

Cape Cod Community College



ACADEMIC POLICY AND PROCEDURES MANUAL

2013-2014

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CAPE COD COMMUNITY COLLEGE
ACADEMIC POLICY AND PROCEDURES MANUAL

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I. COLLEGE MISSION

The students' education is the first priority at Cape Cod Community College. As a learning-centered community, we value the contributions of a diverse population, welcome open inquiry, and promote mutual respect. The College offers a strong educational foundation of critical and creative thinking, communication competency, and a global, multicultural perspective that prepares students for life and work in the 21st Century. Our liberal arts, sciences, and career programs provide educational pathways that serve the varied social, economic, and demographic characteristics of our community with a distinctive focus on sustainability. We honor our past, celebrate our present, and imagine our future. (Accepted at College Meeting, October 18, 2006; Approved by the Board of Trustees, November 14, 2006)

Definition of Student Success

Cape Cod Community College recognizes multiple pathways to student success.

Based on the awareness that student success is unique to every individual, Cape Cod Community College defines student success as a series of stepping stones and milestones which could include being prepared for college, establishing clear and realistic goals, completing courses, developing the ability to monitor academic progress, earning certificates and degrees, transferring to another institution, acquiring necessary occupational training, and gaining skills useful for future learning. (Adopted by College Meeting March 9, 2009)

II. ACCREDITATION

NEASC Statement

Cape Cod Community College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of Cape Cod Community College. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
855-886-3272

The Self-Study Report can be found at www.capecod.edu/web/accreditation.

Program Accreditation Statements

- The *Criminal Justice* program is certified by the Massachusetts Department of Higher Education Criminal Justice Program Review Committee. Individuals may contact:
Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108-1696
617-994-6950
- The *Dental Hygiene* program is accredited by the American Dental Association's Commission on Dental Accreditation. Individuals may contact:
Commission on Dental Accreditation (CODA)
211 E. Chicago Avenue Suite 1900
Chicago, IL 60611-2678
312-440-4653
- The *Early Childhood Education* program is accredited by the National Association for the Education of Young Children (Early Childhood Associate Degree Accreditation). Individuals may contact:
National Association for the Education of Young Children
1313 L Street NW, Suite 500
Washington, DC 20005-4101
202-232-8777
- The *Nursing* program is accredited by the Accreditation Commission for Education in Nursing and has approval from the Massachusetts Board of Registration in Nursing. Individuals may contact:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
- The *Medical Assisting Certificate* is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). Individuals may contact:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

This information can also be found at www.capecod.edu/web/accreditation/program-accreditations.

III. ACADEMIC POLICY

Integrity of Credit

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally and contractually established equivalency which reasonably (is) not less than:

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or
- 2) At least an equivalent amount of work as required for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

(Approved by College Meeting November 19, 2012)

Degrees

The Associate in Arts Degree shall be awarded to students who have satisfactorily completed the requirements of an institutionally-designed and Department of Higher Education approved program of collegiate level courses, at least thirty-five (35) credits of which have been drawn from the liberal arts and sciences.

The Associate in Science Degree shall be given to students who have satisfactorily completed the requirements of an institutionally designed and Department of Higher Education approved collegiate-level courses, at least twenty-one (21) credit hours of which shall be drawn from the field of general education outside the field of specialization.

The Associate in Applied Science Degree shall be given to students who have satisfactorily completed the requirements of an institutionally-designed and Department of Higher Education-approved program having a minimum of sixteen (16) hours of general education, with strong emphasis on specialized courses and practicum. (Approved by College Meeting May 9, 1994)

1. Granting Authority

The 1991 legislation reorganizing public education in the Commonwealth of Massachusetts established the Higher Education Coordinating Council (HECC) as the successor agency to the Board of Regents of Higher Education and continued among its responsibilities statewide planning and coordination, including oversight of academic programs at the public institutions of higher education. In 1996, the legislature changed the name of the Council to the Department of Higher Education (DHE). The academic program approval authority of the Department of Higher Education is the same as that of the Higher Education Coordinating Council. Under Massachusetts General Laws, chapter 15A, the DHE is responsible for authorizing all programs and degrees in the public system:

Section 9. The board shall have the following duties and powers: (a) confer upon the boards of trustees the power to offer degree programs after taking into account, among other things, the need, resources and mission of the institution. The board shall confer the authority to award degrees to persons who have satisfactorily completed degree requirements: (b) in addition to the degrees authorized to be awarded under clause (a), the board may approve the awarding of certain other degrees and may define and authorize new functions or new programs, or consolidate, discontinue or transfer existing functions, educational activities and programs. The board shall act in writing on requests for program approval from boards of trustees within six months of said request, or said program shall be considered. (DHE approved June 1992; amended July 1997; amended March 2008)

2. Department of Higher Education (DHE) Requirements

Criteria for Granting Course Credit toward the Degree: The Department of Higher Education shall establish the following system wide criteria for granting course credit toward the associate degree:

- English Composition: College-level English composition courses should involve the development of complex and abstract ideas for different writing situations and emphasize the different steps of the writing process leading to fluent, effective expression. Courses that are concerned primarily with grammar, usage, punctuation, or grammatical sentence and paragraphs should not receive credit toward the degree.
- Mathematics: College-level mathematics courses should build upon the competencies acquired during the equivalent of at least three years of high school algebra and geometry. Courses covering computational concepts only should not carry credit toward the degree. Courses designed to teach students how to apply mathematics to specific fields, such as those offered in community college occupational programs, may be offered for credit toward the degree to be earned in those programs but will not be considered equivalent to college-level mathematics for the purpose of transfer or credit to baccalaureate institutions.
- Reading: Reading assignments in courses carrying credit toward the degree should be college-level material. Courses dealing primarily with general reading skill, such as word identification, the ability to identify and comprehend the main and subordinate ideas, to use reference materials, to summarize the ideas in one's own words, and other technical aspects of reading should not receive credit toward the degree.
- Basic Study Skills: Courses to improve students' basic study skills and work habits should not be offered for credit toward the degree.

Degree Standards: The Department of Higher Education shall establish the following minimum standards for associate degrees:

For the Associate in Applied Science degree:

- completion of a minimum of 60 semester hours, or the equivalent, of college-level work with a cumulative grade point average of 2.0 or higher at the institution granting the degree;
- completion of at least 16 semester hours, or the equivalent, of general education consistent with recommendations 4 through 6;
- completion of a substantial amount of coursework at the institution awarding the degree;

For the Associate in Science degree:

- completion of a minimum of 60 semester hours, or the equivalent, or college-level work with a cumulative grade point average of 2.0 or higher at the institution granting the degree;
- completion of at least 20 semester hours, or the equivalent, of general education consistent with recommendations 4 through 6 and;
- completion of a substantial amount of coursework at the institution awarding the degree;

For the Associate in Arts degree:

- completion of a minimum of 60 semester hours, or the equivalent, of college-level work with a cumulative grade point average of 2.0 or higher at the institution granting the degree;
- completion of at least 33 semester hours, or the equivalent, of general education consistent with recommendations 4 through 6; and
- completion of a substantial amount of coursework at the institution awarding the degree.

Minimum Requirements for General Education: The general education component of undergraduate degree programs should include a balance of required study and/or restricted electives in the liberal arts and sciences in such disciplines as the humanities, arts, natural and

physical sciences, mathematics, and social sciences. This component should account for at least 16 semester hours, or the equivalent, for the Associate in Applied Science degree; 20 semester hours, or the equivalent, for the Associate in Science degree; 33 semester hours, or the equivalent, for the Associate in Arts degree; and 36 credits, or the equivalent, for a baccalaureate degree. These are the lowest acceptable proportions and institutions are strongly encouraged to exceed them. In addition, an institution's requirements should not preclude opportunities for experimental curricula and honors programs.

Principles to Guide Continuing Review of General Education: Each institution should review the general education component of its undergraduate curriculum and specify expected outcomes, using the following set of principles as a guide and basis of reference. The institution's general education requirements should be revised as needed, keeping in mind the level and scope of student attainment of abilities and knowledge that the institution determines to be appropriate to its mission and the degrees it offers.

The general education component of the undergraduate curriculum should aim to develop in the student ability to:

- reason abstractly and think critically and creatively;
- use oral and written language effectively and critically as listener, reader, speaker, and writer;
- reason quantitatively, using numerical data and symbolic representations as appropriate;
- make aesthetic and ethical judgments; and
- learn independently and adapt to change; and

knowledge of:

- the uses of languages and literatures in shaping and sustaining culture;
- the history, traditions, and values of one's own and other cultures, and the role of the past in shaping the present and the future;
- the nature, development, and role of social institutions;
- the fine and performing arts;
- the scientific method of creating new knowledge;
- the modes of inquiry that characterize different disciplines and the connections among them; and key technological applications of the sciences.

General Education and Integrated Learning: Since general education is defined more by its goals than by a set of courses, institutions should integrate their general education component with the student's entire program of study.

Relationship of General Education and Major Components: The major, while defined by its own special characteristics, should not be isolated from the other components of the undergraduate curriculum. The identified general education abilities and knowledge should be incorporated into a student's major, as appropriate, and "across the curriculum" as well as interdisciplinary initiatives are strongly encouraged.

From www.mass.edu (attachment A of Procedures of New Academic Program Proposals and Changes for Public Institutions July 1997)

3. Local Requirements

Curriculum and Programs Committee: Policy and Procedures: Policies, procedures and forms can be found at www.capecod.edu/web/faculty/resources.

Introduction of New Courses and Programs

New programs of study or changes in existing programs of study shall be formally presented to the Curriculum and Programs Committee, which shall make its recommendation to the College Meeting. Action to adopt a new program or change an existing one shall be forwarded to the President for appropriate disposition. In the case of new certificate programs, the President will forward a

recommendation to the Board of Trustees for their approval. In the case of new associate degree programs, the President must forward the Stage II Proposal or Consolidated Application to the Board of Trustees and the Department of Higher Education for their approval.

New courses may be recommended to the appropriate Department by any committee, department, faculty member or administrative officer and shall be given primary consideration by the Department to which the subject matter belongs. In case of uncertainty as to the Department of reference, the Vice President of Academic and Student Affairs shall determine the procedure to be followed for consideration of the course. If the primary consideration results in a decision to recommend for adoption, the recommendation shall be made by the Department to the Curriculum and Programs Committee, which shall approve or disapprove. In the case of approval, the Chair of the Committee shall forward the Committee's action to the President for appropriate disposition.

Any member of the professional staff and any committee is free, without prejudice, to explore any course, or program of study on a preliminary basis in order to determine if such member or committee shall recommend a course or program under the first two paragraphs of this section.

4. Local General Education

College Meeting affirmed that AA students fulfill the requirements of MassTransfer to earn the AA degree at CCCC as outlined in the College catalog.

Respecting the Department of Higher Education (DHE) and the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC) standards, Cape Cod Community College has approved the following Institutional Student Learning Outcomes. It is envisioned that as a result of successfully completing an associate degree program at Cape Cod Community College the graduate will have achieved the following six outcomes.

In order for a course to meet General Education criteria, four of the six Institutional Student Learning Outcomes must be assessed within the course. (Approved by College Meeting March 10, 2008)

Institutional Student Learning Outcomes (Adopted at College Meeting March 19, 2007)

Communication Skills: The community college graduate will demonstrate the ability to express ideas clearly and cogently, and to read, write, speak, and listen using Standard American English.

Critical and Creative Thinking Skills: The community college graduate will demonstrate the ability to locate and use information for the purpose of examining underlying assumptions and interpreting and evaluating arguments, will create deliberately and independently using skills and knowledge acquired in our classrooms.

Ethical and Civic Engagement Practices: The community college graduate will demonstrate a broad-based knowledge and understanding of ethical concepts and principles, decision-making, and behaviors and will understand the meaning and responsibilities associated with citizenship in the USA and the world community.

Multi-cultural and Global Awareness: The community college graduate will demonstrate the ability to appreciate, analyze and deal constructively with historical or contemporary experiences of diversity in the USA and the world enabling the student to participate effectively in an increasing complex diverse world.

Quantitative and Computational Skills: The community college graduate will demonstrate the ability to apply computational methods, generate problem-solving strategies, interpret equations and numerical data from tables, charts, and graphs, and organize, analyze, and present quantitative information.

Technological Literacy: The community college graduate will demonstrate the ability to use current technology to improve his/her creativity, productivity, communication skills, research skills, and information management skills.

Definition of ISLO Assessment

CCCC defines assessment of the ISLOs as the process of systematically gathering evidence of student learning from multiple and diverse sources. The College will use this evidence to determine the level at which students demonstrate proficiency in the ISLOs and whether that level of proficiency is appropriate for the community college graduate. These determinations will help the institution improve learning experiences for students. (Approved by College Meeting May 9, 2011)

All students graduating with an Associate degree from Cape Cod Community College will complete the following 21-23* credits of common general education requirements:

ENL101 English Composition I	3 credits
Humanities & Fine Arts	3 credits
Behavioral and Social Science	6 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	6-8 credits
General Education Elective	3 credits
Total 21-23 credits*	

*Associate in Arts degree students need to take additional general education coursework to satisfy the MassTransfer Block.

21-23 Credit hour general education requirement for all students (plus an additional [37-39+ credits] in Professional Education for AS programs). AS degree programs may identify required courses within the academic disciplines represented in the general education requirement. The elective is a program elective, not a free elective for the student.

5. Department of Higher Education (DHE) Approved Programs

A list of approved programs can be found at www.capecod.edu/web/academics/programs.

6. Department of Higher Education (DHE) Application and Approval Process

www.mass.edu

Academic Program Approval for Public Institutions

The Department of Higher Education has among its responsibilities oversight of academic programs at the public institutions of higher education. Academic program approval authority of the Department of Higher Education (Massachusetts General Laws, Chapter 15A) states that the DHE is responsible for authorizing all programs and degrees in the public system.

The procedures apply to all Massachusetts public institutions of higher education (community colleges, state colleges, and the university). For the purposes of the procedures, an academic program is defined as undergraduate certificate of 30 semester credit hours or more, or a major or degree at the undergraduate or graduate levels, including a Certificate of Advanced Graduate Study.

Public institutions seeking new degree programs may file one of the following applications:

- Stage I: Proposal to Plan and Stage II: Proposal to Implement
- Consolidated Stage I and Stage II Application
- Expedited Application

Academic Program Changes

A public college or university expecting to offer (a) new certificate programs under 30 credits, or (b) new minors, concentrations, track or options within existing programs is to notify the Commissioner of Higher Education in writing at least 60 days prior to announcing such program changes. These changes do not require action by the DHE.

Changes in the name of an existing program require approval by the Assistant Commissioner, as the Commissioner's designee, upon limited staff review. In submitting a name change request, the institution should include curriculum information and reason for the request.

An institution is to notify the Commissioner of Higher Education in writing if it suspends or discontinues an academic program. When a program is suspended or discontinued, it will be removed from DHE's inventory of active, authorized programs.

A program suspended or discontinued may be reactivated only with approval of DHE. An institution is to notify the Commissioner of Higher Education in writing if it suspends or discontinues, or reactivates a suspended or discontinued, minor, concentration, track, or option within an existing program. www.mass.edu (See Academic Program Review.)

7. Academic Program Review Process

A system of Academic Program Review assures the college that degree granting programs strive for and achieve quality, student success, and currency.

“Since the mid-1980s, the **Department of Higher Education** and its predecessor Boards have conducted system-wide reviews of Nursing, Business, Engineering, Education, Chemistry, Physics, Computer Science and Criminal Justice programs. The reviews in Education, Engineering, Nursing, and Criminal Justice included independent institutions as well. The most recent reviews of programs occurred in 1999 (Computer Science) and 2001 (Criminal Justice). Information of these reviews, including final reports and subsequent Board action is listed below.” DHE: www.mass.edu

At **Cape Cod Community College** a five year review cycle was established to complement the external accreditations and Department of Higher Education requirement of reviews. Academic program review is a process of reflection, study, and analysis conducted by the teaching faculty and administration in each academic degree or certificate program.

Certificates

1. Granting Authority

The Department of Higher Education has among its responsibilities oversight of academic programs at the public institutions of higher education. Academic program approval authority of the Department of Higher Education (Massachusetts General Laws, Chapter 15A) states that the DHE is responsible for authorizing all programs and degrees in the public system.

The procedures apply to all Massachusetts public institutions of higher education (community colleges, state colleges, and the university). For the purposes of the procedures, an academic program is defined as undergraduate certificate of 30 semester credit hours or more or a major or degree at the undergraduate or graduate levels, including a Certificate of Advanced Graduate Study.

