College Mission Statement
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.

College Mission Statement was accepted at the College Meeting on October 18, 2006.

Non-Discrimination Policy Statement
Cape Cod Community College policy prohibits discrimination in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability. For policies on Affirmative Action, Diversity and Sexual Harassment, see the Affirmative Action Statement, page 87 of this Handbook.
Congratulations and welcome to Cape Cod Community College! You are joining a college community noted for our outstanding educational opportunities, our caring staff, an exciting vision for the future and strong connections with businesses and organizations in the greater community.

I encourage you to read this handbook. This important resource contains information that will enable you to familiarize yourself with the College and the numerous opportunities for you to get involved on campus.

Research studies have shown that students who use college resources, such as the Advising and Counseling Center, Career Services, the Tutoring Center or the Math Lab, tend to do much better in their studies than students who try to “go it alone.” The same studies show that students who become involved in campus programs such as student government and cultural activities are more likely to stay in school and be successful in their studies.

As you embark upon your experiences at Cape Cod Community College, I encourage you to pursue an educational path in which you have a sincere interest – one that evolves around what you really like to do. I wish you every success at CCCC – it’s a great place to learn. Please feel free to visit the Student Services area in the Upper Commons for assistance with your educational goals, to get involved in Student Government and Clubs, or just to chat.

Roseanna Pena-Warfield
Associate Dean of Enrollment Management and Student Development
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Handy Numbers

Main Number: 1-508-362-2131 or Toll Free 1-877-846-3672
Información en Español: 1-508-375-4091
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# Academic Calendar

## Fall '07 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Fall registration begins</td>
</tr>
<tr>
<td>Aug. 6</td>
<td>Preregistered students' Tuition and Fees are due</td>
</tr>
<tr>
<td>30</td>
<td>Student Orientation</td>
</tr>
<tr>
<td>31</td>
<td>Last day to register and pay for classes</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Labor Day observed</td>
</tr>
<tr>
<td>4</td>
<td>Professional Day</td>
</tr>
<tr>
<td>5</td>
<td>Classes begin</td>
</tr>
<tr>
<td>11</td>
<td>Last day to change schedule</td>
</tr>
<tr>
<td>11</td>
<td>Last day to drop with no academic record</td>
</tr>
<tr>
<td>11</td>
<td>Last day to drop a course for 100% refund</td>
</tr>
<tr>
<td>18</td>
<td>Last day to drop a course for 50% refund</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Columbus Day observed</td>
</tr>
<tr>
<td>22</td>
<td>Mid-term warning grades due to Registrar</td>
</tr>
<tr>
<td>29-Nov 9</td>
<td>Advising period for preregistration</td>
</tr>
<tr>
<td>Nov. 12</td>
<td>Veterans' Day observed</td>
</tr>
<tr>
<td>13-19</td>
<td>Returning students preregister for Spring '07</td>
</tr>
<tr>
<td>16</td>
<td>Last day to withdraw from an academic course</td>
</tr>
<tr>
<td>22-23</td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>Dec. 10</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
<td>11</td>
<td>Spring registration begins for all classes</td>
</tr>
<tr>
<td>14</td>
<td>Classes end</td>
</tr>
<tr>
<td>17-21</td>
<td>Final exam period</td>
</tr>
<tr>
<td>31</td>
<td>Final grades due to Registrar</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Labor Day observed</td>
</tr>
<tr>
<td>4</td>
<td>Professional Day</td>
</tr>
<tr>
<td>5</td>
<td>Classes begin</td>
</tr>
<tr>
<td>11</td>
<td>Last day to change schedule</td>
</tr>
<tr>
<td>11</td>
<td>Last day to drop with no academic record</td>
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<td>Last day to drop a course for 100% refund</td>
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<td>18</td>
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</tr>
<tr>
<td>Oct. 8</td>
<td>Columbus Day observed</td>
</tr>
<tr>
<td>22</td>
<td>Mid-term warning grades due to Registrar</td>
</tr>
<tr>
<td>29-Nov 9</td>
<td>Advising period for preregistration</td>
</tr>
<tr>
<td>Nov. 12</td>
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</tr>
<tr>
<td>13-19</td>
<td>Returning students preregister for Spring '07</td>
</tr>
<tr>
<td>16</td>
<td>Last day to withdraw from an academic course</td>
</tr>
<tr>
<td>22-23</td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>Dec. 10</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
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</tr>
<tr>
<td>14</td>
<td>Classes end</td>
</tr>
<tr>
<td>17-21</td>
<td>Final exam period</td>
</tr>
<tr>
<td>31</td>
<td>Final grades due to Registrar</td>
</tr>
<tr>
<td>13-19</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
<td>22</td>
<td>Final exam period</td>
</tr>
<tr>
<td>23</td>
<td>Patriots' Day observed</td>
</tr>
<tr>
<td>26</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
<td>28</td>
<td>Fall registration begins for all classes</td>
</tr>
<tr>
<td>29</td>
<td>Final grades due to Registrar</td>
</tr>
</tbody>
</table>

