

## ACADEMIC STANDARDS

### UNIT OF CREDIT

The unit of credit used by the College is the semester hour. One semester hour of credit is allowed for each hour (50-minute period) of lecture. Laboratory credit varies according to program of study.

### ACADEMIC HONESTY AND PLAGIARISM

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

### ACADEMIC LOAD

**PART-TIME** students registered for eleven (11) or fewer credit hours in a semester are considered to be part-time students. Students have the responsibility to take the correct courses to meet graduation requirements in their academic programs, but students should seek the advice of their faculty advisor, counselor, or program coordinator. Students desiring to deviate from the recommended course sequences must review such plans with their faculty advisor, counselor, or program coordinator. Financial aid students must contact this office to discuss deviations from their program of study.

**FULL-TIME** students registered for twelve (12) or more credit hours in a semester are considered to be full-time students. Students have the responsibility to take the correct courses to meet graduation requirements in their academic programs, but students should seek the advice of their faculty advisor, counselor, or program coordinator. Students desiring to deviate from the recommended course sequences must review such plans with their faculty advisor, counselor, or program coordinator.

The average full-time student carries *five* courses, depending upon program of study and/or academic preparation. Students who wish to carry more than *six* courses, which is the maximum load normally allowed, must apply to the Dean of Learning and Student Development, or a designee, for special permission prior to registration. The initial program of study for all students is developed at the time of entry to the College under the direction of the Director of Enrollment Services.

### COURSE CHANGES

During the first five class days of each semester, students may ADD and DROP courses. Students who wish to make course or schedule changes may do so without penalty on a space-available basis through the Records Office. The Records Office publishes a course change schedule each semester.

If space is not available, students who want to add/drop courses or change their schedule must obtain permission from the Division Director.

No student will be allowed to enter a course after the first week of classes without permission of the Division Director.

### CLASS ATTENDANCE

Classroom attendance is an integral part of the college experience. The faculty of the College believes that regular class attendance is necessary for a student to derive the maximum benefit from the learning experience and the overall value of the classroom instruction.

College policy allows an instructor to issue, for academic reasons, an NC grade (no credit) if a student has more absences per semester than the number of times the class meets per week. For absences due to extenuating circumstances, it is the responsibility of the student to contact the instructor. Specific attendance and grading policies will be included in the syllabus for each class.

There are some degree and certificate programs which have special attendance policies which must be satisfied due to licensing requirements. Students should refer to the program handbooks for these specific requirements.

### MAKE-UP WORK

Academic work missed during class absences should be discussed with the individual instructor immediately upon the student's return to class. It is the student's responsibility to seek out the instructor in this case during office hours or at a mutually convenient time. Specific make-up policies are at the discretion of the instructor.

### GRADING SYSTEM

#### Credit Courses

For the purpose of computing numerical credit point averages, grades are evaluated as follows for each semester hour of credit:

Grade	Quality Points	Description
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Average
C	2.0	Average
C-	1.7	Below Average
D+	1.3	Poor
D	1.0	Poor
D-	0.7	Poor, lowest passing grade
F	0.0	Fail

The academic standing of each student is based on the student's grade point average (GPA). The GPA is obtained by multiplying academic credits for each course by the quality point value for each course grade, and dividing the sum of the quality points thus obtained by the sum of the academic credits attempted. The symbols of "AU", "I", "NC", "P", "W", and "X", are not included in the GPA.

#### Credit-free Courses

The College offers many credit-free courses which are evaluated on a Satisfactory/Unsatisfactory (S/U) basis. Grades are assessed where mandated by law.

#### Administrative Symbols

The College uses a number of administrative symbols, apart from the grading system, to describe various situations. They are as follows:

##### • Incomplete (I) - No Quality Points

At the discretion of the *instructor*, the symbol "I" may be assigned if a student, for extenuating circumstances, has not completed all course requirements. This symbol will not be allowed for excessive absences. Usually, an "I" would be changed to a letter grade by the end of the next semester; however, the instructor has the option of establishing the completion date. If a grade change is not submitted to the Records Office by the instructor by the end of the semester following that in which the "I" was assigned, the "I" will be changed to an "NC."

