- Self-Advocacy Counseling

Student AccessAbility Services at colleges are significantly different from High School special education services. Please understand that the college does not offer a special education curriculum or a comprehensive program of services designed especially for students with disabilities. We provide academic adjustment(s) to eligible students, based on documentation provided by the student, unless such academic adjustment(s) would fundamentally alter the essential nature of a course or program, result in an undue financial or administrative burden, pose a safety threat, or constitute services or devices of a personal nature.

**Student Activities**

Student Activities is the hub and heart of all activities relating to student clubs and special interest organizations. We are a learning laboratory for students to build and hone their leadership skills and abilities. The activities we provide will enhance your academic experience at NCC. Student Activities offer more than 30 clubs to choose from. Participating in a club or activity will help you make lasting friendships and develop lifelong skills to enrich your personal and work life. Student Activities encourages and promotes inter-departmental cooperation and community service activities so that students can get the maximum benefit out of their time at NCC. The Student Activities office offers:

- Cultural, educational, leadership, and social programs
- Student trips at affordable prices
- Opportunities for community participation
- Ways to make a positive impact on our environment
- Many other activities to help you share your experiences with other students

Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

**Student Government**

The NCC Student Government serves as the student governing body. Its purpose is to create and maintain channels of communication with faculty and administration and to participate meaningfully in college affairs and the governance of student activities. The Student Government functions as the coordinator of student interests, grants recognition to student organizations and sponsors a variety of social,
cultural and educational activities throughout the year. As the coordinating agency for student activities, the Student Government makes major decisions concerning expenditures from the student activities fund and is responsible for recruiting student members for various committees and councils to assist the Chief Executive Officer and faculty at arriving at college policies. Student Activities Director Javon Noblin serves as advisor to the Student Government.

**Student Success Center**

The Student Success Center (SSC) is committed to promoting opportunities for student success and development through holistic advising and retention programming. First-Year Advising, as well as advising for the General Studies and Liberal Arts and Sciences-Transfer programs, are all housed in the SSC. Staff and faculty advisors provide students with an array of services including academic advising, exploration, and planning; course registration; information about resources and services on and off campus; and transfer planning, including the Guaranteed Admissions Program (GAP) with UConn.

First-Year students and students seeking advisement in General Studies or Liberal Arts & Sciences-Transfer are encouraged to stop by the Student Success Center in E107 or call (203) 857-7255 to schedule an appointment. Bilingual staff are available.

**Tutoring Services Center**

The NCC Tutoring Services Center is a comfortable academic environment where students can receive extra help and support with classwork and writing assignments. Students are encouraged to think logically and work through problems, so that their understanding of the subject material is strengthened. Subject tutors are primarily peers, while writing tutors are professionals. Both are carefully selected and trained to deliver the best tutoring possible.

The Tutoring Center and its student tutors are internationally certified through the College Reading and Learning Association (CRLA). This certification speaks to the high quality and training of our tutors. Tutoring is available in the following subjects: accounting, business, CADD, computer science, English as a Second Language (ESL), foreign languages, humanities, math, science, social sciences, writing, and other subjects upon request.

**Veterans Affairs**

NCC is dedicated to helping guide the transition seamlessly from service member to student to employed graduate. NCC offers a Veterans’ Lounge in room W120 for socializing with other current and former military members. The college also offers information on how to access Veterans Administration benefits to which you are entitled. Veterans and students eligible for VA educational benefits must complete NCC’s application procedures for degree or certificate students. In addition, they must contact the Veterans Certifying Official, Chris DeCew, in the Records Office at (203) 857-7006 to apply for educational and/or tuition waiver benefits.

**Wellness Center**

The Pitney Bowes Foundation Wellness Center at NCC is a state-of-the-art fitness facility that is committed to improving the general well being of all patrons. The Wellness Center is free to all current NCC students. Prior to use, students must submit a New Member Packet which can be found on our website at [https://norwalk.edu/healthwellness](https://norwalk.edu/healthwellness).
Student Rights, Code of Conduct, and College Policies

Student Code of Conduct Policy

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. 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.

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 12 Community Colleges, and the online college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State 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: A University’s and Charter Oak State College’s Provost or a Community College’s Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University’s Vice President for Student Affairs, a Community College’s Dean of Students, or Charter Oak State College’s Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

Scope of Authority

A student who is found responsible for engaging in conduct that violates the Student Code on any CSGU campus or on property controlled by the BOR or by any CSGU Affiliate or any CSGU 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). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a72b 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:

- Prostitution of 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.

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 email, instant message, online 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 equipment or personnel.

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 and Stalking Reports**

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, 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 and 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 Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Family Educational Rights and Privacy Act (FERPA) Notice

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 or University 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 or University 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 or University 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 or University official to amend a record that they believe is inaccurate, misleading or a violation of the student’s right to privacy. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without a student’s prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest.