## Spring '08 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>New Year's Day observed</td>
</tr>
<tr>
<td>4</td>
<td>Preregistered students' Tuition and Fees are due</td>
</tr>
<tr>
<td>18</td>
<td>Professional Day / Student Orientation</td>
</tr>
<tr>
<td>18</td>
<td>Last day to register and pay for classes</td>
</tr>
<tr>
<td>21</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>22</td>
<td>Classes begin</td>
</tr>
<tr>
<td>28</td>
<td>Last day to change schedule</td>
</tr>
<tr>
<td>28</td>
<td>Last day to drop with no academic record</td>
</tr>
<tr>
<td>28</td>
<td>Last day to drop a course for 100% refund</td>
</tr>
<tr>
<td>28</td>
<td>Last day to drop a course for 50% refund</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Mid-term warning grades due to Registrar</td>
</tr>
<tr>
<td>Mar. 17</td>
<td>Spring recess</td>
</tr>
<tr>
<td>14-18</td>
<td>Advising period for preregistration</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Spring recess</td>
</tr>
<tr>
<td>- Apr. 11</td>
<td>Advising period for preregistration</td>
</tr>
<tr>
<td>4</td>
<td>Last day to withdraw from an academic course</td>
</tr>
<tr>
<td>7</td>
<td>Summer session registration begins</td>
</tr>
<tr>
<td>21</td>
<td>Returning students preregister for Fall '08</td>
</tr>
<tr>
<td>May 1</td>
<td>INC grades</td>
</tr>
<tr>
<td>14-18</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
<td>21</td>
<td>INC grades</td>
</tr>
<tr>
<td>12</td>
<td>Classes end</td>
</tr>
<tr>
<td>13</td>
<td>Fall registration begins for all classes</td>
</tr>
<tr>
<td>13-19</td>
<td>Final exam period</td>
</tr>
<tr>
<td>22</td>
<td>Final grades due to Registrar</td>
</tr>
<tr>
<td>23</td>
<td>Professional Day</td>
</tr>
<tr>
<td>26</td>
<td>Memorial Day observed</td>
</tr>
<tr>
<td>28</td>
<td>Approval of Graduates</td>
</tr>
<tr>
<td>29</td>
<td>Commencement</td>
</tr>
<tr>
<td>5</td>
<td>June 18</td>
</tr>
</tbody>
</table>

## Winter Intersession '08

January 2 - 17, 2008

## Summer Session '08

June 23 - August 7, 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18</td>
<td>Bunker Hill Day observed</td>
</tr>
</tbody>
</table>

---
Cape Cod Community College delivers educational programs and services to meet the diverse needs of the residents of Cape Cod, the Islands, and adjacent areas of Southeastern Massachusetts. As the sole comprehensive college on Cape Cod, it provides the only access to higher education for many residents.

The College is a student-centered learning community that prepares students for a rapidly changing and socially diverse global economy. To this end, it provides degrees in the liberal arts and sciences; career and technical degrees and certificates; and work force education.

A strong liberal arts focus contributes (1) a foundation for transfer to baccalaureate programs; (2) general education that supports technical and career programs with communication and analytical competencies as well as broadly based liberal education; and (3) cultural opportunities for the region.

Its career and technical programs support unique work force and economic needs in such fields as the hospitality and tourism industry, healthcare, massage therapy, environmental technology, and business with particular emphasis on small business and information technology. These programs provide opportunities for immediate employment and for transfer to professional baccalaureate programs. In addition, the College provides both credit courses and non-credit customized training to meet continuing education needs of employees and employers.

Hyannis Campus
540 Main Street
Hyannis, MA 02601
1-508-778-2221

The Hyannis Center offers GED preparation, English for Speakers of Other Languages (ESOL) and educational assistance for adults who need to improve their basic reading, writing, and math skills. There are selected non-credit classes related to job training, computer programs and college credit classes.
At the Hyannis Center ACCCESS (Adult Collaborative of Cape Cod for Education and Support Services) is a Cape wide collaborative offering GED preparation for people without a high school diploma, English for Speakers of Other Languages, Distance Learning and College Transition Classes - all at no charge. Classes are held day and evening at various locations across Cape Cod.