- **Withdrawal (W) - Student Initiated**

- No Quality Points**

- The College recognizes the potential for a student to withdraw from a course or to withdraw from college. Students have the right to formally leave a course or the College, and they also have the right to receive counseling and assistance in order to maintain enrollment in courses. Students are advised that course withdrawal may alter progress toward program completion. Students are strongly encouraged to discuss their decision with the instructor and their counselor or advisor when contemplating a decision to withdraw.

- **Withdrawal from a Course**

- Students who wish to withdraw from a course should contact the instructor. It is strongly recommended that students considering withdrawal from a course seek the advice of the instructor and a counselor or advisor. To officially withdraw, a student must obtain a STUDENT WITHDRAWAL FORM from the Records Office. The form must be signed by the student and submitted to the Records Office. Students will be permitted to withdraw with a "W" symbol no later than two weeks preceding the last Monday-Friday regularly scheduled class day. The last date for withdrawal will be listed in the Credit Course Schedule.

- Note: A withdrawal from a course(s) may jeopardize your financial aid status, car insurance coverage, health insurance coverage and other benefits.*

- **Withdrawal from College**

- Students wishing to withdraw completely from the College should contact the Records Office and complete a STUDENT WITHDRAWAL FORM available at the Records Office. An exit interview with a counselor or advisor is strongly recommended. Students will be permitted to withdraw from College with a "W" symbol posted to each registered course no later than two weeks preceding the last Monday-Friday regularly scheduled class day. The last date for withdrawal will be listed in the Credit Course Schedule.

- **No Credit (NC) - No Quality Points**

- This symbol is used by an instructor due to lack of criteria for evaluation. In addition, faculty in programs which have a clinical practicum may withdraw students at any time using the "NC" symbol for unsatisfactory clinical performance of a student.

- **Audit (AU) - No Quality Points**

- See "Auditing Courses" below.

- **Never attended (X) - No Quality Points**

- This is a grade submitted by the instructor for a student who never attended.

### **AUDITING COURSES**

Students who do not wish to earn course credit may be permitted to audit by initiating the process of registering as an audit student by the first week of classes.

Students must pay the regular tuition and college fees for each course audited. Audited courses are not covered by the financial assistance program.

*Note: Students may audit courses only when there are adequate classroom and laboratory facilities available.*

The privileges of an auditor in a course are specifically limited to attending and listening. Once an Audit Request Form is approved, the decision may not be reversed. The auditor assumes no obligations to do any of the work of the course and is not expected to take any of the time of the instructor. The auditor does not submit any work and is not eligible to take any tests or examinations, nor to receive grades on all or any part of the course. Audited course(s) will be shown on the student's transcript with the symbol "AU" in the grade column and will not carry any credit hours or quality points. An audited course does not meet any prerequisite requirements for more advanced courses, nor does it earn any credit toward graduation.

### **INDEPENDENT STUDY**

Faculty members in some subject areas permit qualified students to apply for Independent Study for credit and a grade when it has been proven that the student has the necessary background and qualifications to pursue this type of instruction.

The established syllabus in each independent course requires the student propose in writing the specific objectives and procedures of the independent study project. No more than one independent study may be taken in an academic year.

Before registration, a Request for Independent Study form (obtained from an academic division as well as the Records Office, Kinney Hall, Room K516) must be filled in with appropriate documentation and approved by the division director and the faculty member with whom the student will work. The proposal and the agreement become part of the student's permanent record.

### **REPEATING COURSES**

In the case of repeated courses, only the highest grade ("A" through "F") will be used in the computation of the student's grade point average (GPA) and credits earned. The previous grade(s), while remaining on the transcript, will be disregarded in the calculation of the grade point average and credits earned. Financial Aid will not fund repeated courses for which credit has been previously earned.

