2. Having met the above minimum criteria, a student with documented dyscalcular must proceed to the elementary algebra Course (MAT030) (MCP030).

3. 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.

4. Either a or b:
   a. If, after two attempts, the student is unable to pass elementary algebra (MAT030) (MCP030) he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Arts and Sciences with a copy to the Mathematics Department Chair.
   b. If the student passes elementary algebra (MAT030) (MCP030), he/she must proceed to intermediate algebra (MAT040) (MCP040) 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 Arts and Sciences with a copy to the Mathematics Department Chair.

5. 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.

6. 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.

7. 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.

8. 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.

Academic Dismissal and Reinstatement (See also Satisfactory Academic Progress, Good Academic Standing, Academic Review, Probation, Dismissal, and Readmission on page 22)

A student whose CGPA is below good standing for 15 consecutive credits hours will be dismissed and not allowed to enroll as a matriculated student in the next academic semester.

Students dismissed for academic deficiency may enroll part-time as a non-matriculated student.

To be considered for reinstatement a student must have raised his/her CGPA to “good standing.”

A letter of application for reinstatement must be submitted to the Director of Admissions.

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 two years and:

1. has a grade point average below 2.0;
2. and has returned on a probationary status; or
3. 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.

**Commencement**

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.

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. By special vote of the faculty, administrator and professional staff at a duly called meeting, degrees are awarded at the end of the summer session to those students who complete their requirements in August. (Diplomas will be mailed after the ceremony following confirmation that graduation requirements have been met.)

**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 College Meeting April 25, 1994)

**Academic Distinctions**

Matriculated students are eligible for the following academic distinctions:

a. **Dean's List (passed October 27, 1987)** - 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.

b. **Graduation Honors** - Students who demonstrate superior academic performance in earning their Associate Degree are recognized with honors at graduation.
Student Basic Skills Assessment (College Meeting, November 28, 1989)

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.

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.

Assessment Center

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 retest 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. The Assessment Center also coordinates and administers the post-testing program for developmental education courses, the College Level Examination Program (CLEP), Graduate Record Exam (GRE), and evening assessment program. The center manages the new matriculated student assessment program.

Pre-registration

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 main frame.

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 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.

Orientation

Prior to the beginning of classes, new students are invited to participate in an Orientation Program. This is an opportunity for students to become familiar with the College, its facilities, resources, services, activities and policies. The Orientation Program is the responsibility of the Staff Associate of Student Development with the advice of the Committee on Counseling and Advising and under the aegis of the Vice President of Academic and Student Affairs.
Upon Graduation from Cape Cod Community College with a 2.5 cumulative average, and satisfying the specific conditions of the Joint Admissions Program, students are guaranteed admission to the state College or University of their choice.

**Tuition Assistance Program (T.A.P.)**

Those Joint Admissions students who graduate with a 3.0 or higher average are eligible for this program upon enrollment at a Massachusetts State College or University. The students will receive 33% reduction in the Massachusetts cost of tuition during the first two years they are enrolled in the college or university of their choice.

Detailed information regarding these three opportunities is available from the College Catalog, the Student Handbook, the Learning Support Services and the Admissions Office.

Associate in Science degree programs are primarily designed for students who intend to take positions working in their major field upon completion of the degree although many Associates in Science students also plan to transfer to baccalaureate institutions at some point in the future.

Advisors should encourage students to seek further transfer assistance from the professional counseling staff, who are available for individual appointments to help students make realistic choices and to explain the transfer process.

The Advising and Counseling Services office houses a variety of college guides, transfer admissions applications, financial aid and scholarship directories. In addition to college catalogs in print, there are computer programs available to help the students search for a transfer institution. Course Equivalency Guides which are published by some of the four year colleges and universities are also on file. Faculty advisors and students are encouraged to make use of these materials.

Advising and Counseling Services sponsors Transfer College Programs at which transfer admissions officers are on campus to speak with prospective applicants. In late October, some fifty New England College representatives from public and private colleges are available to meet with students in the cafeteria over a three day period. In the spring, an evening program for non-traditional transfer students is scheduled in the cafeteria from 5:00 to 8:00 p.m. The colleges attending on this evening are generally local to this area, and offer programs of interest to older students. Periodically, individual admissions representatives also visit the college. The Cape and Islands Guidance Association (comprised of guidance counselors from the Cape public and private schools) hosts an All Cape College Day each year on the third Wednesday in October. Cape Cod Community College students are welcome to participate in this activity.

The staff is available to counsel and advise students regarding the transfer process, but the student is responsible for completing and submitting their own applications and ensuring that references, when required, are submitted by faculty and staff, and for requesting official transcripts from the Registrar’s Office.

**Career Planning and Placement**

The Career Planning and Placement office, located on the second floor of the Grossman Student Commons building, provides students with career planning and job search assistance. Appointments may be made with a career counselor to discuss career selection, resume writing, interviewing skills, and related issues. Faculty may also request in-class presentations. Assessment instruments are available to help students identify careers that might be a good match for their interests, skills, values, and personality preferences. Students may browse through full-time job opportunities in person or online at [www.capecod.mass.edu/cpp](http://www.capecod.mass.edu/cpp).
SECTION VI - ADMISSIONS, COUNSELING, AND STUDENT DEVELOPMENT SERVICES

Students can connect with employers at our on-campus recruiting table or job fair. In our career library, students can research career fields, employment trends, salaries, etc.

The Student Employment Office (SEO), located in the South Building, room 215 assists students in locating off-campus, part-time or seasonal employment opportunities while they are enrolled at Cape Cod Community College. New job opportunities are posted in the South Building and in the cafeteria. Jobs are categorized under several headings for easy viewing. Students may obtain the contact information to apply for posted jobs and gain information regarding resume writing and interviewing skills from our Job Developer. Assistance is available on a drop-in basis during office hours.

Financial Aid

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 as outlined on page 19. 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.

Veterans' Affairs

Certification for VA educational benefits is available through the Financial Aid Office. Application forms and general informational materials are also available. The Financial Aid Office also processes the Massachusetts Categorical Tuition Waiver for Veterans.

Campus Resources for Students with Disabilities

The O'Neill Center for Disability Services is the official contact for students with the following types of disabilities who request special services or accommodations to provide an equal opportunity for academic success.

- Orthopedic/Mobility Impairments
- Blindness/Visual Impairments
- Deafness/Hearing Impairments
- Psychological Disorders
- Other Functional Limitations

Students must self-identify to the O'Neill Center Director and provide documentation of their disability from an appropriate medical source. With the student's permission, a notice of disability verification and suggested classroom accommodations will be released to faculty on a need to know basis. The O'Neill Center Director serves as the advocate for students with disabilities and assists them in achieving equal access to all college programs and services. The Director is available to consult with faculty, administrators, and staff concerning appropriate services for students with disabilities.

Learning Disabilities Support Services Program

The Learning Disabilities Support Services Program is the official contact for students with the following types of disabilities who request special services or accommodations to provide an equal opportunity for academic success.

- Learning Disabilities