The Hyannis Center also offers computer classes, college courses, workshops, and is where the GED exams are administered. Please contact us for more detailed information.

**Parking/Parking Permits**

Students intending to park on the College campus should register their vehicles and display a parking decal obtained through the Security Office. All students are required to observe posted parking regulations. Any vehicle parked in handicapped parking areas without a placard, or outside designated parking areas, is subject to ticketing and/or removal. Any student who fails to pay fines may be reported to the Massachusetts Registry of Motor Vehicles and be subject to Registry imposed penalties. Students requiring temporary use of handicapped parking privileges must obtain permits from the O’Neill Center for Disability Services located in the South Building, ext. 4337.

**Public Transportation**

Cape Cod Community College assists students, faculty, and staff who either experience transportation problems or find the cost of transportation exceedingly high. The efforts of the Student Development Office have centered on providing information and assistance on the following services:

1) **The Car Pool Information Program:** By filling out a basic information form, students are encouraged to car pool if at all possible. Students return periodically to match up with others who have similar class and work schedules. The program is open year round and also serves to help alleviate short-term transportation problems which can be devastating to any college student.

2) **The B Bus System:** This system is comparable to a group taxi program in that it requires advance reservations and includes door-to-door service. The B Bus is a valuable service for our students who are not centrally located to the main arteries. It is also a popular service for our disabled and senior citizen students. For further information call 1-508-385-8326.

3) **The Breeze, The Cape Cod Regional Transit Authority** buses run 7 days a week from Woods Hole to Provincetown. The Village Breeze bus route stops at CCCC. For additional information, call 1-800-352-7155 or 1-508-385-8326, TDD 1-508-385-4163 or www.the breeze.info
**B-bus**
The B-bus is convenient, low cost public transportation from your home on Cape Cod and back. The Cape Cod Regional Transit Authority provides the door-to-door, ride-by-appointment service for people of all ages for trips for any purpose, including school work, shopping, college, doctor’s appointments, visiting friends, and even Boston medical trips. B-buses carry up to 19 passengers and are all lift-equipped.

**How do I use B-bus service?**
Using B-bus is simple. B-bus picks you up, takes you where you want to go and returns you home. As a new subscriber, call B-bus toll free 1-800-352-7155 or locally at 1-508-790-2613 between 11:00 am and 5:00 p.m., and the b-bus scheduler will enroll you and explain the scheduling system. Once enrolled, reservations may be made up to a week in advance by calling between 8:00 a.m. and 5:00 p.m. on weekdays. The earlier you make a reservation, the better your chance of getting a ride the day you desire. You must call, however, by at least 11:00 a.m. the day before you need a ride, and by 11:00 a.m. on Friday for weekend and Monday service.

Telecommunications Device for the hearing impaired (TDD) service is available by calling 1-508-385-4163. B-bus is a door-to-door service, so your driver may have to pick you up early to allow time to pick up everyone.


**How do I pay for the B-bus service?** The B-bus operates on a ‘pre-paid’ account system. They will advise riders with an established pattern of use what their average monthly ride costs are. The customer should then deposit at least this much with us to cover future rides. As the account is used, they will advise of subsequent fare deposits needed to keep the account current. If you are a new customer, they will make arrangements for payment when you call to schedule your ride. If you have any questions please contact our operations center at 1-800-352-7155 or locally at 1-508-790-2613.

**Bus Fares** Bus fares on regional routes start at $1.00 and increase depending on the length of your ride.
- Senior citizens (60 years and older with a Medicare card) and people with a disability ID card ride for half-fare
- Children 5 and younger, accompanied by an adult, ride free.
- Summer Fun Pass is available for youths age 12-17 ($5/week, $15 month).
- Exact change is not necessary, but it will speed your ride.
Student Services
The Office of the Dean of Enrollment Management & Student Development, located on the second floor of the Grossman Commons Building, serves as the primary area for student advocacy at the college. The dean may be reached at ext. 4818.

Admissions Office
The Admissions Office is located on the first floor of the Nickerson Administration building and its primary responsibilities include recruiting prospective students and disseminating information about the programs of study, support services, and varied opportunities available at Cape Cod Community College. Admissions also provides information about the College’s Two-Plus-Two Partnerships with Suffolk University and the Boston and Dartmouth campuses of the University of Massachusetts as well as Joint Admissions with the University of Massachusetts and Massachusetts State Colleges. The Admissions Office is the place to go to become matriculated in a degree or certificate program in order to graduate, or receive financial aid. Refer to the College Catalog or the College website at www.capecod.edu for more detail.