2. Department of Higher Education (DHE) Requirements

DHE Certificate Application and Approval Process

Public institutions seeking new degree programs may file one of the following applications:

- Stage I: Proposal to Plan and Stage II: Proposal to Implement
- Consolidated Stage I and Stage II Application
- Expedited Application

Academic Program Changes

A public college or university expecting to offer (a) new certificate programs under 30 credits, or (b) new minors, concentrations, track or options within existing programs is to notify the Commissioner of Higher Education in writing at least 60 days prior to announcing such program changes. These changes do not require action by the DHE.

Changes in the name of existing program require approval by the Assistant Commissioner, as the Commissioner's designee, upon limited staff review. In submitting a name change request, the institution should include curriculum information and reason for the request.

An institution is to notify the Commissioner of Higher Education in writing if it suspends or discontinues an academic program. When a program is suspended or discontinued, it will be removed from DHE's inventory active, authorized programs.

A program suspended or discontinued may be reactivated only with approval of DHE. An institution is to notify the Commissioner of Higher Education in writing if it suspends or discontinues, or reactivates a suspended or discontinued, minor, concentration, track, or option within an existing program. www.mass.edu

3. Local Requirements

The general education requirements for certificate programs are:

a. Certificates of 1 to 15 credits

Basic Skills Assessment may be required. Students will be advised to take developmental education courses (or such courses may be mandated by a program), as deemed appropriate, in order to provide basic skills in reading, studying, writing and verbal usage, and computation.

b. Certificates of 16 to 29 credits

Satisfactory completion of at least one course from the general education list. This course may be prescribed by the program or could be an elective. Additionally, students whose assessment results indicate an insufficient level of proficiency will be required to complete MAT 020 Pre-Algebra and ENL 050 Foundations in Writing. Credits earned in these courses will be in addition to the 16 to 29 credits prescribed by the program. They are not entrance requirements but, rather, students must exhibit competency in these basic skills prior to receiving the certificate.

c. Certificates of 30 or more credits

These are Department of Higher Education-approved programs of at least one academic year's duration (approximately 30 credit hours or more). The certificates shall carry the signature of the Chairman of the Board of Trustees and the President of the College.

Satisfactory completion of b. (above) and satisfactory completion of two additional courses drawn from the College's General Education list plus basic skills proficiency as described in b. (above). Programs will meet any additional Department of Higher Education requirements as they are established.

4. Locally Approved Certificates

A list of approved programs can be found at www.capecod.edu/web/academics/programs.

5. Local Certificate Approval Process

Curriculum and Program Committee policies, procedures and forms can be found at www.capecod.edu/web/faculty/resources.

Modification of Graduation Requirements

1. Modification in Recognition of Disability

General Modifications

In recognition of disabilities, this policy is intended as an alternative for a very limited number of students who may be granted the opportunity to meet modified college graduation requirements.

Such modification might include an alternative learning experience, the substitution of another course for a requirement, or waiver of a requirement. The modified requirements are to be individually designed to fit the student's capabilities while matching as closely as possible the definition and intent of the college's graduation requirements. (Approved October 15, 2001)

Definition of Criteria

In order to be considered for graduation under modified requirements, a student must have been enrolled as a matriculated student for at least one semester. The following conditions must also apply:

- Any disability that may prevent the student from successfully completing a requirement must be formally documented by an appropriate licensed clinician, (e.g. physician, clinical psychologist or certified school psychologist.)
- A record must be presented demonstrating that a reasonable attempt is being made at Cape Cod Community College to satisfy the unmodified requirements, all available support options are or have been exhausted, and all reasonable alternatives have been explored.
- Evidence must be presented that the disability has affected similar performance by the student in the past.
- A record must be presented verifying that the student has discussed the problem and possible solutions with college faculty and support services staff and pursued any recommended courses of action.
- Under Section 504 the student must be qualified in all other aspects.

A student meeting the established criteria must present a written request for consideration of the modification of graduation requirements to either his/her Program Coordinator if seeking an Associate of Science Degree or to the appropriate area Academic Dean if seeking an Associate of Arts Degree.

Upon evaluating the request, the Program Coordinator or Dean may either deny the request with suggested recommendations or convene and chair a Review Committee consisting of the student's faculty advisor or faculty representative, staff member from the O'Neill Center for Disability Services, and a faculty member representing the area of study to be waived or substituted.

If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

2. Guidelines for a Waiver of the Math Requirement (Approved October 15, 2001)

For those seeking an Associate of Science Degree

- The student must meet the conditions listed under "Definition of Criteria" as presented in the document Modification of Graduation Requirements and pass the Pre-Algebra course (MAT020).
- Having met the above minimum criteria, a student with documented dyscalculia must meet with his/her Program Coordinator to discuss the essential level of mathematical

- competency required by that Program. If the Program Coordinator deems it appropriate to continue with the waiver process, the student must submit a formal letter of request to his/her Program Coordinator and submit a copy to the Mathematics Department Chair.
- The Program Coordinator will convene and chair a Review Committee consisting of the Mathematics Department Chair, the student's most recent math instructor and the Learning Disabilities Specialist.
 - The Program Coordinator will determine if an alternative learning experience is appropriate and if so, will define it.
 - In cooperation with the Learning Disabilities Specialist, the student will need to develop a comprehensive plan of strategies and accommodations to pursue vigorously all recommended courses of action suggested by the Program Coordinator and the Review Committee.
 - If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

For those seeking an Associate of Arts Degree

- The student must meet the conditions listed under "Definition of Criteria" as presented in the document Modification of Graduation Requirements and pass the Pre-Algebra course MAT020.
- Having met the above minimum criteria, a student with documented dyscalculia must proceed to the Elementary Algebra course (MAT030).
- In cooperation with the Learning Disabilities Specialist, the student must develop a comprehensive plan of strategies and accommodations and proceed to document all aspects of this plan, including individual tutoring as provided by the college.
- Either a or b:
 - a. If, after two attempts, the student is unable to pass Elementary Algebra (MAT030) he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Academic and Student Affairs/Science, Technology, Mathematics and Business with a copy to the Mathematics Department Chair.
 - b. If the student passes Elementary Algebra (MAT030), he/she must proceed to Intermediate Algebra (MAT040) and possibly on to a 100-level course. If the student is unable to pass one of these courses, he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Academic and Student Affairs/Science, Technology, Mathematics and Business with a copy to the Mathematics Department Chair.
- Upon evaluating the request, the Dean may either deny the request with suggested recommendations or convene and chair a Review Committee consisting of the Mathematics Department Chair, the student's most recent math instructor and the Learning Disabilities Specialist.
- The Review Committee will meet at least once a semester to review the student's progress and to determine if a waiver or substitution is appropriate.
- If the student is unable to complete the mathematics requirement successfully, the Review Committee could substitute a third science course as an alternative learning experience.
- If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

3. Challenge Examination

The following policy and procedure have been approved by the College Meeting to provide Cape Cod Community College students an opportunity to earn college credit for lifetime experiences by demonstrating proficiency in the content of a course. The Challenge Exam Registration form can be found at www.capecod.edu/web/registrar/forms.

Policy

- A student who believes he/she has sufficient knowledge or skills may request through his/her academic advisor or counselor to challenge a course.
- Developmental Education courses and Independent Study will not be challenged.
- The student will write his/her request, indicating the following:
 - a. name and number of course challenged;
 - b. explanation of the reasons why he/she believes he/she has mastery of the material, presentation of any appropriate evidence, and submission of any supporting documentation.
- This request, together with the advisor's recommendation, will be presented to the appropriate Dean of Academic and Student Affairs after payment of the challenge fee.
- A faculty expert will be identified by the Dean in consultation with department and program heads.
- The expert will examine the applicant's subject matter competence and will pursue an appropriate evaluation process and then make his/her recommendation for credit or no credit.
- The expert's recommendation and process of evaluation will then be reviewed by the department at a regularly scheduled meeting to insure uniformity of treatment.
- After being reviewed by the department, the challenge will be recorded at the end of the term. If successful, the course, its credits and a "P" for pass will be recorded. If unsuccessful a "W" will be recorded.
- The College's residency requirement of twenty- four (24) credits earned at Cape Cod Community College will not include successfully challenged courses. (Revised April 12, 2010)
- The exclusion of any course from the challenge procedure must be justified by the faculty of its department.

Procedure

- Student inquires of faculty advisor, counselor or other College officer. This is a brief and informal opportunity to review the policy and to outline the procedures. The student should gain insight into the practicality of pursuing the challenge.
- Formal application is submitted as per the Policy Statement:
 - a. The written request goes to the appropriate Dean of Academic and Student Affairs;
 - b. The student pays the Challenge Fee.
- The faculty expert is identified by the Dean in consultation with department and program heads after payment of the challenge exam fee.
- The faculty expert will examine the applicant's subject matter competence (test, etc.). Results will be reviewed at a regularly scheduled department meeting and pass-for-credit or no-credit will be submitted to the Registrar. If a request is not submitted prior to the last regularly scheduled department meeting, then no action will be taken until the following semester.
- The fee is a flat rate of \$75. No materials, registration or other fees will be charged. Two-thirds of the fee will be used to compensate the faculty expert. (Fee approved by Board of Trustees, September 20, 1988.) (Passed at the College Meeting March 31, 1981; amended May 15, 1986; revised October 30, 1990.)

4. CLEP Examination Credit

Additional information pertaining to CLEP including links to list of exams can be found at www.capecod.edu/web/assessment/clep/cccc.

The following is the policy regarding the College Level Examination Program (CLEP):

- Credit is granted to those students who are matriculated at the college (have applied and been accepted).

- College Composition Exam is required to earn 3 credits equivalent to CCCC ENL101 English Composition I.
- Analysis & Interpretation of Literature is required to earn 3 credits equivalent to ENL102 English Composition II.
- Credit will be given to students who earn at or above the required score of 50 on the examinations. This is the score recommended by the American Council on Education. (Please note exceptions for French Language, German Language and Spanish Language exams.)
- Students may earn up to a maximum of 30 credit hours.
- Only actual credits awarded will be recorded on the student's permanent record, no grade will be recorded.
- Credits awarded will not be computed in any grade point average.
- Students successfully completing the College Level Mathematics exam will satisfy the mathematics core requirement.
- Students successfully completing the Biology and Chemistry exams may register for a one credit laboratory course to earn a total of 4 credits at CCCC.
- Up to two exams may be taken on each test administration date.
- Student may retake an exam after six months.

5. Credit for Prior Learning (CAEL)

The Council for Adult and Experiential Learning (CAEL) is a national, non-profit organization whose mission is to expand learning opportunities for adults. CAEL works to remove policy and organizational barriers to learning opportunities, identifies and disseminates effective practices, and delivers value-added services.

Since its founding in 1974, under the auspices of the Educational Testing Service (ETS) in Princeton, New Jersey, CAEL has been providing colleges and universities, companies, labor organizations and state and local governments with the tools and strategies they need for creating practical, effective lifelong learning solution.

Cape Cod Community College is a member of the Council for Adult and Experiential Learning (CAEL) pilot program. CAEL is a leader in Prior Learning Assessment (PLA). PLA is used by colleges and universities nationwide to determine whether learning acquired outside the classroom is at the college level and equates learning to college credits. CAEL's new online service, LearningCounts.org, is offering credible, third-party assessment of college-level learning acquired outside the college classroom through an exemplary practice, portfolio-based process. Students can earn up to nine credits for prior learning through this pilot program. Three elective credits are awarded for students who successfully complete the six-week online CAEL100 course. Up to six additional credits are available via portfolio review. CAEL will provide CCCC with an official student transcript for the purpose of awarding credit.

6. MassTransfer

In June 2008, the Department of Higher Education accepted the Final Report from the Commonwealth Transfer Advisory Group which included a new statewide transfer policy: MassTransfer. MassTransfer seeks to provide a broad population of students with straightforward and understandable options toward the completion of associate and baccalaureate degrees, clearing the way for student access and student success in the Massachusetts public higher education system.

Students planning to transfer to one of the participating state-supported universities or colleges in Massachusetts are eligible for MassTransfer. MassTransfer provides community college graduates who complete designated associate degrees with the benefits of the full transfer and applicability of credit, guaranteed admission and a tuition discount. MassTransfer also provides students in the Massachusetts public higher education system the intermediate goal of completing

a portable general education transfer block of 34 credits which satisfy the general education/distribution/core requirements across public institutions.

Detailed information pertaining to MassTransfer may be found at www.mass.edu/masstransfer.

MassTransfer Appeals Policies (Approved at College Meeting November 16, 2009)

Transfer In

An incoming transfer student may request that the registrar re-evaluate the student's transcript. As part of this request the student may submit additional information such as a course syllabus, or other course materials. If the student is not satisfied after the transcript is re-evaluated, he/she may request that the appeal proceed to Level Two.

The student submits a written appeal to one of the Deans of Academic and Student Affairs. Supporting documents must be submitted. The Dean will consult with academic departments. The Dean will reply in writing to the student within ten (10) working days. If the appeal is not resolved to the satisfaction of the student at this level or the student has not received a reply within ten (10) working days, she/he may take the appeal to Level Three.

The student submits the written appeal, with supporting documentation, to the Vice President of Academic and Student Affairs. The Vice President will investigate the appeal and deliver a decision to the student within ten (10) working days. A transfer appeal will proceed no further than Level Three; the Vice President of Academic and Student Affairs has the final say.

Transfer Out

The following process will be utilized if a student has a complaint about how the benefits of *Mass Transfer* have been applied in the transfer process to another state institution. Initially, the student appeals to the Transfer contact person at the state college or university and follows that college's appeal process. If the appeal is not resolved to the student's satisfaction, the student may present the transcript evaluation and the reason for appeal to the transfer advisor at CCCC. The CCCC transfer advisor will contact the state college or university and try to resolve the appeal. The CCCC transfer advisor will respond to the student in a reasonable period of time, not to exceed twenty (20) working days. If the issue is still not resolved to the student's satisfaction, the student with the assistance of the CCCC Transfer Advisor may submit the appeal to the state Subcommittee for Appeals.

Graduation

1. Minimum Standards for an Associate in Arts Degree

Cumulative GPA

The student must have a cumulative grade point average of 2.0.

Course Completion

Student must satisfactorily complete a minimum of 60 college-level credits of which include 35 General Education credits as follows. (See chart below.) Refer to list of General Education Courses in the current College catalog.

ENL101 English Composition I	3 credits
ENL102 English Composition II	3 credits
Humanities & Fine Arts	9 credits
Behavioral & Social Sciences	9 credits
Natural or Physical Science	8 credits
Mathematics/Quantitative Reasoning	3 credits

Residency Policy

The student must complete at least twenty-four credit hours earned at Cape Cod Community College excluding developmental courses. Up to thirty-six credits of transfer credit may be applied to a degree. (Approved at College Meeting April 12, 2010)

2. Minimum Standard for the Associate in Science Degree

Cumulative GPA

The student must have a cumulative grade point average of 2.0.

Course Completion

Satisfactorily complete a minimum of 60 college level credits, at least 30 of which include 21-23 General Education credits as follows:

ENL101 English Composition I	3 credits
Humanities & Fine Arts	3 credits
Behavioral & Social Sciences	6 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	6-8 credits
General Education Elective	3 credits

Residency

The student must complete at least twenty-four credit hours earned at Cape Cod Community College excluding developmental courses. Up to thirty-six credits of transfer credit may be applied to a degree. (Approved April 12, 2010)

Program Requirements

Fulfill all specified program requirements.

3. Second Degree

A second Associate degree shall be given to students who:

- Meet all specific degree requirements of the program for which a second associate degree will be granted. (Note: Only one Associate in Arts Degree, and for those Associate in Science degrees which have multiple concentrations, the student can complete the requirements for only one concentration.)
- Completed the specific courses, as identified and approved by the appropriate individual or committee and at the institutional level, needed to complete the second degree.
- Completed a minimum of fifteen (15) credit hours beyond the first degree requirements. In no case (other than this 15 hour minimum) should it be mandatory for the student to take more credit hours than necessary to meet the requirements of a second degree. (Approved by College Meeting, May 9, 1994)

Students who change from an A.A. or A.S. program to a certificate program will have only that work required by the certificate program considered in determining academic standing.

4. Intent to Graduate

All students must file the Declaration of Intent to Graduate/Degree form with the Registrar. Submit completed forms to the Registrar's Office no later than: February 1 for May graduation, June 1 for August graduation, and October 1 for January graduation of the semester in which they expect to complete their requirements. It is the student's responsibility to originate this request and failure to do so may delay his/her graduation. The responsibility for satisfying requirements rests with the student. The form is available at www.capecod.edu/web/registrar/forms.