### **SATISFACTORY ACADEMIC PROGRESS**

To maintain satisfactory academic progress, a student must attain a minimum cumulative grade point average of 2.0 and complete 50 percent of the cumulative credit hours attempted (actual continued enrollment beyond the add/drop period).

### **UNSATISFACTORY ACADEMIC PROGRESS**

If a student does not complete 50 percent of the cumulative credit hours attempted (actual continued enrollment beyond the add/drop period) or does not maintain a minimum cumulative grade point average as described above, that student is not making satisfactory academic progress.

### **ACADEMIC PROBATION**

Any student whose cumulative grade point average falls below 2.0 is placed on academic probation. A student placed on probation will receive a letter regarding this status. Removal from probation is automatic when the student's cumulative grade point average (GPA) is or exceeds 2.0.

A student placed on academic probation must meet with a counselor or advisor before registering for the next semester's courses. Options such as continued counseling, reduced course load, and special tutoring may be suggested.

A student who is placed on academic probation and who does not attain the required minimum grade point average (GPA) by the end of the following semester may be limited to part-time status or may be dismissed from the institution. Either action is subject to the academic appeals process.

## ACADEMIC STANDARDS

A student may request a review of academic status by the Dean of Learning and Student Development. Students are encouraged to seek counseling, reduced course load, or special tutoring.

Veterans who drop below the required 2.0 GPA will be placed on academic probation for one semester. If, at the end of the semester, the veteran has not raised his/her GPA to the required 2.0, veteran benefits will be terminated and the Veterans Administration will be notified. Once the veteran has returned to good academic standing, his/her benefits will be reinstated.

### ACADEMIC HONORS

The honors policy at Naugatuck Valley Community College is as follows:

***President's List** - Students with a semester grade point average of 3.50 or higher.*

***Dean's List** - Students with a semester grade point average of 3.0 to 3.49.*

***Phi Theta Kappa** - Students with a semester grade point average of 3.50 or higher.*

***Alpha Beta Gamma** - Business Major students with a cumulative grade point average of 3.0 or higher and completion of at least 15 College credits.*

In order to qualify for honors in any semester, students must register for and complete at least 12 semester hours of college credit courses and meet the requirements of grade point average as stated above.

### Phi Theta Kappa

Phi Theta Kappa is a nationwide honor society for community college students. The criteria for invitation are a 3.50 or above grade point average with at least 24 completed credits, including all majors. The achievements and future plans of its members are focused to promote continued honors behavior and to maximize their educational attainment. These goals are accomplished by numerous articulation and transfer scholarships with many colleges and universities. A Faculty Honors Advisor offers guidance and assistance to the Phi Theta Kappa members who represent approximately the top three percent of the student body. Membership is a lifetime honor.

### Alpha Beta Gamma

Alpha Beta Gamma is an international business honor society established in 1970 to recognize and encourage scholarship among college students in business curricula at community, junior and technical colleges. The Society has over 35,000 members from 140 member colleges. To achieve this goal, Alpha Beta Gamma provides an opportunity for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, lively fellowship for business scholars, and the stimulation of interest in continuing academic excellence. The lives of members, chapter advisors and support administrators have been enriched by the Alpha Beta Gamma experience. Alpha Beta Gamma exists to honor the superior student in business programs.

### GRADUATION HONORS

***Board of Trustees' Medallion** - Students with a final cumulative grade point average of 4.0 at time of graduation. Students must complete 50% of their degree requirements at NVCC.*

Honors recognition at graduation time is based on the following cumulative grade point averages:

3.90 to 4.00	<i>summa cum laude</i>
3.70 to 3.89	<i>magna cum laude</i>
3.50 to 3.69	<i>cum laude</i>

Students who, in order to fulfill their degree program requirements, need to complete no more than two courses in the Summer Session after final examinations in May, will be considered for honors recognition at commencement. If the cumulative grade point average changes when the grades for summer courses are recorded and honors status is affected, the official college transcript will reflect that change.