Advising Center
The Advising Services staff is available on a walk-in basis during the day or by appointment in the evening. Hours: Monday-Thursday, 8:30 a.m. - 8:00 p.m. and Friday, 8:30 a.m. - 4:30 p.m. They offer a full complement of advising services to meet the diverse educational, vocational and personal needs of individual students. The services offered by the Advising and Counseling staff include:

- Advising on academic coursework, program requirements, course prerequisites, graduation requirements or any other academic information
- Advising in selecting and applying to four-year colleges for transfer
- Advising and assessments for career planning and decision-making
- In certain situations, the advisor may refer students who have personal or psychological problems to local professional agencies. All contacts with members of the Advising staff are strictly confidential within legal parameters
- Exit counseling prior to a student’s voluntary withdrawal from the College is suggested. The advisor will explore, if possible, alternatives as well as ensure that the student follows proper procedure for official withdrawal.

A library of selected four-year college catalogs and occupational information are available. These materials can also be accessed via the Internet. You are also invited to meet with admissions representatives from four-year colleges, and personnel representatives from business, industry and government who visit the campus to recruit students for either transfer or employment.

Grossman Commons Building, 2nd floor ext. 4318
Assessment Center
The Assessment Center, located in the Grossman Commons Building, administers the college’s basic skills testing program. The Center also schedules and administers: CLEP (College Level Examination Program), GRE (Graduate Record Exams, subject only), MCAT (Medical College Admission Tests), and MBTI (Myers-Briggs Type Indicator Tests). Those students completing developmental reading and writing courses will also complete post-testing in that subject area. The Center offers students and faculty other assessment resources, such as learning styles workshops, learning and study skills inventories, and reading style inventories.

Grossman Commons Building, 2nd floor ext. 4543

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, résumé writing, interviewing skills, and related issues. 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 current job opportunities in person or online at www.capecod.edu/cpp. Students can connect with employers at our on-campus recruiting table in the Connector Hallway. In our career library, students can research career fields, employment trends, salaries, etc.

Grossman Commons Building, 2nd floor ext. 4688

Disability Services -- The O’Neill Center
The O’Neill Center for Disability Services provides support services to qualified students with disabilities, both in and out of the classroom. Our staff works with students with a wide range of disabilities from the obvious to the hidden. These impairments may include: orthopedic, visual, speech, hearing, arthritis, cancer, lupus, fibromyalgia, psychiatric illness, multiple sclerosis, specific learning disabilities, and other functional limitations. Services include: development of a support services plan, assistance with course selection, campus orientation, priority registration, exam modifications, reading/taping and note taker services, support groups, training in use of adaptive technology, distraction reduced test-taking site, extended time test-taking site, sign language interpreters, and handicapped parking. The Center’s computer lab offers a wide range of specialized software and equipment, from tape recorders to voice recognition programs. To qualify for services, a student must meet with O’Neill Center staff and submit appropriate medical documentation of the disability. For more information, contact the O’Neill Center for Disability Services.

South Building, 2nd floor ext. 4337
Financial Aid
The Financial Aid Office provides assistance to pay for tuition, fees, books and other educationally related expenses. The College participates in federal, state, and institutional programs that include grants, tuition waivers, scholarships, work-study, and education loans. Eligibility for most forms of assistance is based on financial need. Detailed information on financial aid programs and assistance completing forms are available in the Financial Aid Office. Office hours are Monday through Friday, 8:30 a.m. - 4:30 p.m., and Wednesdays until 7:00 p.m. Private appointments may be scheduled.

Nickerson Administration Building, 1st floor ext. 4393

Bookstore Credits
Financial aid recipients may be able to receive an advance on their financial aid to purchase books. Book vouchers are available to students whose financial aid exceeds their tuition bill. Book vouchers are available starting approximately two weeks before classes begin.

Nickerson Administration Building, 1st floor ext. 4393

Scholarship Opportunities
Each spring, the Cape Cod Community College Educational Foundation solicits applications for numerous scholarships. Scholarships are available for incoming students, returning students, and graduating students who plan to transfer. The scholarship lists and applications are available in mid-March and are due in mid-April.

Satisfactory Academic Progress
Financial aid regulations require that you make satisfactory academic progress toward completing a degree or certificate. Before we provide you with awards each year, we will review your progress. You must meet all of the guidelines below in order to receive financial aid. If you have questions about this policy, contact the Financial Aid Office. You may also request a copy of this policy that includes examples.

Minimum Grade Point Average
1. If you are enrolling in your first semester at the College, you will not yet have a grade point average. You will be considered to be meeting the academic progress guidelines.