Criteria for Eligibility: Application for graduation must have been filed no later than the "drop date" for spring semester; record shows that the student is expected to complete or to be within 4 credits of his/her graduation requirements by end of spring semester. (Approved by College Meeting April 25, 1994)

Graduation Application Appeals: If a student's application for graduation reveals a deficiency, the student may petition the Academic Policy and Standards Committee to hear his/her case. This appeal should be initiated by the student and his/her advisor. It is the student's responsibility to ensure the appropriate forms are filed and all deadlines are met. Failure to file the application or petition to appeal on time will delay the student's graduation.

5. Faculty Approval of Graduates

Graduating students are approved as graduates by a special vote of the faculty, administrator and professional staff members at a duly called meeting, at the conclusion of each semester.

6. Registrar Certification

A student identified by the Office of the Registrar as a probable candidate for August or January graduation may participate in the May commencement ceremony. Students who have met all requirements for specific certificate programs may participate in all commencement activities.

Certificates for programs of less than 30 credits may be awarded at exercises as established by the programs. (Approved by Executive Council May 5, 1987.) Refer to the Declaration of Intent to Graduate/Certificate form at www.capecod.edu/web/registrar/forms.

7. Commencement

The Registrar reviews all candidates and certifies that all requirements have been met at the required standard of performance. The College has adopted the plan for a single commencement each year to be held at the end of the spring semester. All faculty, professional and administrative staff are expected to participate in the academic processions.

8. Academic Distinction

Students who demonstrate superior academic performance in earning their Associate degree are recognized with honors at graduation.

- "Honors" are awarded at Commencement to students with a cumulative grade point average of 3.5 to 3.74 inclusive. (Approved College Meeting April 14, 2003)
- "High Honors" are awarded at Commencement to students with a cumulative grade point average of 3.75 to 4.0. (Approved College Meeting April 14, 2003)

Grades

1. Definitions

Each instructor is asked to maintain up-to-date records in a standard record book. Grades are reported for each student at the end of each semester. Each letter grade is assigned a numerical value in quality points (see below). The grade point average (GPA) is the result of multiplying the numerical value of each letter grade by the credit hours for the course, and then dividing their sum by the total number of semester hours attempted that semester (including all F courses). Courses marked Z, W, P, INC, R and AU are not included since they have no numerical equivalent.

Grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

Grade	Quality Points	Description
A	4.00	Excellent work
A-	3.67	
B+	3.33	Good work
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	Satisfactory work
C-	1.67	
D+	1.33	Passing work
D	1.00	
D-	.67	
F	0.00	Failing work
W	Not computed	Official withdrawal without penalty
INC	Not computed	Incomplete (see "d" below)
AU	Not computed	Audit
P	Not computed	Pass
Z	Not computed	Unofficial withdrawal or excessive absence
R	Not computed	Student needs to repeat a developmental course

- a. A, A- indicate a general excellence marked by initiative and independence, and often by originality. B+, B and B- indicates a clear grasp of fundamental facts and principles and the ability to present them effectively. C+, C and C- indicates a reasonable grasp of essential facts and fairly effective presentation of the relationships between them. D+, D and D- indicates work of inferior quality but deserving credit. F indicates failure. P (Pass) indicates satisfactory completion of course requirements.
- b. If the course is dropped prior to the seventh calendar day of the semester no record of the course will appear on the student's transcript. Thereafter, a grade of W will be recorded.
- c. When a student fails to withdraw officially, or has an excessive number of absences, a Z grade may be recorded up to the end of the tenth week of classes.
- d. A grade of INC may be given at the discretion of the instructor when a student has successfully completed a majority of the course requirements but cannot complete the remainder during the time limits of the semester due to circumstances beyond his/her control; and when the instructor determines that the student can successfully complete the course requirements during the following semester. An Agreement for an Incomplete Grade form must be completed and signed by both the student and the instructor. The grade of INC is to be resolved to a letter grade by one week prior to the commencement of final exams for the next regular fall or spring semester; failure to do so will result in an F for the course. If the instructor fails to make the grade change, the Registrar will convert the INC to F. (The Change of Grade form is available on the W drive, Registration Office Forms.)
- e. A grade of R is only used in developmental education courses. It indicates that the student has made satisfactory progress as defined under "#2 Specific Evaluation and Grading Procedures" in the Instructor's Course Outline, but needs to repeat the course to meet the required exit proficiency level. (Approved by College Meeting, December 12, 1994)
- f. From a procedural standpoint, courses are routinely graded by the letter grades A-F. In certain circumstances, however, it is educationally justifiable to grade a course Pass/Fail or to offer a student an option of either A-F or P/F grading. The following are policies and procedures for the utilization of P/F grading:
 - Pass/Fail (P/F) is a grading option in a course as determined by the department or other body responsible for the content of that course and upon approval of the Curriculum and Programs Committee.
 - A course with P/F grading may also have a traditional A-F grading system as determined by the appropriate department or other body responsible for the content of that course and the Curriculum and Programs Committee. When the P/F option is elected, this choice shall have been conveyed in writing to the instructor by the end of the first two weeks of classes.
 - P means passing according to the existing College standards.
 - P is not calculated into the grade point average for any reason.
 - F is calculated into the grade point average.
 - Although a student may take as many courses on a Pass/Fail basis as he/she wishes, no more than 12 hours graded P will count toward the 60 hours required for a degree.

2. Audit

A student may register to audit a course with the permission of the course instructor. No grade and no credit will be given. The Request for Audit form is available at www.capecod.edu/web/registrar/forms.

Attendance requirements for audit students shall conform with the instructor's policy for the class as a whole, unless other arrangements are made between the auditing student and the instructor. Participation in the course is by agreement between the student and the instructor.

The student or the instructor has the prerogative to request the agreement be in writing. Upon satisfactory attendance and fulfillment of the agreement between the student and instructor, a status of **AU** will be recorded. A status of **Z** will be recorded at the end of the course should the attendance and/or agreement not be fulfilled. The student may officially withdraw from the audited course according to the withdrawal policy.

Change of status in a course from audit to credit may be made only during the add period.

Change of status in a course from credit to audit may be made only during the first ten weeks of classes subject to the above-mentioned requirements: by permission of and in agreement with instructor.

A course taken for audit does not count toward a student's full-time status unless the student is required to audit the course with the approval of the Vice President of Academic and Student Affairs. A prerequisite cannot be satisfied by an audit. (Approved April 25, 1994; Modified by College Meeting December 14, 2006)

3. Early Academic Intervention

The Early Academic Intervention process is used by faculty to report academic concerns. Faculty may report academic concerns for students with a C- average or lower to the Registrar by the fourth week of classes. The College employs two methods to track a student's academic progress during the semester.

- The Early Academic Intervention form is completed by faculty and submitted to the Registrar. The Registrar notifies both the student and the student's advisor of the concern. (The Early Academic Intervention form is available at www.capecod.edu/web/faculty or through Campus Web.)
- The Starfish Retention System is an online early alert intervention program that faculty may employ when concerned about a student's progress. Starfish resources are available for teachers and students at www.capecod.edu/web/advising/starfish.

4. Semester Grade Point Average

The Grade Point Average (GPA) is used to compute student academic standing. The formula used to compute the GPA can be found on page 16 under Grades - Definitions.

Grades earned in Developmental Education courses will be calculated into Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

5. Cumulative Grade Point Average

Cumulative Grade Point Average (CGPA) refers to the student's overall grade point average.

Grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

6. Grade Record Books

Faculty Grade Record Books must be retained by the faculty member for a minimum of one full year beyond the end of the grading period.

7. Retention of Grade Records

The official grade report as maintained by the Registrar (the transcript) is to be preserved indefinitely. The complete Massachusetts Statewide Records Retention Schedule 01-11 (2011 Edition) can be accessed at www.mass.gov.

8. Change of Grade Policy

Instructors are responsible for submitting student grades. An instructor may change an existing grade up to two years from the time the original grade was posted by submitting a completed Change of Grade form. (Approved April 12, 2010) (The Change of Grade form is available on the W drive, Registration Office Forms.)

9. Grade Appeals Policy

Complaints or grievances filed in connection with assigned grades represent a special case within the Student Grievance Procedure. A student, who alleges an error or injustice in the grading process has occurred, may file an appeal challenging the grade by following specific steps as outlined in the Student Grievance Procedure. It is the student's responsibility to ensure the challenge is initiated no later than thirty (30) days following the date the grade was posted. Please refer to the Student Grievance Procedure. Additional information regarding Grade Appeals can be found at www.capecod.edu/web/studentlife/student-grievance-procedure.

10. Dean's List

Students who demonstrate superior academic performance are named to the Dean's List at the end of each semester. Students are eligible for the Dean's List in any semester during which they successfully complete 15 or more semester hours of credit graded at C or above with a grade point average of 3.00 or above, or complete 12-14 credit hours graded C or above with a grade point average of 3.20 or above.

Developmental Education course credit will not be calculated in determining total semester hour credit for Dean's List Eligibility.

A student with a grade below C is not eligible for the Dean's List in that semester.

A student with an incomplete in any course is not eligible for the Dean's List in that semester.
(Passed October 27, 1987)

Academic Standing

In order to graduate from Cape Cod Community College students must complete all degree or certificate requirements with a minimum Cumulative Grade Point Average (CGPA) of 2.0. To achieve this minimum goal and to continue studying at the College, students are expected to maintain Good Academic Standing. **Good Academic Standing** is defined as a progressively higher CGPA over time to insure achievement of the minimum 2.0 by graduation.

1. Academic Review

A student is placed on Academic Review when his/her CGPA falls below a 2.0 but above the probationary level as shown in the table below. Students placed on Academic Review will be notified in writing by the Registrar's Office and be required to meet with an academic advisor prior to enrolling for the next semester. (Approved by College Meeting April 13, 2009)

2. Good Standing/Probation (Approved by College Meeting April 13, 2009)

Academic Standing is based on the Cumulative Grade Point Average (CGPA).

Hours toward GPA*	Good Standing CGPA	Academic Review	Probation CGPA
9-15 credits	2.0	1.50 – 1.99	below 1.50
16-24 credits	2.0	1.75 – 1.99	below 1.75
25+ credits	2.0	N/A	below 2.00

*Hours toward GPA (HGPA) are all letter grades (A through F) with the exception of developmental courses.

Students with a CGPA of 2.0 or above are considered in Good Academic Standing.

A student is placed on Academic Probation if his/her CGPA falls below the designated Probation threshold associated with their HGPA as listed in the table above. Students have two semesters of attendance to raise their CGPA to a level above Probation. Students on Academic Probation will be notified in writing by the Registrar's Office and are required to meet with an academic advisor every semester before registering for classes in order to create a plan including tutoring, strategic course selection, and other changes in study habits.

Note: Grades earned in Developmental Education courses are calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

3. Dismissal

A student who has not raised his/her CGPA above Probation after two semesters of attendance will be dismissed for one calendar year. Students will be notified in writing by the Registrar's Office and may consider the Academic Appeals Procedure described in the *Student Handbook*.

The *Student Handbook* can be found at www.capecod.edu/web/student-handbook. After one year of inactive status, a student may return and will be placed on Probation. After two years of inactive status, the student may choose to take advantage of the Fresh Start Option. (Approved by College Meeting April 13, 2009)

4. Readmission

A student may apply for readmission to the college following a calendar year dismissal. The student will continue to be on probation and expected to raise his/her CGPA to Good Standing within one calendar year.

A student who elects to remain inactive for two years may apply for readmission under the following the Fresh Start Option.

5. Fresh Start Option

The Fresh Start Option permits a fresh start to a student who has not been enrolled at the college for at least one year and:

- has a grade point average below 2.0;
- and has returned on a probationary status; or
- has been academically dismissed.

Original grades and cumulative grade point averages (CGPA) will remain on the transcript, but all future calculations of CGPA will include only courses taken after readmission. Courses taken at Cape Cod Community College prior to the two-year break will be evaluated according to the current transfer credit policy. Courses meeting the transfer credit policy will be counted as transfer credit.

The transcript will identify the selection of this program. The student who wishes to re-enroll under this program may obtain an application from the Office of Admissions. A student may exercise the Fresh Start Option only once.

Students under the Fresh Start Option will meet graduation requirements in effect for degree or certificate programs at time of re-entry. (Amended by College Meeting Sept. 2011)

6. Financial Aid Satisfactory Academic Progress Policy

(Approved by College Meeting, April 24, 2000)

Financial aid consists of scholarships, grants, loans, and employment opportunities that can help any student who lacks sufficient financial resources to attend the College. This aid is considered as only a supplement to those contributions made by the student and family alike. Any student who does receive financial aid must maintain satisfactory academic progress. Students should be encouraged to contact the Financial Aid Office for application forms, financial counseling and assistance. Any student applying for financial aid must submit the Free Application for Federal Student Aid (FAFSA) by the necessary deadline. Late applications will be considered only if funds remain available.

Financial aid regulations require that the student make satisfactory academic progress toward completing a degree or certificate. For example, the student must maintain a minimum grade point average and must pass at least two-thirds of his/her courses each semester.

Further information, including the policy and how to appeal the policy, is available at www.capecod.edu/web/finaid/progress

Registration

1. Matriculated and Non-matriculated Students

Matriculation is a process designed to promote student success and help students achieve their educational goals. Matriculation enhances student access to academic advising and financial aid opportunities. A student becomes 'matriculated' when accepted and admitted to the College under a specific degree or certificate program and has registered for one or more credit courses. (Approved by College Meeting Dec 12, 2011)

The academic requirements of a degree or certificate program in place on the date of initial enrollment shall govern graduation requirements. If a student is readmitted to the College or changes his/her degree or certificate program, her/his graduation requirements are those in effect at that date. A student who takes a leave of absence/withdrawal will maintain his/her matriculated status for two (2) years.

A **non-matriculated student** is one who has registered for one or more credit courses but is not enrolled in a degree or certificate program. (Approved by College Meeting Dec 12, 2011)

2. Full-time and Part-time Students

A *full-time student* is one attempting at least 12 credit hours of course work per semester. A student admitted and classified as full-time is expected to maintain full-time status (12 or more credits) for the duration of the semester.

A *part-time student* is one attempting fewer than 12 credit hours of course work.

3. Pre-registration

Commencing with the Fall 2008 preregistration period, all full and part-time matriculated students will be required to meet with their assigned advisor prior to registering for classes. Advisors will review the appropriateness of the courses selected for degree/certificate completion,

check prerequisite requirements, review academic status with the student and check seat availability. Advisors will then grant clearance to enable the student to register. (Approved by College Meeting March 10, 2008)

Students participate in preregistration in order to enroll in courses each semester. New students entering the Fall and Spring semester preregister through:

- a. having individual appointments with academic advisors who will have access to information in the College student information system.
- b. selecting courses compatible with ability, interest and educational goals

Those students currently enrolled, who plan to return the next semester, should meet with advisors for program planning and course advisement prior to the preregistration dates which are published in the official College academic calendar. Letters are mailed to students informing them of the advisement period. Returning students are notified of a date by which they must make arrangements for the payment of tuition and fees. Students who do not make arrangements with the Business Office by this date will have their course enrollments canceled, will have to preregister again and some courses may not be available.

Commencing with the Fall 2008 preregistration period, all full and part-time matriculated students will be required to meet with their assigned advisor prior to registering for classes. Advisors will review the appropriateness of the courses selected for degree/certificate completion, check prerequisite requirements, review academic status with the student and check seat availability. Advisors will then grant clearance to enable the student to register. (Approved by College Meeting March 10, 2008)

4. Schedule Adjustment Period (formerly Add/Drop Period)

All registered students will be permitted to adjust their schedules during the first seven (7) calendar days of the Fall or Spring semester providing the course has seats available and any prerequisites have been met. Once the course has completed its first class meeting, students must obtain the written permission of the course instructor or, if the instructor cannot be contacted, the appropriate Academic Dean to add into the course. The student is responsible for obtaining any missing course materials. (Approved by College Meeting February 11, 2008)

Change of Schedule forms are available in the Registration Office.

5. Course Load

A student may enroll in no more than 18 credit hours during the fall or spring semester, or 6 credit hours during intersession or 9 credit hours during the summer session without the written approval of the appropriate Academic Dean. (Approved by College Meeting March 19, 2007)

6. Dropping Courses

A student may officially withdraw from a course by obtaining a Change of Schedule form. The student is responsible for submitting the completed form to the Registrar's Office. Please refer to the academic calendar for specific dates to submit forms for withdrawal without a record and withdrawal with a grade or "W". The date of a withdrawal will also affect refunds.