### GRADUATION REQUIREMENTS

#### Eligibility - Degree Students

The College awards the degrees of Associate in Arts, Associate in Science, and Associate in Applied Science. To be eligible for an associate's degree, the student must have fulfilled all of the following:

- been accepted into a degree program at the College.
- satisfactorily completed the courses required in the curriculum for the degree. In addition to the degree requirements, students are strongly urged to take advantage of courses available which will broaden their personal and professional lives.
- completed a minimum of 25 percent of all academic requirements for the degree at Naugatuck Valley Community College.
- earned a minimum cumulative grade point average of 2.0.
- been recommended for graduation by a vote of the Professional Staff of the College or an affirmative recommendation from the Division Director, Department Chairperson or the Program Coordinator.
- completed the Graduation Application and paid the non-refundable Graduation Fee (currently \$30). The Graduation Application may be obtained from the Records Office and must be submitted with payment to the Cashier by **April 1** of the year that the student plans to graduate. If the student fails to graduate, the student must re-apply to receive the degree at a subsequent graduation. In this situation, the Graduation Fee is not re-assessed. Certificate students will also be assessed the \$30 Graduation Fee.
- completed the Academic Profile. The effectiveness of the College's Common Core of General Education is assessed by the annual administration of the Academic Profile to each graduating class. The evaluation is a criterion-referenced achievement examination that rigorously and comprehensively assesses student proficiency in critical thinking, humanities, mathematics, natural sciences, reading, writing and social studies. No scores in the examination are reported for individual students, and scores are not broken down by courses taken or by any other faculty-specific information.
- paid to the College all bills incurred, and must have returned or paid for all materials loaned by the College, including library books, audiovisual and athletic equipment.

**Credit Courses Which Do Not Apply to Electives or the Degree**

The following courses do not satisfy the elective or degree requirements in any program except where specifically listed.

ASD-H097, 098  
CWE-H100 - Portfolio Preparation  
EET-H290  
ENG-H097, 100  
ESL-H074, 075, 079, 080, 084, 085, 090  
MATH-H091, 092, 096

**Earning a Second Degree**

- A student who already holds an academic degree may earn a second degree in a different curriculum at a community college. Such a student shall be treated similarly to a transfer student with respect to the minimum number of credits he or she must take for the second degree. This will require that a student meet all program requirements and earn at least 25 percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.
- A student may earn two degrees simultaneously at a community college by fulfilling all requirements stated above.
- Requests for additional degrees beyond the second require prior approval from the academic dean. Students who receive approval must then complete all program requirements, including earning at least 25 percent of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
- Completion of the requirements of an additional program option does not constitute a different degree.

**Certificate Requirements**

Students who complete the requirements for a credit certificate are expected to follow the same procedures described for degree students.

Individuals completing credit-free certification programs (e.g., CNA, HHA, EMT) should check with Continuing Education, Community and Economic Development to verify their completion of, and compliance with, all state-mandated regulations.

**PARTICIPATION IN COMMENCEMENT EXERCISES**

Students who, in order to fulfill their degree program requirements, need to complete no more than two courses in the Summer Session following the spring semester may participate in Commencement Exercises; however, that student will not be considered as graduated until all graduation requirements are completed. Students must have met all criteria stated in the section on GRADUATION REQUIREMENTS.

The May grade point average will be considered for honors recognition at commencement. If the grade point average changes when the grades for summer courses are recorded and honor status is affected, the official college record will reflect the changes.

**POLICY CHANGES**

Naugatuck Valley Community College reserves the right to change requirements, courses, prerequisites, regulations, tuition, fees and other policies without prior notice. Waivers of these policies, due to extenuating circumstances, may be made by the President of the College upon written request.