2. If the College places you on “Academic Probation,” you will not be making satisfactory academic progress for financial aid purposes. Probation is based on your cumulative grade point average.

3. If the College places you on “Dismissal” status, you will not be making satisfactory academic progress for financial aid purposes.
Maximum Time to Earn a Degree or Certificate

1. You must receive passing grades in at least two-thirds (67%) of your “attempted credits” while at CCCC. Attempted credits are all courses that appear on your registration record. The following grades are treated as attempted credits, but are not considered passing: F (failing), Z (absent), W (withdrawn), R (repeat), I (incomplete), AU (audit).

2. You may take one formal, full Withdrawal from the College. You must complete the process for a formal Withdrawal with the Advising and Counseling Office.

3. You must earn your degree or certificate within a reasonable amount of time. Federal regulations allow you up to 150% of the required time in order to earn your degree. We measure your time to earn a degree in “attempted credits” rather than in semesters or years. We count all courses that appear on your registration record, including transfer credits, non-graduation credits, repeated classes, audits, and courses that did not receive passing grades (see #1 above).

Multiple Degrees or Certificates from Cape Cod Community College
The following policy will apply if you plan to earn more than one credential at CCCC. A credential is a degree or a certificate.

1. Your financial aid eligibility will be limited to a maximum of two credentials at Cape Cod Community College.

2. If you have previously earned an Associates degree from CCCC, you must meet the following conditions to receive financial aid for another credential: Be accepted into the new degree or certificate program; be off financial aid for at least a full, 15-week semester; take only courses required to earn the second degree.

Reinstatement of Financial Aid

1. You have the right to appeal any denial of aid. You must write and sign the appeal and submit it to the Financial Aid Office. You are responsible for full payment of tuition and fees while awaiting a response on your appeal. Reasons for appeals include: prolonged illness of the student, or of an individual directly under the student’s care; death of a close family member; previously undiagnosed learning disabilities; recall to active military duty; extraordinary circumstances beyond the student’s control.

2. If the Director denies your appeal, you may request a second review by the Financial Aid and Scholarship committee.

3. If you have been away from school for at least two years and have below a 2.0 cumulative grade point average, you may
want to apply for the “Fresh Start Option.” If the Admissions Office accepts you for “Fresh Start,” you will be meeting the satisfactory academic progress guidelines. See page 84 of this handbook for more information on Fresh Start.

4. You may continue your studies at CCCC without financial aid. If you regain satisfactory status, you may once again apply for financial assistance.

Financial Aid Recipients – Student Rights

1. You have the right to know what financial aid programs are available at your school.
2. You have the right to know the deadlines for submitting the applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your educational budget.
5. You have the right to know what resources (such as parental contributions, other financial aid, your assets, etc.) were considered in your budget.
6. You have the right to know how much of your financial need, as determined by the institution, has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know your school’s tuition refund policy.
9. You have the right to know what portion of the financial aid is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the pay-back procedures, the length of time to repay the loan, and when repayment is to begin.
10. You have the right to know how the school determines whether you are making satisfactory academic progress and what happens to your financial aid if you have not.
11. You have the right to request a review of your financial aid file if you feel you have not been properly awarded.

Changes in enrollment status and impact on financial aid

If you drop some (but not all) of your classes, your financial aid may change and you may owe a bill at the Business Office. If you drop the class after the first week of classes, you will still be charged tuition and fees for the class. If your financial aid has not yet been disbursed (paid out to you), it will be reduced even though you were charged for the class. Financial aid will be paid based on the number of credits you are registered for at the end of the College’s
drop/add period (usually the 4th week of classes). If you drop some (not all) classes after your financial aid disburses, the amount will not change. However, if you do not receive passing grades in at least two-thirds of all the classes on your transcript, you will not continue to receive aid in future semesters. You must always be registered and attending at least 6 credits to receive the Federal Stafford Loan. If you have dropped all of your classes, or if you have been reported, your financial aid will be adjusted. Federal guidelines allow you to keep the amount of financial aid you have earned based on the number of weeks you attended school. For example, if you attend 5 weeks of a 15 week semester, you have earned one-third of your financial aid. Once you have completed 9 weeks of the semester, you are able to keep the full amount of financial aid awarded for the semester.

Nickerson Administration Building, 1st floor ext. 4393

Tuition and Fees Policy
The financial requirements of the College, changing costs, state and legislative action, and other circumstances may require adjustments in the tuition and fees stated. The College reserves the right to make such adjustments in these charges as may from time to time be required by the Board of Higher Education or the Board of Trustees. All obligations to the College must be paid prior to the beginning of classes each semester. The full-time tuition and fees listed here are based upon 30 credit hours of enrollment per year.