If the course is dropped prior to the seventh calendar day of the semester no record of the course will appear on the student's transcript. Thereafter, a grade of **W** will be recorded.

It is the student's responsibility to ensure all deadlines are met. An instructor may decide to withdraw a student from a class if the student fails to adhere to the instructor's attendance policy. The instructor must notify the Registrar to record a grade of **ABS** (absent) on the student's record. (Notification of Special Action form is available on W drive, Registration Office Forms)

7. Repeating Courses to Improve Grade

A student may repeat a previously taken course. When the course is repeated, the new grade and credits, whether higher or lower than the original grade and credits, are used to calculate the cumulative grade point average (CGPA). The grade and credits for the original course and all subsequent attempts remain on the permanent records but are not calculated in the CGPA. The college reserves the right to limit the number of times a student may repeat the same course. (Approved College Meeting September 15, 2003)

Courses that permit accumulation of credit to a maximum of 6 credits and which the student wishes to repeat for a substitute grade must be specially requested via the Registration Office. (Approved by College Meeting September 15, 2003)

8. Course Withdrawal Policy

A student may officially withdraw from a course through the tenth week of classes. (This period shall be prorated for abbreviated sessions.) The procedure requires the student to complete a Change of Schedule form at the Registrar's Office. A student may also withdraw from a course via the Campus Web <https://campusweb.capecod.edu/ics>. If the course is dropped prior to the seventh calendar day of the semester no record of the course will appear on the student's transcript. Thereafter a grade of **W** will be recorded. The student is always encouraged to discuss changes in course enrollment with an academic advisor.

An instructor may decide to withdraw a student from a class up through the tenth week of classes when that student has failed to adhere to the instructor's attendance policy. In this case, the instructor must notify the Registrar to record a grade of **Z** on the student's record.

After the tenth week of classes, withdrawal from class will not be permitted either by the student or the instructor. Consequently, after the tenth week, **W** and **Z** grades will not be recorded on the student's record unless exceptional circumstances warrant. The Vice President of Academic and Student Affairs must review and approve these exceptions.

9. Medical Withdrawal Policy

A student may apply for a Medical Withdrawal through the Dean of Enrollment Management & Advising Services as soon as possible, but no later than 90 days after the end of the semester in which the medical issue occurred. Medical withdrawals apply only to the student with the documented medical issue. A student who must care for a relative must follow the standard withdrawal procedure through the Advising & Counseling Center.

A medical withdrawal requires that the student submit original documentation signed by a medical or clinical professional on letterhead that states the student was unable to complete the semester. The documentation is kept in a confidential file. A memo will be sent to the Registrar, Financial Aid (including Veteran's Affairs, if applicable), and to the Business Office to notify them of the student's withdrawal status. The student must satisfy any outstanding obligations with the Business Office, Financial Aid, Library, and if applicable, the Veteran's Affairs Administrator. If the medical withdrawal is approved, a letter grade of "W" will be recorded for all courses taken during said semester.

Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid. It is the student's responsibility to follow up with the Financial Aid Office. (Approved by College Meeting November 16, 2009)

Medical Withdrawal forms are available in the Office of the Dean of Enrollment Management and Advising Services.

10. Withdrawal Policy

A student may withdraw from the college for non-medical reasons through the Advising & Counseling Center. A completed withdrawal form, with required signatures, must be submitted to the Registrar's Office by the last class day of the semester. No application for withdrawal will be accepted or processed after final exams have begun for the academic term. The student must satisfy any outstanding obligations with the Business Office, Financial Aid, Library, and if applicable, the Veteran's Affairs Administrator. If the withdrawal is approved, a letter grade of "W" will be recorded for all courses taken during said semester.

Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid. It is the student's responsibility to follow up with the Financial Aid Office. (Approved by College Meeting November 16, 2009)

Withdrawal forms are available in the Advising and Counseling Center.

11. Change of Program

If a currently matriculated student changes his/her degree or certificate program, her/his graduation requirements are those in effect at that date. The Change of Program Request form can be found at www.capecod.edu/web/registrar/forms.

12. Prerequisites Defined

Cape Cod Community College is committed to students' academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

13. Final Examination

A two-hour final examination will normally be required in courses offered for credit. If it is not appropriate to the subject or conduct of a course to have a final examination, the scheduled examination period will be used for a class meeting. This latter alternative is subject to the approval of the Department or Academic Dean. Course policy toward the use of the final examination period will be published in the course syllabus.

No final examination may be given at any time or place other than those published in the examination schedule, except when directed or approved by the Vice President of Academic and Student Affairs.

Missing a final examination may result in a 0 for the examination, unless the student proves, within 24 hours of the examination, to his/her instructor that the absence was due to an emergency or religious beliefs. Decision as to the adequacy of the excuse rests with the instructor.

Extreme care must be exercised in proctoring examinations. Faculty members will be expected to help in proctoring other than their own final examinations. (Approved April 17, 1979)

The retention of final examinations and papers generally is at the discretion of the individual instructor, but it is expected that examinations and papers will be retained a reasonable length of time to permit resolution of problems. The grievance policy can be found at www.capecod.edu/web/studentlife/student-grievance-procedure.

14. Grade Reports

The Registrar sets the date when final grades are due which is noted on the Academic Calendar. A special notice regarding the preparation and release of final grades is distributed well in advance of the due date. Final grades are processed by the instructor through Campus Web.

Once grades have been processed, any further questions should be referred by the instructor to his/her Dean and to the Vice President of Academic and Student Affairs. Instructors are counseled not to discuss grade changes with students and/or their parents over the telephone.

15. Transcripts

All requests for transcripts of a student's record must be made either in writing or in person. Transcripts are processed according to FERPA regulations. Transcript request may take up to fourteen (14) business days to process. Transcript Request forms can be found at www.capecod.edu/web/registrar/transcripts .

Student Rights and Responsibilities

Student rights include the opportunity to pursue higher education; freedom to exercise the rights of citizenship, association, inquiry, and expression; and privacy and confidentiality in counseling relationships, health care, financial matters, and matters of record.

Students will have the right of voting representation on all recommendations to the President on such matters as academic standards, student activities and curricula. Most importantly, students have the right to quality education. This includes, but is not limited to, competent instruction, assistance in overcoming educational, cultural, emotional, and economic disadvantages which hinder the educational process, and fair and equal treatment in such areas as instruction, evaluation, and services by faculty, staff, students and administrators. Students have the right to receive in writing from faculty members during the first week of classes a brief course description, requirements, and a specific list of information and techniques which the student is expected to acquire. Also, what grading system and attendance policy will be utilized. Students will also have the right to procedural due process in grievance and disciplinary hearings. Student responsibilities include knowledge of and compliance with directives, regulations, and laws as established by the Department of Higher Education, the Board of Trustees, the College, the student government, and the duly constituted civil authorities. The goal of the statement of student rights and responsibilities is to provide an atmosphere for sound intellectual and academic development.

1. Student Records

Confidentiality

Cape Cod Community College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment) which governs access to and release of information contained in student educational records. Students have the right to review their educational records and seek correction of errors they may find in their records. Students have the right to file written complaints with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged violations of this act. Release of Educational Records: Personally identifiable information may be released under certain circumstances, as provided by law. These include but are not limited to the following:

- College personnel may have limited access to student records for legitimate educational or administrative purposes.
- Confidential student records may be released pursuant to a court subpoena. However, the Registrar shall seek professional judgment in determining which information to release and shall so notify the student in writing prior to releasing the requested information.
- Medical and counseling records are different from educational records, and access is more limited. Such records will not be released without the student's prior consent except as provided by law.
- Information regarding the student, including educational records, may be released to parents of students who are claimed as dependents on their income tax returns.
- A log or record will be kept for all students documenting release of that student's records. No entry in the record need be made if access is provided by federal or state law.

- The College may refuse to release transcripts for such reasons as unpaid financial obligations to the College.
- The College may refuse to release any personally identifiable information, the disclosure of which may constitute an unwarranted invasion of personal privacy.

Students seeking additional information regarding their rights under the Family Educational Rights and Privacy Act should contact the Registrar's Office or the Vice President of Academic and Students Affairs Office.

Student Directory Information

Cape Cod Community College has designated certain types of information as directory information. This includes the student's name, home town, earned degrees or certificates, and academic honors. Students may restrict release of this information, if they wish, and this data will not be released except as authorized by law. Requests to restrict the release of directory information shall be made in writing to the Registrar. The College assumes that failure of any student to do so indicates approval for release of the information indicated above.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1998, identifies the following student information as directory information: student names, addresses, and telephone listings; and if known, student ages, levels of education, major. If an eligible student chooses not to exercise his/her aforementioned right to refuse to permit the College to designate some or all of those types of information about the student as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as directory information. This may result in the nonconsensual release of students' personally identifiable information by the College to the Department of Defense. When student information is released pursuant to the Department of Defense request, notice of the request and release of student information in accordance therewith, will be posted in a conspicuous location in the College Registrar's Office for the period of one academic year. All requests for student directory information shall be made in writing to the Registrar who shall review the request for compliance with all state and federal laws and regulations. The College will not release any student information over the phone or to persons making inquiry in person.

FERPA (The Family Educational Rights and Privacy Act)

The act affords students certain rights with respect to their education records:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a

person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The complete documents of FERPA and the Buckley Amendment are on file in the Office of the Registrar. These may be reviewed at any time during regular business hours of College operation upon request.

2. Student Right to Know

In accordance with the Student Right to Know Act (Title 1 of Public Law 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students from the Office of the Registrar, and will be provided upon request.

3. Criminal Offender Record Information (CORI) and Sex Offender Registry Information Checks (SORI)

Students participating in an academic, community or clinical program that involves the potential for unsupervised contact with children, the disabled, or the elderly, are required to undergo a Criminal Offender Record Information (CORI) check and /or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, and Sections 167-178B, to access CORI records. The College's assessment of CORI records is based on regulations issued by the Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.17. SORI checks are performed pursuant to Massachusetts General Laws, Chapter 6, Section 178C-178P. For more information pertaining to the Commonwealth's Sex Offender Registry Board is available at www.mass.gov/sorb. For information regarding the College's CORI/SORI check process, please contact the Dean of Enrollment Management and Advising Services at 508-362-2131 ext. 4315.

4. Student Grievance Policy

Massachusetts Community Colleges Policy Goal: Conflict Resolution

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be

invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. The Student Grievance Procedure can be found at www.capecod.edu/web/studentlife/student-grievance-procedure.

5. Student Code of Conduct

Members of the campus community have a responsibility to act in a manner that promotes the well-being, respect, safety and security of all members of the campus community. Conduct that disrupts invades or demonstrates disrespect for those rights will not be tolerated. Individuals are responsible for their conduct and the consequences of their actions. Interference with the College's educational objectives or community life is cause for disciplinary action. All members of the College community and visitors are expected to refrain from such interference including, among others, the following particular types of conduct on College premises and at College sponsored or authorized activities. Although all staff members representing the College are concerned with the welfare and discipline of students, it is the responsibility of the Vice President of Academic and Student Affairs, or his or her designee, in concert with other campus offices, to see that rules and regulations are maintained. The *Student Code of Conduct* can be found at www.capecod.edu/web/studentlife/code-of-conduct.

6. Student Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact Jeanmarie Fraser, Title IX Coordinator, at 508-362-2131 x4618.

7. Absence Due to Religious Beliefs

Under Massachusetts General Laws, Chapter 151C, any Community College student who cannot attend classes or take an exam, study or fulfill work requirements on a particular day, due to his/her religious beliefs, shall be excused from such obligations. The student must be provided with an opportunity to make up such exam(s), study or work requirements; provided, however, that such make-up exam(s) or work does not create an unreasonable burden upon the institution. The student may not be charged for such make-up opportunities, nor may he/she be subject to adverse or prejudicial effects for availing him/herself of the provisions of the law (October 8, 1985).

8. Field Trips

Student field trips for academic purposes must be approved by the Academic Dean and the Vice President of Academic and Student Affairs. Faculty should make every effort to schedule a field trip so that it does not conflict with other classes. Nevertheless, if a scheduling conflict occurs, students are responsible to notify their instructors of the pending field trip.

Risk Management Waiver forms must be completed by each person (student or non-student) prior to attending the field trip. These forms are distributed to the students by the instructor. The itinerary of any field trip should be forwarded by the instructor to the Academic Dean and the Vice President of Academic and Student Affairs prior to the trip. Names and home telephone numbers of all members of the group should be included in the unlikely event that contacts must be made as a result of an emergency.

9. Military Leave (Active Duty)

Massachusetts Public Colleges and Universities policy on students who are called to active military duty is as follows.

- Students who are unable to complete a semester because they are called to active United States military duty shall, upon verification, be granted the option of a refund or credit of tuition and campus fees. With respect to any health insurance fee, the refund policy is subject to the concurrence of the institution's insurance carrier.
- Any students who have received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such, should contact the financial aid office at their respective institution to make appropriate arrangements.
- Students shall receive non-punitive withdrawals in all courses from which they are required to withdraw.
- Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester. (This provision is subject to the approval of the Building Authority.)
- Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the order. If the Order is not in writing, the student may sign an affidavit attesting to such order which includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the order.
- The institution's President may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to active duty.
- The institution, upon request of a student, should assist the student in filing mitigating circumstances forms with external state or federal agencies (for example Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.
- Any student required to withdraw due to being called to active duty shall be given priority in enrollment in the program of his or her choice upon return to the institution for the two semesters immediately following his or her discharge from active duty.

Additional information may be found at www.mass.edu.

10. Computer Literacy Statement

Students need basic computer literacy to fully benefit from their educational experience at Cape Cod Community College. Official communication is via student email. Students need to know how to navigate the Internet, use the Campus Web, access the Learning Management System (Moodle), and use computer applications in courses. CCCC offers classes, workshops, and tutoring to help students master working with computers. (Approved April 4, 2011; Revised as presented at College Meeting December 10, 2012)

Admissions

Open Admission Defined

Cape Cod Community College has an "open door" admissions policy. Admission (matriculation) to either a degree or certificate program requires the completion of an admissions application, submission of an official high school transcript or GED diploma, and official transcripts from all colleges or universities ever attended. The application priority dates are: August 15th for Fall semester and January 10th for Spring semester. The open door admissions policy and application priority dates do not apply to Nursing or Dental Hygiene programs. The application deadlines for these programs are: January 5th Nursing, February 1st Dental Hygiene. The "open door" policy does not apply to International students, Nursing, Dental Hygiene, Massage Therapy, Diagnostic Technician, Medical Interpreter, Paramedics, or Medical Assisting students.

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending

criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records.

The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 1010 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, and Sections 178C-178P.

For additional information regarding the College's CORI/SORI check process, please contact the Dean of Enrollment Management and Student Development Office.

1. Full-Time and Part-time Students

A *full-time student* is one attempting at least 12 credit hours of course work per semester. A student admitted and classified as full-time is expected to maintain full-time status (12 or more credits) for the duration of the semester.

A *part-time student* is one attempting fewer than 12 credit hours of course work.

2. Matriculated and Non-matriculated Students

Matriculation is a process designed to promote student success and help students achieve their educational goals. Matriculation enhances student access to academic advising and financial aid opportunities. A student becomes 'matriculated' when accepted and admitted to the College under a specific degree or certificate program and has registered for one or more credit courses. (Approved by College Meeting Dec 12, 2011)

The academic requirements of a degree or certificate program in place on the date of initial enrollment shall govern graduation requirements. If a student is readmitted to the College or changes his/her degree or certificate program, her/his graduation requirements are those in effect at that date. A student who takes a leave of absence/withdrawal maintains his/her matriculated status for two (2) years.

A **non-matriculated student** is one who has registered for one or more credit courses but is not enrolled in a degree or certificate program. (Approved by College Meeting Dec 12, 2011)

Admissions Requirements

1. Under-age Students

Cape Cod Community College does not accept applicants for admission or registration for individual courses from under-age students. (An under-aged student is one who is under the age of compulsory school attendance, which is sixteen years old in Massachusetts.) Under-aged students and their parent or guardian may appeal a denial of admission or registration to the Director of Admissions. Supportive documentation including but not limited to the results of Accuplacer Computerized Assessment scores will be evaluated prior to registering for courses each semester by the Director of Admissions, the Division Dean, and the Vice President of Academic and Student Affairs. Cape Cod Community College reserves the right to require the parent or guardian to attend all classes and campus activities if the Vice President of Academic and Student Affairs decides in favor of the under-aged student's appeal. (Approved by President's Cabinet January 5, 2011)

2. Home Schooling Admissions Policy

All home schooled students, without a high school diploma or GED, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission, evidence that the home school program was

approved by the student's school district's superintendent or school committee. Additionally, if the home schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on a case-by-case consideration of a variety of factors, including but not limited to: the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and potential risks associated with participation in a particular course or program. (College Counsel May, 2005; revised Administrative Council January 2012, effective July 1, 2012))

3. Dual Enrollment Program: High School Students Taking College Courses

Consistent with the mission of the Department of Higher Education, Cape Cod Community College seeks to work closely with area high schools. Qualified high school students can earn both high school and college credits through the Dual Enrollment Program, authorized in the Education Reform Act of 1993. Eligible students will be in either their junior or senior year, or be at least 16 years of age, have a GPA of 3.0 or better, and be recommended by their teacher, guidance counselor or principal. An alternative Dual Enrollment program is available for juniors and seniors who have a 2.0 - 2.9 grade average, who are recommended by a school representative, and who demonstrate the ability to do college-level coursework by scores received on the Computerized Placement Test administered at the College.