A “school official” is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Connecticut State Colleges and Universities system office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

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;
- 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 or University;
- 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.
- Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College or University 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 University’s or College’s Registrar, in writing. Once filed, this notification becomes a permanent part of the student’s record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student’s information without the student’s consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

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 Ave., SW Washington, DC 20202-4605.
FERPA Directory Information Policy

Acknowledging that Directory Information is FERPA-protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein. The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information: student’s legal name; permanent mailing address; month and day of birth; photographs; student identification number, User ID, or other unique identifier; email address; telephone number; university or college previously attended or currently attending (and dates of attendance); full vs. part-time student status; awards and honors; class standing/year; major, minor, concentration and/or program of study; degree(s)/certificate(s) earned; graduation expected/completion dates.

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information): student’s legal name; permanent mailing address; telephone number; age; place of birth; class standing/year; major and/or program of study Degrees received; most recent educational institution attended.

For purposes of participation in any recognized activity or sports, the following is designated as Directory Information: student’s preferred name; city and state of residence; dates of attendance; class standing/year; recognized activity or sport; team position; photos and videos; awards; height and weight of athlete.

For purposes of disclosure to/access by the general public, the following is designated as Directory Information: student’s preferred name; permanent mailing address; photographs; dates of attendance; major, minor, concentration and/or program of study; degree/certificate candidacy; degree(s)/certificate(s) earned; awards; full vs. part-time status; anticipated graduation date; graduation date.

Connecticut Community College Only: student identification number, user ID, or other unique identifier.

Charter Oak State University Only: student’s mail address.

Affirmative Action Policy Statement Section 46a-68-78

NCC is committed to the principles of affirmative action and equal employment opportunity. The College adopted the Affirmative Action Policy Statement approved by The Board of Regents for Higher Education.

This equal employment opportunity policy statement represents a commitment to a program of positive affirmative action and the taking of vigorous steps to overcome the present effects of past discrimination. Norwalk Community College will not discriminate against any person on the grounds of race, color, religious creed, age, national origin, sex, (including pregnancy), gender identity and expression, sexual orientation, ancestry, present or past history of mental disability, genetic information, marital status, intellectual disability, learning disability, pregnancy, physical disability, including, but not limited to blindness, or prior criminal record, workforce hazards to reproductive systems, unless the provisions of section 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 in which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to Section 46a-68-78 of the administrative regulations. In addition, Norwalk Community College will not discriminate against any person on the grounds of political beliefs, or veteran status.

Norwalk Community College recognizes the hiring difficulties experiences by persons with disabilities and by many older persons.

If necessary, program goals shall be established with the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from.
these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair utilization of such persons in the workforce.

Norwalk Community College’s Affirmative Action Plan containing the internal complaint procedure is readily available to all employees. A copy can be found in the Library and the Human Resources Office. Additionally, during all training sessions provided to employees, information on where, when and how to file a complaint are provided.

NCC Chief Operating Officer Lucille Brown has been appointed as NCC’s Equal Opportunity Employer Officer (EEO). The role of the EEO Officer is to, among other duties, develop, maintain, and monitor the College’s affirmative action plan, programs and obligations.

**Title IX Policy**

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination by any educational institution or program.

It states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance…” (20 U.S.C.§ 1681)

The protections provided under Title IX, extend to programs and activities such as admission to academic programs, financial aid, course offerings, and employment decisions. The Office of Civil Rights of the US Department of Education is responsible for enforcing Title IX.

Security Administrator Laura Mirkov and Director of Counseling Cathy Miller have been designated as the College representatives responsible for ensuring that NCC is in compliance with Title IX. Compliance includes publishing a *Notice of Non-Discrimination*, and having procedures in place to report and investigate sex based harassment and/or violence.

NCC is committed to maintaining an environment free from unlawful harassment and discrimination. Accordingly, all NCC employees (except: NCC’s Mental Health Counselor) are mandated reporters. All reports or disclosures of conduct that may constitute sexual misconduct, including allegations of sexual assault, sexual harassment sexual violence, domestic/dating violence and stalking, should be directed to the attention of either Security Administrator Laura Mirkov (203) 857-7313 or Director of Counseling Cathy Miller (203) 857-3342.

**Smoking and Tobacco Use Policy**

NCC is a Tobacco-Free College. Tobacco use is prohibited on all NCC grounds, including state-owned parking lots and personal vehicles parked on state property. Prohibited items are, but not limited to, cigarettes, electronic cigarettes, cigars, cigarillos, hookah smoked products, pipes and oral tobacco (smokeless, chew, snuff) or any item intended to mimic tobacco products or contain tobacco flavoring.