Full-time Tuition and Fees (per year)
Massachusetts residents $3,660 Non-residents $9,840
Part-time Tuition and Fees (per credit hour)
Massachusetts residents $122 Non-residents $328
Application Fee (non-refundable)
Massachusetts residents $10 Non-residents $35

Tuition and Fees are subject to change by vote of the Board of Higher Education and/or the Cape Cod Community College Board of Trustees.

Other Fees
Books and supplies (estimate) $800 per year, full-time student
Assessment and advisement fee $30; retest fee $7
Health Insurance (estimate) $753 per year
Nursing Program fee $150 per year
Dental Hygiene fee $100 per year
Other courses may also require special fees.

Tuition Waivers - If you are a Massachusetts resident you may be eligible for tuition waivers if you are any one of the following:
1. sixty years of age or older; or,
2. a Native American; or,
3. a client of the Massachusetts Rehabilitation Commission or the Commission for the Blind; or,
4. an active duty service person; or,
5. a Veteran who served active duty during any wartime or conflict period; or,
6. an adopted or former foster child through the Department of Social Services (until age 24); or
7. a student whose parent or spouse was a victim of the September 11, 2001 tragedy; or
8. a recipient of the Stanley Koplik Certification of Mastery for MCAS results. Tuition waivers cover the amount of tuition only, you must pay all fees.
9. a recipient of the John and Abigail Adams Scholarship for MCAS results. Availability of waivers is subject to course enrollment. For information on other types of waivers, please contact the Financial Aid Office.

Veteran’s Benefits - Some veterans or their dependents are eligible for monthly education benefits while attending college. The amount varies with each veteran’s situation and enrollment status. If you are a veteran wishing to apply for such benefits, you must notify the Financial Aid Office. If you serve in the Massachusetts National Guard, you are eligible for tuition reimbursement and should contact the National Guard Recruitment Office for further information.

Disclosure of Cost and Price to Students - Students who attend Cape Cod Community College and other public higher education institutions receive a generous subsidy of their cost of education through state appropriation. This state support significantly reduces the cost of tuition and fees. Additionally, many needy students receive financial aid awards to further reduce their costs. In addition to the state subsidy and student financial aid, many students will benefit from federal income tax credits for tuition paid. Actual tax credits will vary with a maximum being $1500. Tax credits do not reduce the initial cost to attend college, but are instead a reimbursement of tuition paid. Questions regarding Cape Cod Community College’s cost and financial aid should be addressed to the Business Office and/or Financial Aid Office.

Tuition Refund Policy
Students who withdraw from classes may be due a refund of all or a portion of their tuition and fees in accordance with the following:
• During first week 100% (less $35 non-refundable deposit)
• During second week 50%
• None after that period.
After the official refund period has ended if you have experienced extenuating circumstances and feel you should receive a refund
you can have your case reviewed by the Student Account Review Panel. Appeal forms can be picked up in the Business Office. Financial aid funds will be paid based on the number of weeks enrolled. Withdrawing during the first 60% of the semester will impact the amount of financial aid funds available to pay tuition and fees. Please check with the Business Office regarding the status of your account.

Health Services Office
The Health Services Office, located in the Life Fitness Center Complex Building is open from 8:00am - 4:00pm, Monday through Friday. Clinical Services are available at no charge for students, staff, and faculty. A physician and a psychologist is available at regularly scheduled hours by appointment. For more information, call ext. 4331.

Registration/Registering
Students may register for classes in person at the Registration Office located on the ground floor of the Nickerson Administration Building, or by phone, mail, or fax once open enrollment has begun. It is recommended that all students complete the registration form found in the course catalog prior to contacting the Registration Office. Full payment is due at the time of registration. In-person and mail payment methods include cash, personal check, or money order. Phone and fax payments must be made using a credit card - please include the expiration date of the card.

The Registration Office also provides registration services for all new and currently enrolled students, degree- or non-degree seeking, and those taking non-credit courses. Registration services include course scheduling, course and college withdrawal, and changes to your schedule. The Registration Office processes transcript and verification requests, the graduation application process, changes of programs and changes to personal information.

Nickerson Administration Building, ground floor ext. 4337

Pre-Registration - Students currently taking classes at Cape Cod Community College may register early for enrollment the following semester. Please refer to the Academic Calendar for specific pre-registration dates for each semester.

Student Development Office
The Student Development Office, located in the Grossman Commons Building, 2nd floor is open daily from 8:30 a.m. - 4:30 p.m. This is the place to go for housing, student identification cards, lockers and if you are looking for a roommate.