4. International Student Admissions Policy

Applicants: Additional documentation, criteria, and deadlines apply to international applicants seeking an I-20 form for an F-1 visa. Application deadline dates are May 1st for the Fall semester or September 1st for the Spring semester. Contact the Admissions Office to receive an International Student Packet or download the necessary forms at www.capecod.edu/web/admissions/requirements/international.

5. International Baccalaureate

Students who have completed the International Baccalaureate course work and received the International Baccalaureate diploma are eligible to receive up to 30 semester hours of Advanced Standing credit.

Students who have not received the International Baccalaureate diploma, but who have passed the individual International Baccalaureate examinations at the Higher Level with a score of 4, 5, 6, or 7, may receive 6 credits for each examination taken at the Higher Level. Standard Level examinations will not be awarded credit regardless of final score.

An official examination report must be submitted to receive advanced standing credits. (Approved by College Meeting April 10, 2006)

6. College Consortium for International Studies (CCIS)

Cape Cod Community College is a member of the College Consortium for International Studies (CCIS) which provides our students the opportunity to participate in a variety of high quality overseas programs in the liberal arts and career education. Cape Cod Community College students enrolled in overseas programs will register through our College, and hence the credits offered are Cape Cod Community College credits.

All courses offered by the Consortium have been approved by the sponsoring institutions, all of which are accredited by the appropriate United States accrediting agency, or by the appropriate academic review board abroad.

The Academic Programs Committee of CCIS, which is comprised of faculty and study abroad professionals from CCIS member institutions approves and reviews regularly all CCIS programs.
(May 13, 1980)

Ability to Benefit Option

Due to changes in the U.S. Department of Education Title IV regulations, the Ability to Benefit option is no longer available.

Basic Skills Assessment

Although Cape Cod Community College has an open admissions policy, appropriate skill levels in English, reading and mathematics are needed for success in any program of study and are prerequisites to enrollment in many introductory courses at this College. Therefore, the College administers skills assessments in these areas. Matriculated students are required to take skills assessments in English, reading and mathematics before registering for their first semester of classes. Unless prior college credit has been evaluated and accepted, non-matriculated students who wish to enroll in courses that have identified a skill level as a prerequisite are required to take the skills assessment before registering for the class. Students seeking a degree or certificate should matriculate as early as possible.

The Assessment Center administers the College Board's *ACCUPLACER* Tests to all entering students for placement in appropriate English, reading and mathematics courses. Students may retake once in each of the above areas for a small fee. Enrolled students are offered the opportunity to complete diagnostic instruments as well as participate in personality type and learning style workshops.

Assessment results remain valid for three years. Readmitted and transfer students will be required to take the skills assessments unless scores are still valid (less than three years old) or comparable transfer course information is available. Students may enroll only in courses for which they are able to demonstrate the required entry level competency. Cape Cod Community College will provide appropriate developmental education courses and experiences for students who have demonstrated need in English, reading and/or mathematics. (College Meeting, November 28, 1989)

Additional information is available at www.capecod.edu/web/assessment/basic_skills.

Transfer Credit Policy (Adopted by Executive Council, May 8, 1987; Revised November 27, 1990)

In most cases, earned credit for college course work completed at Cape Cod Community College, or transferred from any regionally accredited institution of higher education with a grade of C or better, may be applied toward satisfying a degree requirement.

Students may fulfill **prerequisites** by transferring equivalent college credit as defined above with a grade of C or better. Prerequisites will not be deemed met with lower than C.

In certain courses, where a program or department requires that current knowledge is essential, a time limit may be imposed on the applicability of earned credit toward satisfying a degree requirement; such a time limit must be approved by the Curriculum and Programs Committee, and must be indicated in the College catalog. If the designated time limit has been exceeded, credit will be granted only if:

- the student successfully passes a CLEP test for the course or, in the absence of a CLEP test, passes a Department Challenge Examination; **or**
- the student submits a waiver request and receives approval for the credit in question from the appropriate department.

Tech Prep / CVTE

Students are eligible to enroll in specific courses in their high school to earn college credit through articulated agreements. High school students who successfully complete these articulated courses may be eligible to be awarded the credit once they earn additional college credit at Cape Cod Community College. Students in Consortium member schools are eligible for this program. Articulated CVTE credits are posted on the students' Cape Cod Community College transcript once all requirements have been met.

Funding for this program is provided by allocations to the College from the Massachusetts Department of Elementary and Secondary Education.

Additional information pertaining to Tech Prep/CVTE can be found at www.capecod.edu/web/k12/tech_prep.

High School Articulation Policy

In an attempt to encourage and provide a smooth transition for students who enroll at this College from area comprehensive and vocational high schools, formal articulation agreements may be developed by a team of faculty from the College and their counterparts at area high schools. To be implemented, these agreements must be approved and reviewed periodically by the appropriate department(s) and by the Curriculum and Program Committee.

These agreements may include specific courses (up to 12 credits) that may be challenged or exempted. If an articulation agreement includes specific courses to be challenged, the appropriate department faculty are responsible for the challenge evaluation process. The fee structure for the challenge and other conditions that may be imposed must be clearly stated in the articulation agreement. If the agreement allows the exemption of specific courses, it must stipulate whether additional courses must be taken in their place. To be eligible to either challenge for credit or exempt a course, a high school student must have received a grade no lower than **B** in the equivalent high school course(s).

Independent Study

Independent study is defined as:

- Strict independent study within a discipline and not a regular academic course.
- Additional credit for an independent study project within a regular academic course.
- An interdisciplinary project not associated with an established course.

Independent study is voluntary for the student and the faculty member. Departments will control the number of projects individual faculty members may undertake.

Independent Study projects will be agreed to by the faculty member overseeing the Independent Study and the student, and presented by the faculty member to the department for approval. (College Meeting December 14, 2006) In approving a project, the acceptance of credit by the transfer institution is to be carefully checked. When in doubt concerning a project, a department will contact the Curriculum and Programs Committee.

- The department will assign academic credit to a project using the same basic criteria in accordance with which it assigns credit to regular academic courses. These criteria will include such matters as:
 - level of work,
 - estimated time and effort involved, and perhaps
 - student-teacher hours.
- A project may be modified during a semester by the same procedure under which it was initially accepted.
- Independent study projects are to be approved prior to the close of the previous semester whenever possible.
- Each department is responsible for descriptions and an outline of specific details involving grades and other areas of potential confusion and/or concern for independent study projects as maybe appropriate for the discipline and the special independent study project proposed.
- An “Application for Independent Study,” including a course contract (if appropriate), drawn by the student and the responsible faculty member will detail (for instance) the amount of work required to earn either 1, 2 or 3 credits, and the method of grading.
- The “Application for Independent Study” will be reviewed by the department at the time of presentation for acceptance. If approved, informational copies will be sent forward to the Vice President of Academic and Student Affairs and to the Registrar.

- At the conclusion of the study, a copy of the “Application” with the appropriate grade will be forwarded to the Registrar’s Office for inclusion in the student’s grade record file in anticipation of future queries.

It is recommended that students of sophomore standing be encouraged to pursue independent study projects. However, freshmen with exceptional abilities will be permitted to apply for approval.

Under normal circumstances, a student may apply no more than three credit hours of Independent Study toward his/her degree. Independent study projects will not fulfill general education requirements.

IV. FACULTY RESPONSIBILITIES

Faculty Mission Statement – what it means to be a CCC faculty member: The faculty at Cape Cod Community College educates, motivates, and inspires students, develops relevant and meaningful curriculum, and sets and upholds high standards in order to help our students and our community achieve their full potential. (Presented by the Faculty Professional Committee at College Meeting May 9, 2011)

While the instructional process is of primary importance, other duties in support of that process are required of the faculty and are described in the Department of Higher Education/MCCC Agreement. New members of the faculty will come from diverse backgrounds and areas, ranging from graduate school faculties to high school faculties and business. In order that all faculty may have a common understanding, it is believed advisable to have an outline of faculty responsibilities.

Among his/her more important duties, a member of the faculty is expected to:

1. Be familiar with and subscribe to the educational mission outcomes and strategic plan of the College defined in the college catalog and policy manuals.
2. Uphold and promote sound academic standards by:
 - creating a learning-centered environment that facilitates active learning, ongoing assessment, and timely feedback
 - collaborating with other faculty and staff in defining standards for courses;
 - preparing course outlines in sufficient detail to meet the College's requirements;
 - grading consistently with the College's standards;
 - selecting appropriate text materials to be used in his/her courses;
 - utilizing teaching methods that insure courses stimulate student interest and achievement in subject matter; and,
 - recommending to his/her Department Chairperson accessions to the Library
3. Observe professional standards and growth by:
 - seeking to improve himself/herself professionally;
 - maintaining integrity in the pursuit of truth;
 - maintaining comprehensive knowledge of the subject matter in his/her teaching and academic work; continuing work (i.e., reading and research) in his/her subject;
 - evaluating critically current literature in his/her own field and in related disciplines;
 - striving for professional development through scholarly activities, research and professional ties and through other activities appropriate to intellectual growth; and,
 - insuring his/her most effective service to the College, if engaged in outside services.
4. Provide academic advising as described in the DHE/MCCC agreement. Academic advising is the process of helping students match needs and goals and includes:
 - **Accessibility:** faculty advisors are responsible for posting office hours during pre-registration periods and for making sure they are actually available during those hours.
 - **Knowledge of the System:** faculty advisors should know and understand academic requirements, prerequisites, resources and procedures, or at least know where to find such information.
 - **Consistent Monitoring of Student's Progress toward program completions:** each semester, advisors should monitor their advisees' progress (mid-term warnings, etc.) and contact those students that appear to be in academic difficulty.
 - **Confidentiality:** a student has a right to confidentiality in personal and academic matters. An advisor may, however, exchange relevant information with an instructor or college advisor/counselor in a professional and discreet manner. All advisors should abide by FERPA guidelines.

- Understanding of Limits: faculty advisors should be able to recognize when they have reached the limits of their knowledge and ability and should know when and how to refer students elsewhere.
 - Sensitivity to Diversity: effective advising involves a cultivated sensitivity on the part of the advisor to the diverse needs and perspectives of students from different racial, ethnic, religious and gender backgrounds. Informed and sensitive advisors can serve as role models and resources for students to learn about living and working in a culturally diverse community.
 - Career Advice: the advisor should be able to answer general questions concerning employment opportunities within their field but are encouraged to refer all students to Career Services.
 - Academic Problems: the advisor should be willing to assist the student in resolving academic problems; the advisor may need to refer the student to either a tutor or counselor or act as a fact finder, arbitrator, or advocate.
 - Educational Advice: the advisor should encourage students to make their educational programs as broad and challenging as possible within their degree requirements. When appropriate, students should be urged to investigate subjects outside their majors and to take more challenging courses.
 - Personal Problems: the advisor should be a good listener and informed about appropriate resources and referral procedures to assist students with personal problems beyond the scope of academic advising. When necessary, the advisor should be prepared to refer the student to sources of aid outside the department.
5. Operate as an effective part of the College organization by:
- participating in College policy-making, giving sufficient time and study to questions related to the promotion of institution interests;
 - attending the College Meeting, committee, conference, and other scheduled meetings at which he/she is expected to be present;
 - sharing in and attending department deliberations and activities;
 - making subject matter recommendations to the Department Chairperson;
 - performing such other assignments as may be made by the President, the Vice President of Academic and Student Affairs and the Deans of Academic Affairs;
 - maintaining high professional standards in all relations with colleagues and associates; and,
 - promoting good community relationships by maintaining a public attitude which enhances the public image of the College.
6. Observe Copyright Law
- The College requires its employees and students to comply with all provisions of the United States Copyright Law and related acts including the Digital Millennium Copyright Act and the Technology, Education and Copyright Harmonization Act (TEACH Act). The Wilkens Library Interim Associate Dean is the College's designated copyright officer and is available for guidance and advice in the determination of fair use of copyrighted materials.

Attendance Policy (Revised April 25, 1991)

All instructors are encouraged to take regular attendance to assist in tracking and counseling students. In certain cases (e.g., veterans), the instructor may be required to maintain attendance records.

At the first session of each class or laboratory session, the instructor will furnish a written statement to the students that will include the attendance policy for the course. This policy must address the criteria for withdrawing a student from the course with a grade of Z, the influence of attendance upon the student's final grade and the policy on make-up of exams and late assignments.

Under Massachusetts General Laws, Chapter 151C, any Community College student who cannot attend classes or take an exam, study or fulfill work requirements on a particular day, due to his/her religious beliefs, shall be excused from such obligations. The student must be provided

with an opportunity to make up such exam(s), study or work requirements; provided, however, that such make-up exam(s) or work does not create an unreasonable burden upon the institution. The student may not be charged for such make-up opportunities, nor may he/she be subject to adverse or prejudicial effects for availing him/herself of the provisions of the law. (October 8, 1985)

Federal student aid recipients must attend class in order to receive funds. The amount of aid the student receives depends upon the total active credits. If a student is not attending class, it is the faculty's responsibility to update the Registrar as soon as possible to prevent overpayment to the student. Students do not earn their entire awards unless they attend through at least 60% of the semester (9 weeks). In order to maintain compliance for federal and state aid programs, as well as Veteran's Administration education benefits, the College must have reliable enrollment records.

Faculty Absences

Any faculty member who expects to be absent should notify his/her Department Chairperson and the appropriate Dean of Academic Affairs and/or the department secretary and the Evening Services office as soon as possible to arrange class coverage or if you are having a guest lecturer substitute for you. Upon return to duty, a faculty member is expected to consult his/her Department Chairperson and the Academic Dean. Except in cases of prolonged absence, faculty members may be requested to cover for absent colleagues.

Faculty Office Hours

During the academic year, full-time faculty members shall maintain at least four (4) posted office hours per week on at least four (4) days. Office hours must be posted outside the faculty office and on file with the pertinent Academic Dean and in the Vice President of Academic and Student Affairs Office. Such schedule shall be posted by faculty members by the end of the first (1st) week of classes. (See also Department of Higher Education/MCCC Agreement.)

Student Handbook

Faculty members are requested to acquaint themselves with regulations concerning College policy as stated in the Academic Policy and Procedures Manual and the *Student Handbook*, and to enforce these rules by setting a good example, by reminding students when there is an infraction, and by reporting persistent offenders to the Vice President of Academic and Student Affairs or the appropriate Academic Dean.

Course Syllabus and Instructor's Course Outline

Members must submit course materials no later than the end of the first week of classes. The Departmental course syllabus is available at www.capecod.edu/web/academics/syllabi. The instructor's course outline should be developed by the faculty member. These course materials should be forwarded to your area department chairperson prior to the end of the first week of classes. If you need assistance in preparing this material, please contact your department chairperson immediately.

Refer to the Department of Higher Education/MCCC DCE and DAY Agreements at <http://mccc-union.org/distancededucation.htm> for Distance Education Course/Instructional materials forms.

Course Research Projects

Course research projects conducted by students for the primary purpose of a learning experience in the methods and procedures of research usually do not meet the federal definition of research. However, best practices in research ethics strongly recommend that course research projects are independently reviewed and that appropriate human subjects' protections are in place. Course research projects need to be approved prior to any data collection.

The instructor is responsible for all undergraduate student research from application to completion. The instructor will need to complete the National Institutes of Health (NIH) training for principle investigators

on human subjects' protection. Students participating in course research need to complete the NIH training or view an alternate educational video and complete a quiz.

The Institutional Review Board (IRB) web site <http://www.capecod.edu/web/irb/students-research> provides information on the application process, forms and the IRB Procedures Manual. The instructor should begin the student research process by contacting the IRB office well in advance of conducting the research.