## ACADEMIC SERVICES

### LIBRARY SERVICES

#### The Max R. Traurig Learning Resources Center Library

<http://www.nvctc.comnet.edu/library/>

The Learning Resources Center serves Naugatuck Valley Community College. The Center, formed in 1989, merges the resources and services of Roy T. D'Arcy Arts and Sciences Library and the Helen Hahlo Technical Library and makes them available to the community. *Library hours are posted by semester. For more information, consult the fall and spring credit course schedules.*

#### The Roy T. D'Arcy Arts and Sciences Library and the Helen Hahlo Technical Library

These two libraries are located in building L of the center portion of the Core Building. The main reading room and the reference room are located on level 4.

The libraries consist of over 40,000 items and subscribe to over 500 periodicals. In addition to books and periodicals, the libraries have a collection of tapes, microfilm, microfiche, compact discs, videotapes and computer indexes.

Library materials can be borrowed as follows: Books circulate for a period of three weeks and can be renewed for a period of three weeks; filmstrips, multi-media kits, compact discs and tapes can be borrowed for one week; periodicals, microfilms, and microfiche must be used in the library. The conditions of use for reserve materials are indicated on the card for each item.

- **Electronic Classroom**  
The Learning Resources Center's Electronic Classroom (L-523) contains 20 computer workstations that have access to the campus network as well as selected library and word processing applications. They can be used for researching and writing assignments when they are not being used for Library Instruction classes.
- **Copy Facilities**  
Copy machines are available in the library for student use. Materials in microform as well as in print form can be copied on these machines at a nominal cost.
- **Interlibrary Loans**  
The Library provides forms to enable students to request materials from other libraries if the required materials cannot be found at the College.
- **Borrower's Card**  
The Student Library Card is located on the back of the Student ID. Upon completion of a Library Registration Form and with some form of identification and proof that the student is currently enrolled (class schedule), a library barcode will be affixed to the back of the card to activate the card.

If a Student ID has not been received, a barcode number will be issued and held at the Circulation Desk until the Student ID has been received.

The barcode will expire at the end of the semester. It will be renewed for the next semester by presenting the expired card and proof that the student is currently enrolled (class schedule).

There is a nominal charge for lost library cards.

Students having overdue library materials will be refused registration for future semesters until the matter has been resolved.

#### Audio Visual Center

The Media Center of the Learning Resources Center, on level 3 of building L, houses the College's audio visual equipment collection and produces materials used in support of instructional programs. Some of the materials produced include: slides, videotapes, audio tapes, graphics, textual materials, video editing and off-air video recording.

### COMMUNITY LIBRARIES

Community Libraries include:

#### University of Connecticut Waterbury Regional Campus Library

*Kirschbaum Library, 32 Hillside Avenue, Waterbury*

Hours: Call (203) 236-9902 for schedule.

Nature of Collection: A basic college library collection of approximately 40,000 volumes.

Rules and Regulations:

- Student must provide proper identification (ID card).
- Students and faculty members are requested to make use of the library after 2:30 pm
- Members of the faculty and students are requested to make use of the on-street parking.

#### Silas Bronson Library

*Central Library, 267 Grand Street, Waterbury*

Hours: Call (203) 574-8200 for schedule.

Nature of Collection: A general public library collection of approximately 218,690 books and 2,464 periodicals.

Rules and Regulations: A valid library card from a town library is needed to take out materials.

#### Waterbury Bar Library

*Waterbury Court House, 300 Grand Street, Waterbury*

(203) 596-4044

Hours: Monday through Friday 9 am - 5 pm

Nature of Collection: A non-circulating specialized law library collection of approximately 40,000 volumes and 38 periodicals.

#### The Traurig Library

*Teikyo Post University, 800 Country Club Road, Waterbury*

Hours: Call (203) 596-4562 for schedule.

Nature of Collection: A basic college library collection of approximately 44,000 volumes and over 550 periodicals.