Housing
Cape Cod Community College does not assume responsibility for the living arrangements of students. A comfortable place to live is
an important aspect of college life. However, the housing hunt can be a frustrating endeavor for many students. For help in your housing search contact local realtors and check local newspapers. In addition to College bulletin boards, where notices are posted by fellow students on campus, assistance is available through the Student Development Office which provides a housing directory of rentals in the community and a list of students seeking roommates.

**Student Identification Cards**
All students are required to obtain a student identification card, which must be validated every semester. ID cards and validation stickers are available at the Student Development Office, daily hours posted. ID cards are also available evenings in the Wilkens Library, hours posted. The ID card serves as a library card and allows students the use of campus facilities including the Life Fitness Center, Open Computer Lab, and Writing Resource Center.

**Student Employment**
The Student Employment Office staff assists students in finding part-time and summer jobs by keeping in close contact with area businesses and the community. Job openings are posted on bulletin boards located in the South Building and in the Cafeteria. The office is open on a part-time basis throughout the year; hours are posted. Students are encouraged to drop by and register for job opportunities.

**South Building, 2nd floor**

**Student Fees/Payments - Business Office**
The Business Office is responsible for processing student bills and payments. Charges include, but are not limited to: tuition, fees, health insurance, special fees for students enrolled in Health Programs, student identification card replacement fees, transcript fees, parking permit fees, and returned check fees. The Business Office is also responsible for disbursing financial aid checks (including student loans and book vouchers), work-study checks, refund checks, and scholarship payments.

Students who have any outstanding financial obligations to the college will not be admitted, readmitted or permitted to register. If already registered, these students will not be permitted to receive grade reports, attendance reports or transcripts of grades and will not be eligible for graduation until their financial obligations to the college are satisfied.
Lack of attendance does not constitute withdrawal and students will still be responsible for the charges as well as applicable collections costs.

Normal business hours are 8:30 a.m. - 4:30 p.m.; Wednesdays until 7:00 p.m. Check for extended hours during peak registration periods. FAX: 1-508-375-4093.

Nickerson Administration Building, 2nd floor ext. 4123

Transfer Advising
The Transfer Office will assist you in transferring to any college or university, before or after graduating from Cape Cod Community College. Cape Cod Community College offers the following options designed to enhance the transfer process: Joint Admissions, Tuition Advantage Program (TAP), Commonwealth Transfer Compact, 2&2 Programs, Articulation Agreements and transfer advising services.

Joint Admissions between the Community Colleges and Eight State Colleges and the Four University of Massachusetts campuses (guarantees admission)
All Massachusetts state colleges and universities (except Massachusetts College of Art) have joined with the fifteen community colleges in an admission process called “Joint Admissions.” Upon graduating from Cape Cod Community College and satisfying other specific conditions, students are guaranteed admission to the state college or university. Detailed information is available in the Transfer or the Advising and Counseling offices.

Tuition Advantage Program (TAP)
Joint Admissions graduates with a 3.0 GPA or higher are eligible for TAP upon enrollment at a Massachusetts state college or university. TAP gives students enrolled in state-supported classes a 33% reduction in the cost of (in-state) tuition.

Commonwealth Transfer Compact (guarantees transfer of credit)
Students planning to transfer to one of the four campuses of the University of Massachusetts or one of the nine Massachusetts state colleges should be familiar with the Commonwealth Transfer Compact. It is an agreement that guarantees the transfer of a minimum of 60 credits earned in an Associates Degree program from Massachusetts community colleges as long as certain criteria are met.
Advanced Studies

Bachelor's Degrees at Cape Cod Community College

Earn your bachelor's degree on Cape Cod! Cape Cod Community College students can complete the freshman and sophomore years of their bachelor's degree at Cape Cod Community College, in one of our associate degree programs, then transfer to universities offering courses on Cape Cod to complete their junior and senior years.

Through several unique partnerships, students can earn a bachelor’s degree in a variety of areas including: accounting, computer information systems, business, public administration, public relations, journalism, humanities/social sciences, early childhood education and criminal justice – without leaving the Cape! For more information, contact the Office of Advanced Studies at 1-508-375-4082.

Master's Degrees at Cape Cod Community College

Cape Cod Center for Graduate Education developed graduate level educational opportunities for Cape Cod residents. The Center has brought several successful masters programs to Cape Cod Community College including – business administration, public administration, clinical social work, early childhood education, educational leadership communication, professional counseling, reading, and special education. For more information, contact the Office of Advanced Studies at 1-508-375-4082.

Articulation Agreements

Articulation Agreements are designed to allow our graduates to enter selected colleges and universities as juniors. Cape Cod Community College has a number of articulation agreements. For information on these agreements, contact the Transfer Advisor. 