Textbooks (Self-authored)

The State Ethics Commission has made a decision, March 31, 2004, regarding faculty assigning students the textbooks that they have personally written and receive royalties or other financial benefits from the students' purchase of the texts. The opinion does not prohibit this practice but sets forth the condition that before any texts were sold to students, the appointing authority (Vice President of Academic and Student Affairs) must issue a written determination allowing the faculty member to assign his/her own texts to his/her students.

Course Materials Policy (Approved by College Meeting April 25, 1991)

At the first meeting of each class or laboratory session, the instructor will furnish a written statement to the students that will include:

- an updated copy of the official departmental syllabus for the course;
- instructor's name/office location;
- tentative dates of tests, papers, reports, assignments, etc.; and
- attendance policy.

These materials are also to be submitted for the contractual review of course materials.

Academic Advisement

Full-time faculty serve as advisors in accordance with the terms of the Collective Bargaining Agreement. Advisor assignments are coordinated by the Director of Advising and Counseling Services. Insofar as possible, assignments are made which match the advisor's expertise with the student's program or career choice. The faculty member usually remains the student's advisor throughout the student's enrollment; however, the student may request a change by completing a Change of Advisor form. This form can be found at www.capecod.edu/web/advising/resources-students.

The primary responsibility of an advisor is to provide advice on academic matters such as proper selection of courses and programs consistent with an advisee's interests, abilities, academic progress, problems and study habits. The advisor may also assist the student with personal problems within the framework of his/her own background; however, if the problem appears beyond this experience, the student should be referred to the Director of Advising and Counseling Services. Faculty advisors should keep notes in the advisee's individual folder of all conferences. All information must be treated with confidentiality.

Faculty advisors are to maintain regular office hours in accordance with the Department of Higher Education/ MCCA Agreement.

Grade Records

Semester grades shall be submitted online via Campus Web at the end of each semester, no later than the date specified by the Registrar. An email regarding the preparation and release of final grades will be sent from the Registration Office.

Instructors are counseled not to discuss grade changes over the telephone at home with students and/or with their parents.

Field Trips

Student field trips for academic purposes must be approved by the Academic Dean and the Vice President of Academic and Student Affairs prior to the trip. Faculty are required to complete and submit a Travel Authorization form for approval. Efforts should be made to avoid scheduling conflicts with other classes. Nevertheless, when scheduling conflicts occur, students must notify their other instructors.

Risk Management Waiver forms must be completed by each person (student or non-student) attending the field trip. All necessary forms for field trips are available at the Office of Student Life and Co-Curricular Programs located in the Grossman Commons building, room 206.

Once the field trip is approved, a field trip packet including a copy of the approved Travel Authorization form, Risk Management Waiver forms, itinerary, and a list of the names and emergency contact numbers of all members of the group should be forwarded to both the Office of Student Life and the Business Office. The faculty member should bring a copy of the emergency contact list and copies of the Risk Management Waiver forms along on the field trip.

Ordering Books

Resource materials and instructions for accessing the materials are required for all courses. Resource materials may include but are not limited to: published textbooks, source books, software, and open-source materials. Instructors are asked to consider overall value including, cost, applicability to other courses; and accuracy when selecting resource materials. Instructors are encouraged to be mindful of attempts by publishers to package additional materials with texts that add cost but do not add overall value to student learning.

To order a desk copy for your own use, please contact the publisher directly. You will need the title, author, and ISBN number.

To order textbooks for your class, please contact the Bookstore. To place an order, you will need the course title, course number and section, the book title, author, ISBN number, and the quantity. You can email the bookstore at bookstore@capecod.edu or contact them by phone at 508-362-2131 x 4022.

A copy of the book order should be submitted to the Department's Administrative Assistant.

Book orders should be placed as early as practicable prior to the start of the semester to assure timely and accurate processing. Consider the following as a recommended schedule for placing book orders: Spring Semester, by November 15; Summer Session, by March 15; and Fall Semester, by April 15.

V. COLLEGE GOVERNANCE

Educational Policy

Within the scope of Cape Cod Community College's stated mission, there is broad participation and collaboration in the development of educational policy. This process of shared governance involves faculty, administration, students, and support staff toward the achievement of the mission and institutional goals.

Faculty participates through representation on the Faculty Professional Committee, through membership on standing committees and through membership in the College Meeting. Professional administrative staff participates through membership on standing committees and membership in the College Meeting. Students participate through representation on the Student Senate, through membership on standing committees and through student representation in the College Meeting. Support Staff participate through membership in the Support Staff Association, through membership on standing committees, and through membership in the College Meeting.

Within the laws of the Commonwealth and the policies, rules and regulations of the Department of Higher Education and the Board of Trustees, the President of the College has the final responsibility and authority for all phases of the College's operation (for the formulation of matters of major educational policy). (Adopted by *College Meeting* May 9, 1978; Amended October 22, 2002)

The College Meeting

1. Responsibilities

The responsibilities of the College Meeting (referred to as The Meeting) are:

- to discuss, formulate and recommend to the President major academic matters,
- to communicate items of common interest to the various constituencies of The Meeting.

The responsibilities of The Meeting do not include and cannot abridge:

- decisions from the Department of Higher Education and Board of Trustees,
- contractual matters of the Agreement between the Department of Higher Education and the Massachusetts Community College Council,
- items specifically within the jurisdiction of each governance component, i.e., Student Senate, academic departments, Faculty Professional Committee, President's Cabinet, Support Staff Association, and administrative offices.

2. Membership

The voting membership will consist of full-time faculty, full-time professional administrative staff, the five executive officers of the Student Senate, one student from each standing committee (Adopted March 27, 1995), the three officers of the Support Staff Association, one support staff member from each standing committee (Adopted October 28, 1996), two members at-large from the part-time faculty and staff, and one part-time faculty and staff member from each standing committee (Adopted December 9, 1996).

3. Quorum

Attendance by all voting members is expected. Fifty (50) members shall constitute a quorum. (Adopted by *College Meeting* May 10, 1999)

4. Meeting Schedule

There will be regular monthly meetings during the academic year, held on Mondays at 2:00PM. (Adopted April 12, 2004, Amended September 19, 2011) Upon the request of any ten members of The Meeting or the President of the College, the Chairperson will call a special College Meeting as soon as conveniently possible. If a special College Meeting will interfere with the academic

schedule of the College, the Chairperson will request approval from the President before scheduling it. Special meetings and changes in the time of regular meetings are announced by the Chairperson. Any administrator or faculty member who cannot attend the meeting must request permission of the President. Robert's Rules of Order will be the basis for the conduct of The Meeting.

5. Chairperson

A Chairperson of The Meeting will be elected annually at the last regularly scheduled meeting of the academic year; nominations will occur at the preceding meeting.

The Chairperson's duties are:

- to preside at The Meeting;
- to appoint a Parliamentarian;
- to prepare the agenda of The Meeting which normally will be published and posted for each constituency at least two work days prior to the meeting;
- to supervise all nominations and elections of The Meeting;
- to call special sessions of The Meeting;
- to review minutes for accuracy prior to publication;
- to write necessary correspondence for The Meeting;
- to carefully explain parliamentary procedure which may seem complex and intimidating;
- to perform such other functions as The Meeting assigns;
- to maintain a written record of all action items passed by the College Meeting and approved by the President;
- to forward recommendations of The Meeting to the President for appropriate disposition and,
- to attend general meetings of the Support Staff Association as an *ex officio* member.

6. Action Procedure

The following procedures are for acting on the business (action items) of the College Meeting:

- a. Action items, especially those with any complexity, will be e-mailed to the membership in draft form two weeks in advance of the College Meeting in which they will be considered. Items submitted after that deadline may be placed on the following agenda by the Chairperson.
- b. The membership will respond to the draft via e-mail during the next week so that the maker(s) of the motion can deal with obvious problems and suggested corrections. The College Meeting should not be the place for word-smithing.
- c. The maker(s) of the motion will have the final draft available to the membership via e-mail on the Friday before the College Meeting.
- d. If it becomes obvious during the College Meeting that the motion needs more work, it can be sent back to the originator.

Effective and efficient participation in College Meeting debate will be encouraged by:

- a. Introducing and encouraging the use of basic parliamentary tools (introducing main motion, amendments, ways of disposing of a main motion, request for information, point of order, appeal, and decision of the chair).
- b. Reviewing basic parliamentary processes by the Chairperson or the Parliamentarian at one meeting early in the academic year.
- c. Reviewing fundamental ideas about professional conduct in College Meeting (criticizing ideas is encouraged; criticizing colleagues is forbidden) by the Chairperson or the Parliamentarian at one meeting early in the academic year.
- d. Distributing a College Meeting Procedures Manual, issued by the Steering Committee, to all members.
- e. Offering as an agenda item for the last College Meeting of the year an open discussion of College Meeting effectiveness during the year.

The time for each Administrative Report at College Meeting will be limited to ten minutes. Time used by “guest” speakers will be part of the allotted time; the Chairperson is empowered to suspend the rule when necessary, subject to a vote by the membership.

If any individual or committee has a lengthy report, they are encouraged to report in writing to the Meeting without editorializing or embellishment. (Approved December 9, 1996)

The time for each Administrative Report at College Meeting will be limited to ten minutes. Time used by “guest” speakers will be part of the allotted time. (Approved at College Meeting December 14, 2009)

7. Recording Secretary

A recording secretary will be provided for The Meeting by the administration. A record of each meeting will become the official minutes for the session they cover, following approval by the College Meeting, and will continue to be kept in the President’s Office available to members of The Meeting.

All action items passed by the College Meeting will become effective when the President signifies approval by signing the official vote provided by the secretary of the College Meeting. The President will notify the membership of his or her action as part of his or her regular report to the College Meeting. A written record of all action items passed by the College Meeting and approved by the president shall be maintained by the Chairperson of the College Meeting.

8. Standing Committees

Standing committees are formed by the College Meeting to help carry out the various operations of the College. Membership to standing committees of The Meeting is appointive, each constituency being responsible for its own appointments (Student Senate for students, FPC for all faculty and part-time professional staff, Support Staff Association for support staff, and the President for administrators). The membership of each constituency will be broadly based and will reflect the comprehensiveness of the College. Standing committees report their activities regularly to the College Meeting, and make recommendations to The Meeting concerning major educational policy for consideration and action as needed.

Chairpersons of standing committees will be determined by the committee membership (which will vote for the chairperson at the first meeting of the academic year). For the first meeting of the academic year, where necessary, the Chairperson of the College Meeting will assign a convener for each standing committee.

There are two categories of standing committees: **Business Committees**, which review and recommend business to the College Meeting; and **Advisory Committees**, which act in an advisory capacity with specific, limited tasks. Business committees report monthly to the College Meeting, Advisory Committees report to the College Meeting as needed.

The following are the Standing committees with a brief description and the membership make-up of each:

BUSINESS COMMITTEES

Academic Policy and Standards: Responsible for evaluating matters related to educational philosophy, academic policy and academic standards, and for making reports and appropriate recommendations for action on these matters.

Vice President of Academic and Student Affairs, four faculty, one adjunct faculty or part-time professional staff member preferred/ faculty member, one student, one support staff, one other administrator/professional staff. ADVANTAGE Program

Director or designee (*ex officio*). Faculty shall serve three year staggered terms. (Approved May 10, 1999; Revised Nov. 17, 2008)

Academic Technology: Provide unified guidance and direction for the development of technology in concert with the evolving needs of the college, its students and faculty.

IT Executive Director, IT Technical Director, Dean of Mathematics, Science, Business & Technology, one Library representative, six full-time faculty, one adjunct faculty or part-time professional staff member preferred/faculty member, one support staff and one student. (Approved May 10, 1999; Revised Dec. 10, 2001, Nov. 17, 2008)

Assessment: Assesses the effectiveness of the Institutional Learning Outcomes; gathers data to meet the College Meeting's goal of "Data-driven decision-making;" reports findings to College Meeting.

Vice President of Academic and Student Affairs or designee, Director of Institutional Research or designee, one full-time faculty member from each academic department, one professional staff member, one support staff member, representative of the Registrar, one adjunct faculty or part-time professional staff member preferred/faculty member, one student (Approved March 19, 2012)

College Readiness and Success: Actively examines evidence of Cape Cod Community College student success, review student retention and completion literature and best practices, and provide policy and practice recommendations to College Meeting. Analysis goes beyond technical prerequisites and CPT/Accuplacer.

Director of Advising and Counseling Services, Dean of Enrollment Management and Advising Services (non-voting), Director of the ADVANTAGE Program or designee (*ex officio*), Director of the O'Neill Center for Disability Services, Director of Institutional Research and Planning (*ex officio*), five faculty (at least two of whom represent departments teaching developmental courses), one adjunct faculty or part-time professional staff member preferred/faculty, one support staff member, one student (Revised April 8, 2013)

Faculty members of the College Readiness and Success Committee shall serve three-year staggered terms. (Approved March 18, 2013)

Counseling and Advising: Makes recommendations to the Dean of Enrollment Management and Advising Services, the Director of Admissions, the Vice President of Academic and Student Affairs, and the College Meeting on matters of counseling, advising and admissions.

Director of Advising and Counseling Services, Director of Admissions, Director of the ADVANTAGE Program or designee (*ex officio*), Director of the O'Neill Center for Disability Services, one counselor, three faculty, two students, one support staff member, one adjunct faculty or part-time professional staff member preferred/ faculty member. (Approved September 11, 2000; Revised Nov. 17, 2008)

Curriculum and Programs: Approves and recommends course and program additions and deletions, or changes in existing programs, and conducts periodic reviews of courses and programs. The committee operates in accordance with the statement of policies and procedures headed "Introduction of New Courses and Programs" in the *Academic Policy*

and Procedures Manual, and implements such changes in philosophy and policy as have been approved by the College Meeting and the President of the College.

Vice President of Academic and Student Affairs or designee (Non-voting), One Academic Dean (Non-voting), One Professional Library Staff Member, Seven Faculty – one from each academic department, One Adjunct Faculty or Part-time Professional Staff Member Preferred/Faculty Member, One Support Staff, Registrar or Representation from the Registrar’s office, Advisor/Transfer Counselor, One Student. Faculty shall serve three year staggered terms. (Approved May 10, 1999; Revised Nov. 17, 2008; Revised Nov. 16, 2009)

Developmental Education: Makes recommendations to the Dean of Learning Resources & Student Success, and to the College Meeting concerning the developmental offerings of the College.

Dean of Learning Resources & Student Success, Director of the Assessment Center, Director of the ADVANTAGE Program or designee (*ex officio*), four faculty (at least two of whom represent departments teaching developmental education courses), one adjunct faculty or part-time professional staff member preferred/ faculty member, one student, one support staff, one other administrator/professional staff. (Approved September 11, 2000; Revised Nov. 17, 2008)

Institutional Research and Planning: Assists the President and the Vice Presidents in leading institutional planning processes; facilitates communication in planning processes and institutional research between and among the administration, the faculty and staff, and the various departments and committees; conducts an annual review of the DHE Implementation Plan and the College’s own multi-year Strategic Plan; reviews, and makes recommendations regarding outcomes assessment reports prepared by the various academic departments, administrative units, and professional and support staff work areas; makes recommendations to College Meeting on the adoption and revision of annual and multi-year plans. (Revised February 11, 2002)

Director of Institutional Research and Effectiveness, Assistant Vice President of Human Resources (*ex officio*), four faculty, one adjunct faculty or part-time professional staff member preferred/ faculty member, one student, one support staff, two other administrator/professional staff. (Approved October 16, 2000; updated February 26, 2007 College Meeting; Revised Nov. 17, 2008; Revised April 8, 2013)

ADVISORY COMMITTEES

Affirmative Action: Provides active campus leadership in maintaining an environment which challenges bias, fosters equity, and values diversity. To that end, the committee will fulfill functions mandated by the Department of Higher Education including providing representation on every search and screen committee and ensuring implementation of the Affirmative Action/Equal Opportunity Diversity Plan. Further, the committee will educate the College community and advocate for the rights of all people regardless of color, gender, disability, sexual orientation, age or religious preference. (Approved May 10, 1999)

Dean of Human Resources & Administration, Title IX and Affirmative Action Officer, Director of the O’Neill Center, one other administrator/professional staff, one support staff, two faculty, one adjunct faculty or part-time professional staff member preferred/ faculty member, one student. (Approved May 10, 1999; Revised Nov. 17, 2008)

Financial Aid and Scholarship: Reviews scholarship applications and makes awards, advising the President and The Meeting of such decisions; advises the administration on policy for handling the funds for all federal and state programs in the Office of Financial Aid; serves as an appeal body for students who believe their requests for aid should be reviewed; keeps abreast of national trends in student financial aid.