**Non-Discrimination Policy**

Norwalk 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.
Security

Campus Security

The mission of Norwalk Community College Security is to afford our students, faculty and staff an opportunity to learn, teach and succeed in a safe and secure environment. Parking lots and outdoor spaces are well-lighted and NCC’s security personnel are available throughout the campus, if needed. The Board of Regents has awarded the vendor Summit Security Services as the physical security contractor for all community colleges.

In case of an emergency, using any campus phone, dial 911 or 8911, or call Campus Security at 77223. Procedures for handling medical emergencies are posted throughout the college. Please take a moment to read these so you are prepared for responding to such emergencies. First Aid Kits are available at the East Campus Security/Information Desk and the West Campus Information Desk.

To contact East Campus Security, call (203) 857-7223. To contact West Campus Security, call (203) 857-7155.

Campus Security is present in the building from 7 a.m. to 11 p.m. Monday through Friday and 8 a.m. to 5 p.m. on Saturday. Communication among the security guards is maintained by two-way radio. Guards will escort students to their cars at night upon request. They also assist students and notify administration in case of thefts, emergencies or anything related to campus safety and security.

Security Reporting

NCC has two online forms for reporting security issues on campus: Crime Stopper Reporting and Tip Line Form, and the Student of Concern Form.

Crime Stopper Reporting and Tip Line Form

If you have knowledge of a crime or suspicious circumstance, and would like to report this information anonymously to Norwalk Community College Security, fill out the Tip Line Form at: https://norwalk.edu/security/tips. Please provide as much detail as you can. Sending your personal information is not required, however, if you would like to speak to an officer about your concern, please complete the name, phone number, and email boxes prior to submitting the Tip Line Form and someone will contact you. All information received is confidential and used by Norwalk Community College Security only.

Student of Concern Form

The Student of Concern Form is used to report students who are exhibiting issues or behavior causing some concern. This includes emotional/behavioral concerns, academic concerns, personal needs such as food/clothing/transportation/housing, as well as reports of sexual assault, stalking or intimate partner violence. To fill out the Student of Concern Form, go to: https://norwalk.edu/studentofconcern.

Student ID

In an effort to enhance the safety and security of the NCC community, everyone entering campus must present a government issued photo ID or a current NCC ID. Keep your NCC ID visible while on campus.

Individuals who do not have a valid NCC ID visible may be stopped by campus security to present their identification. To get an ID, visit the East Campus atrium to have your photo taken and an ID badge made. Visitors on campus must present photo identification to obtain a visitor’s badge which will remain visible for the duration of the visitor’s time on campus.

Parking

NCC has adequate and well-lighted parking. Avoid parking in spaces reserved for persons with disabilities. The police may be called on unauthorized vehicles not displaying distinguishing placards or special license plates used for persons with disabilities, and may be towed away at their own expense. Avoid parking in unmarked spots or on the grass. If needed, overflow parking is available behind the West Campus. Always respect the safety of others. The police may be called on vehicles parking in a fire lane or blocking another vehicle, and may be towed away at their own expense. If your car is towed, visit the East or West Campus security desk for information about retrieving your car. Information about public transportation and ride-sharing options can be found at https://ctrides.com.

U-Pass

Riding buses and trains in Connecticut is FREE for most students at participating U-Pass CT schools, including NCC. The cost of the program is already included in your student fees, so all you need is your U-Pass CT and your valid student ID.
and you're on your way. NCC pays $20 per enrolled student for U-Passes. Students must present a valid NCC student ID every time they use the U-Pass for travel. Students can use the unlimited semester pass to travel within the state on rail or bus. Fifteen transit systems participate in the U-Pass CT program including Norwalk Transit, CTtransit, Greater Bridgeport Transit, CTfastrak and CTtransit express. U-Pass is not valid for travel to New York or on shoreline Amtrak trains.

U-Passes are available on the East Campus from Security Personnel at the Information Desk. Replacements are $10 with a limit of one replacement pass per student, per semester.

COVID-19 Guidelines

The following COVID-19 Guidelines are in effect for the 2021-2022 academic year (or until rescinded) to foster a safe learning environment during the pandemic.

Vaccinations

The Board of Regents requires all students who participate in on-campus activities this fall to be fully vaccinated against COVID-19. Students must be prepared to show proof of vaccination or exemption. Students who require a medical or non-medical exemption, please contact Dr. Kellie Byrd Danso, Dean of Student Affairs, at kbyrd-danso@norwalk.edu to obtain the appropriate form.