**ACADEMIC ADVISING**

In addition to the Counseling Center, the College has a faculty advising system. Most students who have formally enrolled in a degree program and have taken the placement test after spring 1993 are required to have academic advising. Each semester, students must meet with and receive a validation sticker from an assigned counselor or faculty member prior to registering for the following semester.

For more information regarding this program, please see the division director, the department chair or program coordinator of your degree program, or go to the Counseling Center, Kinney Hall, Room 519.

**PROGRAM ADMINISTRATION**

The academic programs of the College are administered by instructional divisions. It is important for students to be aware of the division in which their program of study resides.

The following are the instructional divisions and the courses or program designations for which they are responsible:

**ACADEMIC DIVISIONS – CREDIT PROGRAMS****Allied Health/Nursing/Physical Education**

Emergency Medical Technician/Paramedic, Nursing, Physical Education, Physical Therapist Assistant, Radiologic Technology, Respiratory Care.

**Arts and Humanities**

Academic Skills Development (all ASD courses, learning disabilities services, and sign language courses), Art, Communications, Dance, English, English as a Second Language, Humanities, Modern Languages, Multimedia Technology, Music, Philosophy, Photography and Theatre Arts.

**Behavioral and Social Sciences**

Anthropology, Child Development Center, Child and Family Services, Connecticut State Legislative Internship Program, Criminal Justice/Public Safety, Disabilities/Mental Health, Drug and Alcohol Rehabilitation Counselor, Early Childhood Education, Geography, Gerontology, History, Human Services, International Education, Political Science, Psychology, Social Work, Sociology and Study Abroad.

**Business**

Accounting, Business Administration - Business Computer Applications, Business Finance, Business Office Technologies, Computer Information Systems Technology, Hospitality Management/Foodservice Management, Hospitality Management/Hotel Management, Legal Assistant/Paralegal, Management, Marketing, Medical Insurance Specialist, Microcomputer Networking Specialist.

**Cooperative Education/Employment Services**

Cooperative Education, Portfolio Development, Career Resource Center, Job Search Assistance or Resumé and Interviewing Services.

**Engineering Technologies**

Automated Manufacturing, Automotive Technician, Chemical, College of Technology, Computer-Aided Drafting/Design, Electrical, Fire Technology and Administration, Industrial Management & Supervision, Mechanical, Plastics and Rubber, Plastics Specialization, Quality Assurance, Quality Control.

**Learning Resources Center**

Library, Media Services, Television Production.

**Mathematics/Science**

Astronomy, Aviation Science, Biological Sciences, Chemistry, Environmental Science, Geology, Horticulture, Mathematics, Meteorology, Physics, Wastewater.

**CONTINUING EDUCATION – CREDIT-FREE PROGRAMS****Center for Business and Industry Training**

Provides comprehensive needs assessment services, job profiling, performance improvement consulting, and curriculum design services that support customized training that is delivered at company sites. In addition, short courses are offered in Small Business Development, Basic and Advanced Computer Applications, Network Training, Computer Upgrade and Repair, Industry Certifications, Business Resource Center, Management and Leadership Training, Out Placement Services, Professional Development, and Workforce Development Programs.

**Center for Learning Enterprises**

Creative and Studio Arts, Garden Arts & Sciences, Introduction/Intermediate/Advanced Computer Training: Web Design, Graphics, Video, Programming, Certification Preparation courses, Network Design, Kids-on-Campus (summer enrichment), Language Arts, Personal Development and Communications Training, Financial Planning, Photography, Real Estate Training, SAT Preparation, and Sign Language and Family Enrichment. *New programs and services are added each semester based upon community need and availability of funding.*

**Center for Nursing and Allied Health Continuing Education**

Certified Nurse Aide, Home Health Aide, Emergency Medical Technician, Radiologic Technologist Continuing Education, Registered Nurse Continuing Education, Nurse Aide/Home Health Aide Continuing Education, and other programs for allied health professionals. *New programs are added each semester to meet the changing needs of health care professionals.*