Director of Financial Aid, three faculty, one adjunct faculty or part-time professional staff member preferred/ faculty member, one support staff, one administrator/professional staff, Director of the ADVANTAGE Program or designee (*ex officio*), one student. (Approved May 10, 1999; Revised Nov. 17, 2008)

Honors: Serves as an advisory committee to the College Meeting. The committee will report to the Vice President for Academic and Student Affairs and submit an annual report to the President and the College Meeting. The mission of the Honors Committee is to continuously develop and maintain honors offerings and an Honors Program.

Honors Program Director (or acting director), Vice President for Academic and Student Affairs, at least one member of the academic professional staff, (e.g., Director of Coaches & Mentors, or Director of Advising and Counseling, or Transfer Advisor, or Librarian), four full time faculty members from at least three different programs; one support staff; one adjunct faculty or part-time professional staff member preferred/ faculty member and one student. Phi Theta Kappa advisor, Phi Theta Kappa president will serve as *ex officio* members if they are not otherwise members. (Approved November 19, 2001; Revised Nov. 17, 2008)

Professional Development: Plans and executes social and professional activities designed to enhance college community life and to upgrade the professional skills of all those who work at the College. To that end, the committee will assist in the planning of all professional day activities which begin the Fall and Spring semester, and invite requests for disbursement of Professional Development funds, and make recommendations to the Vice President of Academic and Student Affairs.

Vice President of Academic and Student Affairs, Assistant Vice President of Human Resources (*ex officio*), four other administrators/professional staff, two support staff, one adjunct faculty or part-time professional staff member preferred/ faculty member, one student, four faculty. (Approved September 11, 2000; Revised Nov. 17, 2008; Revised March 18, 2013)

Steering: Helps The Meeting set semester agendas and advises elements of the governance structure on how to handle academic related matters efficiently. Implements the annual evaluation of the effectiveness of the governance process.

Vice President of Academic and Student Affairs, Chairperson of the College Meeting, Parliamentarian, Chairperson of the Support Staff Association, Chairperson of the FPC, President of the Student Senate. (Approved May 10, 1999; Revised Nov. 17, 2008)
(See also Department of Higher Education/MCCC Agreement.)

AD HOC COMMITTEES

College Meeting, within the scope of its responsibilities, has the right to establish ad hoc committees. Any member of College Meeting, or any standing committee thereof, may move the establishment of such a committee. When such a motion is brought to College Meeting for adoption, it shall contain the following:

- Statement of purpose for the committee.
- Length of time for the committee to exist.
- Schedule for and method of reporting to College Meeting.
- Evidence that the ad hoc committee will be different from or complementary to the purpose and work of any standing committee.
- Number of committee members to be appointed

Ad Hoc Committees, when established, shall be broad-based in their representations; said appointments to be made by the President, the Faculty Professional Committee, the

Support Staff Association, and the Student Senate for their respective constituencies. An ad hoc committee shall cease to exist when its specific task assigned by College Meeting has been completed.

OTHER COMMITTEES

The College Forum (Adopted May 9, 1978)

The function of the College Forum is to informally discuss issues of common concern, including issues arising in a College Meeting.

Faculty Professional Committee (FPC)

Purpose and Role

The Faculty Professional Committee (FPC) is elected by vote of the faculty to assist in the development and maintenance of the highest professional standards throughout the College. In carrying out its responsibilities, the Committee shall only review, formulate conclusions, and make recommendations. Its duties are those listed below which set forth its role.

- a. The Faculty Professional Committee serves a dual role. On one hand it is a working representative body of the entire teaching faculty; on the other it serves the College Meeting in certain capacities. To fulfill both functions most effectively, it should reflect the comprehensiveness of the faculty in its makeup as well as in its appointments.
- b. The FPC will appoint the faculty membership to the committees of the College Meeting. The FPC will appoint adjunct faculty and part-time professional staff to Standing Committees. Part-time professional staff requests for committee appointments should be forwarded to the FPC from the President of the College. (Adopted May 10, 1999)
- c. The FPC, at the request of any recognized and approved group among the constituents of the College Meeting, will schedule a College Forum, and will designate who is to chair the Forum.
- d. The FPC, at the request of any recognized and approved group among the constituents of the College Meeting, will organize, promote, and conduct a Faculty Symposium Series.
- e. The FPC will attempt to promote faculty professional growth and improvements in teaching effectiveness.
- f. The FPC will assist in promoting and maintaining harmonious relationships between committees, the student body, faculty, and administration.
- g. The FPC will participate in recommending emeritus appointments.
- h. The FPC oversees the selection of an individual to receive the “Excellence in Teaching Award” at Commencement each year. The nomination and selection process is described in a separate document entitled “Excellence in Teaching Guidelines”. The honoree will receive a plaque commemorating the award as well as a monetary award. (Modified College Meeting March 20, 2006)

A blue ribbon committee is to be formed made up of a representative of: Student Senate or Alumni Representative, Member of the Board of Trustees or the Foundation Board, Staff Member Representative Chair of the FPC, and a Former Recipient. This committee will accept written nominations from the College community of full-time faculty members and select a recipient for the award. This recipient will receive a plaque commemorating the award as well as a monetary award. (Modified College Meeting March 2006)

Structure and Procedures

Composition, Membership, and Election

The Faculty Professional Committee is a committee of the College whose entire membership is elected by the faculty.

The Committee is composed of five full-time faculty members elected by the faculty for staggered three year terms. With the exception of members completing a term, who are not eligible for re-election for one year, anyone on the full-time teaching faculty is eligible for election to the Committee.

In the Fall of each year, at least two weeks prior to the October College Meeting, the FPC shall:

- a. issue to all teaching faculty a nomination ballot containing the names of those eligible for election.
- b. from the nominating ballot:
If ONE new member is to be elected to the FPC, select those two with the greatest number of votes as nominees.

If TWO members are elected to the FPC, select those four with the greatest number of votes as nominees.

If there are tie votes in any of these places, both names are entered as nominees.

- c. with the names, make up an election ballot for distribution and vote in October. On this ballot all nominees will be listed and instructions given to vote for either one or two.
- d. count the ballots and send notice of newly-elected members to all who attend and vote in College Meetings.

The term of office is three years. Two persons are elected in each of two years and a fifth person is elected the third year. Should a member resign or leave during his/her term of office, and election is held to fill the unexpired portion of his/her term.

At its organization meeting each Fall, following the election, the Committee elects its own chair person and secretary.

Procedures

The Committee undertakes to recognize and function through the regular organizational channels, including appropriate committees and officers of the College. It may take its review, conclusions, and recommendations to a regular or special College Meeting.

The Committee meets on a regular basis with the President for an exchange of views and discussion.

The Committee shall prepare an annual report of its work for review and examination by the faculty.
(Adopted, May 8, 1995)

Advisory Committees

Advisory committees are composed of carefully selected individuals who possess experience, expertise and interest in the career or subject content area the committee serves. Members are selected to provide a complete range of skills and knowledge in the area. Members are nominated or may volunteer and are appointed by the President. Each committee will have one officially assigned college representative who will serve the committee as its formal liaison. Adjunct faculty of Cape Cod Community College may comprise no more than 33% any advisory committee. No more than two students may sit as members of the committee. The inclusion of students at meetings will be the choice of the committee. Members are appointed for a one, two or three year term. A member may serve for two consecutive terms (a maximum

of six years). Though, they have no official authority for formal action, they are of great value in the capacities indicated.

Support Staff Association (SSA) Revised: September 2000

The Support Staff Association (hereafter referred to as The Association) provides a safe and comfortable forum to share information, ideas, issues, and to review and create policies in a continuing atmosphere of professionalism and camaraderie for all part- and full-time clerical, technical and maintenance support staff.

Responsibilities

The responsibilities of The Association are:

- To share information. Announcements of general interest to the membership of The Association are appropriate.
- To formulate and review matters of operational policy and procedures, to be decided upon by a majority vote of attending members for recommendation to the President of the College. Whenever feasible, new business should go through the appropriate ad hoc or standing committee for consideration or recommendation; however, channels for new business should be as open as possible. Specifically, any voting member of The Association may introduce new business not referred to committee. Use of College email system to add agenda items or motions for discussion is encouraged.

The responsibilities of The Association do not include and cannot abridge:

- Decisions from the Massachusetts Higher Education Coordinating Council.
- Decisions from the Cape Cod Community College Board of Trustees.
- Contractual matters of Agreement between the Council and Massachusetts Community College Council or the AFSCME Collective Bargaining Agreement.
- Items specifically within the jurisdiction of each governance component i.e., College Meeting, Student Senate, faculty departments, Faculty Professional Committee, President's Staff, and administrative offices or departments.

The voting membership of The Association will consist of all part- and full-time clerical, technical and maintenance support staff.

General Meetings

1. Attendance of the membership is expected and encouraged.
2. Meetings will be held monthly. Upon the request of any ten members of The Association or the President of the College, the Chairperson will call a Special Association Meeting.
3. Robert's Rules of Order will be the basis for the conduct of the meetings.
4. A Chairperson of The Association will be elected annually at the June meeting. Nominations will occur at the proceeding meeting. The Chairperson's duties are:
 - to preside at the meeting
 - to appoint a Parliamentarian
 - to prepare the agenda of the meeting and send to the membership, via campus email, prior to the meeting
 - to supervise all nominations and elections of The Association
 - to call Special Meetings of The Association
 - to review minutes for accuracy prior to approval
 - to write necessary correspondence for The Association
 - to be advisor and/or spokesperson for The Association
 - to perform such other functions as The Association assigns.
5. A Secretary of The Association will be elected annually at the June meeting. The Secretary's duties are:
 - to record and distribute minutes of the meeting via campus email
 - to maintain a file of all minutes and other Association documents.

6. A Treasurer of The Association will be elected annually at the June meeting. The Treasurer's duties are:
 - to maintain accounting records of The Association funds
 - to give monthly accounting reports at the meeting
 - to assist in the transfer of funds for The Association scholarship(s).

SSA Standing Committees – will be considered “ad hoc” and activated when issue(s) arise.

1. A Standing Committee member of The Association will regularly report activities at the monthly Association General Meetings, will make recommendations to The Association concerning operational policy and procedures for consideration and action, and may serve in an advisory capacity in certain areas.
2. Membership to Standing Committees of The Association is appointive through the Social and Professional Activities Committee. The membership will be broad based and will reflect the comprehensiveness of the College.
3. Chairpersons of the Standing Committees will be determined by the committee membership at the June meeting.

POLICY AND PROCEDURE COMMITTEE

Responsible for the development of new policies and procedures and review of those previously established; and for making reports and appropriate recommendations for actions on these matters.

5 classified staff members and 1 part-time staff member

SOCIAL AND PROFESSIONAL ACTIVITIES COMMITTEE

Responsible for developing social and professional development activities for the support staff, collects and disseminates and maintains files for related materials on workshops, training seminars and conferences. This committee would also function as a welcoming committee for new support staff.

5 classified staff members and 1 part-time staff member

SUPPORT STAFF REVIEW COMMITTEE

Responsible for the review of new and existing programs, centers and initiatives; recommends position vacancies or modifications based on recognized workload systems and needs assessment as they support staff.

5 classified staff members, 1 part-time staff member, and 1 AFSCME Union steward

COLLEGE COMMITTEES

Support Staff members and the College Community benefit from support staff participation on campus committees including search and screen, standing and ad hoc committees.

The Association will be represented at the monthly College Meeting by the SSA 3 officers, and by the SSA member elected to each of the College Standing Committees. These Association members will have voting privilege at the College Meeting. Members representing the Association on Standing Committees and at College Meeting are elected during the annual June meeting by the majority of attending Association members. All Association representatives to College Meeting are expected and encouraged to attend the College Meetings. Association representatives may attend the semester end Faculty Meeting but have no voting privileges.

Forms and Documents

Form and Documents	Page Reference	Forms and Documents may be found at:
Agreement for an Incomplete Grade Form	17	W drive, Registration Office Forms
Audit Form	18	www.capecod.edu/web/registrar/forms
Challenge Examination	11	www.capecod.edu/web/registrar/forms
Change of Advisor Request Form	38	www.capecod.edu/web/advising/resources-students
Change of Grade Form	19	W drive, Registration Office Forms
Change of Program Form	24	www.capecod.edu/web/registrar/forms
Change of Schedule Form	22	Registration Office
Curriculum and Programs Committee: Policy and Procedures	5	www.capecod.edu/web/faculty/resources
Field Trips/Risk Management Waiver Form	38	Office of Student Life
Intent to Graduate/Associate Degree Form	15	www.capecod.edu/web/registrar/forms
Intent to Graduate/Certificate Form	15	www.capecod.edu/web/registrar/forms
Medical Withdrawal Form	23	Office of Enrollment Management & Advising Services
Schedule Adjustment Period (add/drop)	22	Registration Office
Special Action Form	22	W drive, Registration Office Forms
Syllabi	37	www.capecod.edu/web/academics/syllabi
Transcript Request Form	25	www.capecod.edu/web/registrar/transcripts
Withdrawal Form	24	Advising and Counseling Center



Office of the Registrar and Student Records * 2240 Iyannough Road * West Barnstable, MA 02668-1599

REQUEST FOR AUDIT

DATE:	STUDENT ID #:
-------	---------------

LAST NAME:	FIRST NAME:
------------	-------------

COURSE NAME	COURSE NUMBER	SECTION NUMBER

Instructor's Signature: _____ Student's Signature: _____

Auditing a Course

A student may register to audit a course with the permission of the course instructor. No grade and no credit will be given. The Request to Audit form is available at www.capecod.edu/web/registrar/forms.

Attendance requirements for audit students shall conform with the instructor's policy for the class as a whole, unless other arrangements are made between the auditing student and the instructor. Participation in the course is by agreement between the student and the instructor.

The student or the instructor has the prerogative to request the agreement be in writing. Upon satisfactory attendance and fulfillment of the agreement between the student and instructor, a status of AU will be recorded; no credit will be awarded. A status of Z will be recorded at the end of the course should the attendance and/or agreement not be fulfilled. The student may officially withdraw from the audited course according to the withdrawal policy.

Change of status in a course from audit to credit may be made only during the add period. Change of status in a course from credit to audit may be made only during the first ten weeks of classes subject to the above mentioned requirements: by permission of and in agreement with the instructor.

A course taken for audit does not count toward a student's full-time status unless the student is required to audit the course with the approval of the Vice President of Academic and Student Affairs. A prerequisite cannot be satisfied by an audit.

Students are required to pay all tuition and fees. Financial aid does not cover the cost of audited classes.

CHALLENGE EXAM REGISTRATION

OFFICE OF STUDENT RECORDS & REGISTRATION
CAPE COD COMMUNITY COLLEGE

All challenge exams must be approved prior to registration. Payment is also due at the time of registration.

Student ID # _____

Student Name _____

Mailing Address _____

Street/PO Box

Town/City

State

Zip Code

Date of Birth _____ Social Security # _____

COURSE NUMBER	SECTION	COURSE TITLE	COST
	60		
	60		

Student Signature _____	Date _____
Instructor Signature _____	Semester _____
Dean Signature _____	<i>Copy: Student Copy: Student Records Original: Jean LeBaron</i>

CHALLENGE EXAM REGISTRATION

OFFICE OF STUDENT RECORDS & REGISTRATION
CAPE COD COMMUNITY COLLEGE

All challenge exams must be approved prior to registration. Payment is also due at the time of registration.

Student ID # _____

Student Name _____

Mailing Address _____

Street/PO Box

Town/City

State

Zip Code

Date of Birth _____ Social Security # _____

COURSE NUMBER	SECTION	COURSE TITLE	COST
	60		
	60		

Student Signature _____	Date _____
Instructor Signature _____	Semester _____
Dean Signature _____	<i>Copy: Student Copy: Student Records Original: Jean LeBaron</i>

**Cape Cod Community College
Advising and Counseling Services**

CHANGE OF ADVISOR FORM

Date: _____

Student ID Number: _____

Student Name _____
Last First Middle

ADVISOR CHANGE TO: _____

REASON FOR CHANGE: _____

NEW ADVISOR SIGNATURE _____
(A change of Advisor requires the signature of the New Advisor)

PLEASE SUBMIT COMPLETED FOR TO CAROL DUBAY, DIRECTOR OF ADVISING, COMMONS 203

Advising Office:

ADVISOR CHANGE MADE: _____

DATE: _____

9/11

CHANGE OF PROGRAM REQUEST

CAPE COD COMMUNITY COLLEGE
Office of the Registrar and Student Records

PLEASE NOTE:

- ▶ **This change will only be processed if it has been signed by an advisor.**
- ▶ **A change in program may result in a change of graduation requirements.**
- ▶ **A change in year of Advising Institutional Requirement Year may result in a change of graduation requirements.**

Change Advising Institutional Requirement Year to: _____

Please submit your completed request to the Office of the Registrar.