Masks and Face Coverings

All students MUST wear masks or face coverings (covering their mouth and nose) to enter and while present in any academic, administrative, food service, or recreational building, or any outdoor location on campus (including walking to and from class) where three feet of physical distancing is not possible. Students may remove their mask or face covering to eat and drink. All in-person classes will be off-limits to students who refuse to comply, and they may only participate in remote learning and online classes. If a student is not able to wear a mask due to a documented disability or medical reason, they must seek an accommodation from the Disability/Accessability Office prior to arriving on campus.

Social Distancing Requirement

Students must maintain three feet of physical (social) distancing at all times on campus, whether indoors or outdoors.

Enforcement

Faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to wear, or keep on, a mask or face covering, after receiving a warning/directive to put it on (and are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation. Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct. Possible sanctions for disciplinary violations range from a warning to expulsion from the institution.
Where to Go for Assistance

For Information Regarding:

Academic Problems
Consult:
Faculty
Student Success Center

Academic Programs
Department Chairs
NCC Website

Advising
Student Success Center
Faculty

Blackboard/Educational Technology
Lois Aime (Room E216A)

Books and Supplies
Bookstore

Career Planning
Center for Career Development and Experiential Learning

Change of Address/Name/Major
Records Office

Childcare
Child Development Lab School

Computer Help
I.T. Department / Help Desk

Counseling Services
Academic Counseling Center

Current Events
Online Events Calendar
Campus TV Monitors
Bulletin Boards
Facebook, Twitter, and Instagram
Student Activities

Graduation
Records Office

Student Identification Card (I.D.)
Dean of Student Affairs Office

International Students
East Campus Atrium

Lost and Found
International Students Office

New Student Advising
East and West Security Desks

Payments
Student Success Center

Scholarships
Business Office

Student Employment
NCC Foundation

Financial Aid Office
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September 2021  { Hispanic Heritage Month, Sept. 15 – Oct. 15 }

**MONDAY**

30

**TUESDAY**

31

**WEDNESDAY**

1  Last Day to Drop for 100% Tuition Refund

6  LABOR DAY / College Closed

7  Last Day to Drop for 50% Tuition Refund

13

14

15

20

21

22

27  Last Day to Change to Audit

**THURSDAY**

2

**FRIDAY**

3  LABOR DAY WEEKEND / College Closed

4  LABOR DAY WEEKEND / College Closed

9

10

11

16

17

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**SATURDAY**

2

**SUNDAY**

5

12

19

26

3
MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY
---|---|---|---|---|---|---
27 | 28 | 29 | 30 | 1 | 2 | 3
4 | 5 | 6 | 7 | 8 | 9 | 10
11 | 12 | 13 | 14 | 15 | 16 | 17
11 | COLUMBUS DAY / College Open & Classes Held | | | | | |
18 | Advising Week for Spring Semester (by appointment) | Advising Week for Spring Semester (by appointment) | Advising Week for Spring Semester (by appointment) | | | |
25 | 26 | 27 | 28 | 29 | 30 | 31

{ LGBTQ Pride Month / AIDS Awareness Month }

Registration Begins for Winter '21 & Spring '22
Reading Day / College Open & No Classes Held

Advising Week for Spring Semester (by appointment)
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- **November 2021**
- **MONDAY**
- **TUESDAY**
- **WEDNESDAY**
- **THURSDAY**
- **FRIDAY**
- **SATURDAY**
- **SUNDAY**

- **15** Last Day to Withdraw
- **22** THANKSGIVING RECESS / No Classes
- **25** THANKSGIVING DAY / College Closed
- **28** THANKSGIVING RECESS / No Classes

- **5** Application Deadline for December Graduation
- **11** VETERAN'S DAY OBSERVED / College Open & Classes Held
- **18**
- **21**

- **29**
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- **December 2021**
- **Monday, December 29**: Registration Begins for Spring '22 Non-Credit Classes
- **Saturday, December 25**: Christmas Day / College Closed
- **Saturday, December 26**: Christmas Eve / College Closed
- **Wednesday, December 22**: Semester Ends
- **Monday, December 27**: Final Fall Grades Available for Viewing at myCommNet
# January 2022

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- **February 2022** (Black History Month)
- **31st**
- **Lincoln's & Washington's Birthdays / College Closed**
- **Presidents' Recess / No Classes**
- **Last Day for 50% Tuition Refund**
- **Last Day to Change to Audit**
- **Presidents' Recess / No Classes**
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May 2022

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Commencement '22

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Final Grades Available for Viewing at myCommNet

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MEMORIAL DAY / College closed

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<td>September 4-6</td>
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<td>Dec. 31 - Jan. 1</td>
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<td>LINCOLN’S &amp; WASHINGTON’S BIRTHDAYS OBSERVED / College Closed</td>
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<td>DAY OF REFLECTION / College closed</td>
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