If you are **NOT** currently matriculated in a degree or certificate-seeking program, you must go through the Admissions Office to **apply** to the College.

Special application must be made directly through the Admissions Office for the following programs: **DIAGNOSTIC TECHNICIAN, NURSING, DENTAL HYGIENE, MASSAGE THERAPY, MEDICAL ASSISTING, and PARAMEDIC.**

Revised 05/03/2013

Student ID #: _____ Date: _____

Student Name: _____
Last First Middle

Signature of Advisor: _____ Student's Signature: _____

ASSOCIATE DEGREE PROGRAMS

Associate in Arts – Liberal Arts (AA/LIB)

- | | | |
|---|---|--|
| <input type="checkbox"/> Communication (COM) | <input type="checkbox"/> Health Science (HSC) | <input type="checkbox"/> Public Relations (PUB) |
| <input type="checkbox"/> Computer Science (CSC) | <input type="checkbox"/> Human Services (HMS) | <input type="checkbox"/> Science/Mathematics/Pre-Engineering (SMP) |
| <input type="checkbox"/> Education (EDU) | <input type="checkbox"/> Liberal Arts (LIB) | <input type="checkbox"/> Sociology/Anthropology (SOC) |
| <input type="checkbox"/> Elem Education/Transfer Compact (EET) | <input type="checkbox"/> Mass Communication (MCO) | <input type="checkbox"/> Theater/Dance (THD) |
| <input type="checkbox"/> English Literature (ENL) | <input type="checkbox"/> Modern Language (MLG) | <input type="checkbox"/> US History (HIS) |
| <input type="checkbox"/> English Writing / Rhetoric (WRT) | <input type="checkbox"/> Music (MUS) | <input type="checkbox"/> Visual Arts (ART) |
| <input type="checkbox"/> Environmental Studies (ENV) | <input type="checkbox"/> Philosophy (PHI) | <input type="checkbox"/> World History (GBS) |
| <input type="checkbox"/> Graphic Design (GPD) | <input type="checkbox"/> Political Science (PSC) | |
| <input type="checkbox"/> Health/Exercise Science/Recreation (HER) | <input type="checkbox"/> Psychology (PSY) | |

Associate in Science – Business Administration (AS/BSA)

- Accounting (ACC)
- Business Transfer (BTS)
- Hospitality Management (HMC)
- Management (MGT)
- Marketing (MKT)

Associate in Science – Information Technology (AS/INT)

- Information Technology (ITT)
- Information Technology/Administrative Assistant (ITA)
- Information Technology/Graphic Design (GRD)
- Information Technology/Medical Assistant (ITM)

Associate in Science – Fire Science (AS/FSC)

- Fire Science (FSC)
- Fire Science/EMS (EMS)

Associate in Science – All Other Programs

- Criminal Justice (AS/CRJ/CRJ)
- Early Childhood Education/ Career Option (AS/ECE/ECE)
- Early Childhood Education / Transfer Compact (AS/ECE/ETC)
- Environmental Technology (AS/EVT/EVT)

COLLEGIATE TECHNICAL CERTIFICATE PROGRAMS (CT)

- | | |
|--|---|
| <input type="checkbox"/> ACT: Accounting Certificate (CPA/CPA) | <input type="checkbox"/> Horticulture: Landscaping Maintenance Technician (HOR/LMT) |
| <input type="checkbox"/> ACT: Bookkeeper Certificate (BKC/BKC) | <input type="checkbox"/> Horticulture: Landscaping Construction Technology (HOR/LCT) |
| <input type="checkbox"/> ACT: Medical Receptionist customer Service (MER/MER) | <input type="checkbox"/> Horticulture Technician (HOR/HRT) |
| <input type="checkbox"/> ACT: Medical Coding and Billing (MCB/MCB) | <input type="checkbox"/> Hospitality: Culinary Arts (CAO/CAO) |
| <input type="checkbox"/> Allied Health: Medical Interpreter (MIN/MIN) | <input type="checkbox"/> Human Services (HUS/HUS) |
| <input type="checkbox"/> Construction Technology (CTH/CTH) | <input type="checkbox"/> Human Services: Alcohol Counseling I (ADA/ADA) |
| <input type="checkbox"/> Customer Service (CSV/CSV) | <input type="checkbox"/> Human Services: Alcohol Counseling II (ADC/ADC) |
| <input type="checkbox"/> Early Childhood Education: Infant and Toddler Concentration (ECI/ECI) | <input type="checkbox"/> Information Technology: Administrative Assistant (INT/CAG) |
| <input type="checkbox"/> Early Childhood Education: Preschool Concentration (ECP/ECP) | <input type="checkbox"/> Information Technology: Application Specialist (INT/CAS) |
| <input type="checkbox"/> Environmental Technology: Coastal Zone Management (CZM/CZM) | <input type="checkbox"/> Information Technology: Database Design (INT/CDD) |
| <input type="checkbox"/> Environmental Technology: Environmental Site Assessment (ENS/ESA) | <input type="checkbox"/> Information Technology: Desktop Publishing (DKP/DKP) |
| <input type="checkbox"/> Environmental Technology: Geographic Information Systems (GIS/GIS) | <input type="checkbox"/> Information Technology: Health Unit Coordinator (HUC/HUC) |
| <input type="checkbox"/> Environmental Technology: Photovoltaic Technology (EPT/EPT) | <input type="checkbox"/> Information Technology: Medical Office Assistant (INT/CAM) |
| <input type="checkbox"/> Environmental Technology: Small Wind Technology (ESW/ESW) | <input type="checkbox"/> Information Technology: Networking (NET/NET) |
| <input type="checkbox"/> Environmental Technology: Solar Thermal Technology (EST/EST) | <input type="checkbox"/> Information Technology: Personal Computer Service Technician (INT/PST) |
| <input type="checkbox"/> Environmental Technology: Wastewater Management (WWM/WWM) | <input type="checkbox"/> Information Technology: Web Site Design (INT/CWD) |
| <input type="checkbox"/> Environmental Technology: Water Supply (WAS/WAS) | <input type="checkbox"/> Law Enforcement (LAW/LAW) |
| <input type="checkbox"/> Fire Officer Development (FOD/FOD) | <input type="checkbox"/> Paralegal (PAR/PAR) |
| <input type="checkbox"/> Graphic Design (GDC/GDC) | <input type="checkbox"/> Programming For Computer Science (INT/PCS) |
| <input type="checkbox"/> Healthcare Informatics for Medical Professionals (HIT/HIT) | |
| <input type="checkbox"/> Homeland Security (HLS/HLS) | |
| <input type="checkbox"/> Horticulture (HOR/HOR) | |

CAPE COD COMMUNITY COLLEGE
OFFICE OF THE REGISTRAR
DECLARATION OF INTENT TO GRADUATE – ASSOCIATE DEGREE

Fill in ALL information - Please Print

JANUARY _____ MAY _____ AUGUST _____

****In order to process your Intent to Graduate, you must have official high school transcript or GED diploma and college transcripts on file. Incomplete files will result in the inability to receive your diploma ****

Submit completed form to the Registrar's Office no later than:

For **MAY** Graduation – by **February 1ST**

For **AUGUST** Graduation – by **June 1ST**

For **JANUARY** Graduation – by **October 1ST**

Name: _____
Last First Middle Int.

Student ID#: _____ Personal Email Address: _____

Degree Applying for: _____ Telephone: _____
(found on reverse)

Please print/type your name clearly on the line below as you wish for it to appear on your diploma:

_____ I do intend to complete all course and credit requirements to receive my degree upon commencement.

_____ I will be one course short and wish to participate in the May ceremony. I plan to complete the remaining requirement during the **Summer** semester and will re-file a Declaration of Intent to Graduate.

**** Students who are just 4 credits or less short of completing requirements for May graduation may participate in the graduation ceremony. You must submit a new Declaration of Intent to Graduate.**

Do you have Transfer Credit from another institution? ___NO ___YES, Name of Institution(s): _____

If YES, and you have not received a Transfer Credit Evaluation form from Cape Cod Community College showing the accepted credits from the above named institution(s), contact the Registrar's Office immediately.

Race/Ethnicity: Please help us comply with state and federal regulations by responding to the items below. Note: This information has no bearing on admissions, employment, financial aid or other decisions; however, it allows us to apply for resources to help support our students.

1. Do you consider yourself to be Latino (i.e., Cuban, South or Central American, or of other Spanish speaking culture or origin)? ___Yes ___No

2. Select one or more of the following racial groups to describe yourself:

___White/Caucasian ___Hawaiian Native or Pacific Islander ___American Indian or Alaskan Native
___Asian ___Black or African American

3. In addition to other selections made above, check any that are true of your background:

___Brazilian ___Cape Verdean

Please complete reverse side of form

ASSOCIATE DEGREE PROGRAMS:

****Students may only receive 1 Business Administration or Information Technology degree.**

Associate in Arts

Associate in Science

Associate in Science – Business Administration

- Accounting
- Business Transfer
- Hospitality Management
- Management
- Marketing

Associate in Science – Fire Science

- Fire Science
- Fire Science/EMS

Associate in Science – Information Technology*

- Information Technology
- Information Technology/Administrative Assistant
- Information Technology/Graphic Design
- Information Technology/Medical Office Administration

*If your program is not listed please write in here _____

Associate in Science – Nursing

- Nursing
- Nursing Evening Program
- Nursing LPN to RN

Associate in Science – Criminal Justice

Associate in Science – Dental Hygiene

Associate in Science – Early Childhood Education

- Career Option
- Transfer Option

Associate in Science – Environmental Technology

***Any student who is graduating and would like to receive an additional degree or certificate, must re-matriculate to Cape Cod Community College. If you plan on taking courses in the semester following your graduation, please see the Registrar's Office. If you take a semester off please see the Admissions Office to complete a new application.**

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Please note that this application will not be processed without an Advisor's signature.

Please initial one (for August and January graduates only):

_____ I will be picking up my diploma directly in the Registrar's Office within 2 weeks after the posted graduation date.

_____ I would like to have the Registrar's Office mail my diploma to me at the address provided via US mail. I understand that the Registrar's Office is not responsible for any damage or loss by the postal service.

DECLARATION OF INTENT TO GRADUATE – CERTIFICATE PROGRAM

Fill in ALL information - Please Print

JANUARY _____ MAY _____ AUGUST _____

****In order to process your Intent to Graduate, you must have official high school transcript or GED diploma and college transcripts on file. Incomplete files will result in the inability to receive your diploma ****

Submit completed form to the Registrar's Office no later than:

For **MAY** – by **February 1ST**

For **AUGUST** – by **June 1ST**

For **JANUARY** – by **October 1ST**

Name: _____
Last First Middle Int.

Student ID#: _____ Telephone #: _____

Personal Email Address: _____

Please print/type your name clearly on the line below as you wish for it to appear on your certificate:

COLLEGIATE TECHNICAL CERTIFICATE PROGRAMS: (Please check one)

- _____ Alcohol/Substance Abuse Counselor I
- _____ Alcohol/Substance Abuse Counselor II
- _____ Bookkeeping Clerk
- _____ Computerized Accounting
- _____ Construction Technology
- _____ Customer Service
- _____ Diagnostic Technician

- _____ Early Childhood Education
 - _____ – Infant and Toddler Concentration
 - _____ – Preschool Concentration

- _____ Environmental Technology
 - _____ – Coastal Zone Management
 - _____ – Environmental Site Assessment
 - _____ – Geographical Information Systems
 - _____ - Photovoltaic Technology
 - _____ - Small Wind Technology
 - _____ - Solar Thermal Technology
 - _____ – Wastewater Management
 - _____ – Water Supply

- _____ Fire Officer Development
- _____ Graphic Design
- _____ Homeland Security

- _____ Horticulture
 - _____ -Horticulture
 - _____ -Landscape Maintenance Technician
 - _____ -Landscape Construction Technician
 - _____ -Horticulture Technician

- _____ Hospitality
 - _____ - Culinary Arts

- _____ Human Services

- _____ Information Technology
- _____ - Administrative Office Assistant
- _____ - Application Specialist
- _____ - Database Design
- _____ - Desktop Publishing
- _____ - Intro Health Care Informatics
- _____ - Health Unit Coordinator
- _____ - Medical Office Administration
- _____ - Networking
- _____ - Personal Computer Service Technician
- _____ - Web Site Design

- _____ Law Enforcement
- _____ Massage Therapy
- _____ Medical Assisting
- _____ Medical Coding & Billing
- _____ Medical Interpreter
- _____ Medical Receptionist
- _____ Paralegal
- _____ Paramedic
- _____ Programming For Computer Science

Do you have Transfer Credit from another institution? NO YES, Name of Institution: _____

***Any student who is graduating and would like to receive an additional degree or certificate, must re-matriculate to Cape Cod Community College. If you plan on taking courses in the semester following your graduation, please see the Registrar's Office. If you take a semester off please see the Admissions Office to complete a new application.**

Race/Ethnicity: Please help us comply with state and federal regulations by responding to the items below. Note: This information has no bearing on admissions, employment, financial aid or other decisions; however, it allows us to apply for resources to help support our students.

1. Do you consider yourself to be Latino (i.e., Cuban, South or Central American, or of other Spanish speaking culture or origin)? Yes No
2. Select one or more of the following racial groups to describe yourself:
 White/Caucasian Hawaii Native or Pacific Islander American Indian or Alaskan Native
 Asian Black or African American
3. In addition to other selections made above, check any that are true of your background:
 Brazilian Cape Verdean

Student Signature: _____ **Date:** _____

Program Advisor: _____ **Date:** _____

Please note that this application will not be processed without an Advisor's signature.

Rev. 3/1/2013

Please initial one (for August and January graduates only):

_____ I will be picking up my diploma directly in the Registrar's Office within 2 weeks after the posted graduation date.

_____ I would like to have the Registrar's Office mail my diploma to me at the address provided via US mail. I understand that the Registrar's Office is not responsible for any damage or loss by the postal service.

Cape Cod Community College

Departmental Syllabus

Prepared by the Department of

Date of Departmental Approval:

Date approved by Curriculum and Programs:

Effective:

1. **Course Number:**

Course Title:

2. **Description:** (Please use complete sentences.)

3. **Student Learning Outcomes** (instructional objectives, intellectual skills):

Upon successful completion of this course, students are able to do the following.

-
-
-

4. **Credit(s):**

5. **Satisfies General Education Requirement:**

6. **Prerequisite(s):**

7. **Semester(s) Offered:**

8. **Suggested General Guidelines for Evaluation:**

9. **General Topical Outline** (Optional):

Name - Last, First, Middle Initial

Student ID (if known)

ACADEMIC TRANSCRIPT REQUEST FORM

Office of the Registrar
Student Records - Transcript Requests
Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599
Telephone (508) 362-2131 Extension 4387
Fax (508) 375-4084



Former/Maiden Name _____ / _____ / _____ Date of Birth

Current Mailing Address _____

City, State, Zip Code _____

(_____) _____ Social Security Number

SIGNATURE: _____

DATE: _____

In accordance with the Family Educational Rights Privacy Act of 1974 (FERPA), I authorize, with my signature, the release of my student records to the parties listed on this Academic Transcript Request Form.

NOTE:

- If you pick up your transcript, a photo ID is required for verification.
- If a third party is picking up records, a letter of student consent is required with 3rd party's photo ID.
- Parents, other relatives or friends may not request transcripts on your behalf and can only pick up your transcript(s) with your written and signed consent.
- Transcripts will not be processed for students who have any unmet obligations or "HOLDS" on their account, including: financial, library, media or immunization.
- Effective July 1, 2007 there is **no fee** for transcript processing.

When:

ROUTINE PROCESSING

[7 - 10 business days, up to 14 days at end of semester grade processing and degree recording]

PROCESS AFTER FINAL GRADES ARE POSTED:

___ Fall ___ Winter Intersession ___ Spring ___ Summer Intersession ___ Summer

PROCESS AFTER DEGREE IS RECORDED:

___ January ___ May ___ August

Where:

Send to student at current mailing address

of copies: _____

OR

Student will pick up

of copies: _____

OR

Send academic transcript records to the following:

Name	_____	# of copies: _____
Address	_____	
City, State, Zip Code	_____	

Name	_____	# of copies: _____
Address	_____	
City, State, Zip Code	_____	

Name	_____	# of copies: _____
Address	_____	
City, State, Zip Code	_____	

Name	_____	# of copies: _____
Address	_____	
City, State, Zip Code	_____	