Grossman Commons Building, 2nd floor         ext. 4316
Student Involvement

[Image of a radio station with a sign that reads "WKKL 90.7"]
Student Development Office
The Student Development Office is the place to find out how to get involved. This office is responsible for the formation, development, and continuation of clubs and organizations, Activity Hour, Spree Day, Presidential Student Ambassadors. There is a wide variety of clubs and organizations available, and you are also encouraged to attend the many entertaining performances and films sponsored by this office. Drop by and see how you can get involved.

The Student Development Office also supervises the Student Senate. Taking an active role in student activities is a valuable part of your educational experience. Through the Student Senate, you have the opportunity to participate in the overall direction of student concerns, programs, and activities.

In addition, the office schedules cultural and entertainment events, manages the Student Senate elections, organizes field trips, and assists clubs and organizations in promoting upcoming events.

Grossman Commons Building 2nd floor ext. 4320

Student Activity Hour
The college sets aside a specific time for student activities, athletics and club meeting times. This Student Activity Hour is held Mondays from 12:00 - 1:15 p.m. each week. There are no classes held at this time, so take advantage of the many extracurricular activities the college has for you.

Student Athletic Programs/Life Fitness Center (LFC)
Leisure time activity is an integral part of the college experience. The College offers programs that satisfy the needs of the college community. Athletics can be divided into two areas: recreational and intramural sports. Recreational activities include yoga, weight training, tennis, badminton, racquetball, volleyball, and basketball. The athletic facilities are available to all students, college personnel and alumni during daytime hours. Gymnasium hours are Monday-Friday, 7:00 a.m. - 5:00 p.m.

Intramurals are an important part of the College program offering the student an opportunity to compete in a variety of sports at a level equal to his/her ability. Cape Cod Community College has excellent indoor facilities which include a gymnasium, Life Fitness Training Center (circuit training and free weight rooms), a racquetball court, and a multi-purpose room. Fall Training Center hours are Monday-Friday, 7:30 a.m. - 6:30 p.m. Spring Training Center hours are Monday-Friday, 7:30 a.m. - 6:30 p.m., Saturdays 9:00 a.m. - 1:00 p.m.

Outdoor facilities include baseball, softball, and soccer fields, a basketball court, and six tennis courts with practice areas.
Recreational equipment may be borrowed from the Equipment Room on a daily basis by presenting your ID card. Locks and towels may be signed out for each semester with fresh towels exchanged daily. Students are responsible for the return of all equipment by the time expected. Students and Alumni must present a College picture ID card each time they use the Center. (A class schedule will suffice until ID can be procured.).

Life Fitness Center Complex Building ext. 4368

INTRAMURAL SCHEDULE

FALL 2007 Schedule*
Faculty/Student Tennis Tournament, Sept. 25, 12:30 p.m.
Faculty/Student Badminton Tournament, Dec. 4, 7:30 a.m.
Faculty/Student Racquetball Tournament, Dec. 7, 4:00 p.m.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball Shootout</td>
<td>Oct. 2</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>2X2</td>
<td>Oct. 9</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>2X2</td>
<td>Oct. 16</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>3X3</td>
<td>Oct. 23</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>3X3</td>
<td>Oct. 30</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>5X5</td>
<td>Nov. 6</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>5X5</td>
<td>Nov. 13</td>
<td>12:30-2:00 p.m.</td>
</tr>
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<td>5X5</td>
<td>Nov. 20</td>
<td>12:30-2:00 p.m.</td>
</tr>
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<td>5X5</td>
<td>Nov. 27</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>5X5</td>
<td>Dec. 4</td>
<td>12:30-2:00 p.m.</td>
</tr>
</tbody>
</table>

SPRING 2008 Schedule*
Faculty/Student Badminton Tournament, May 6, 7:30 a.m.
Faculty/Student Racquetball Tournament, May 9, 4:00 p.m.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball Shootout</td>
<td>Feb. 12</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>2X2</td>
<td>Feb. 19</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>2X2</td>
<td>Feb. 26</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>3X3</td>
<td>March 4</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>3X3</td>
<td>March 11</td>
<td>12:30-2:00 p.m.</td>
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<tr>
<td>5X5</td>
<td>March 25</td>
<td>12:30-2:00 p.m.</td>
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<tr>
<td>5X5</td>
<td>April 1</td>
<td>12:30-2:00 p.m.</td>
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<tr>
<td>5X5</td>
<td>April 8</td>
<td>12:30-2:00 p.m.</td>
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<tr>
<td>5X5</td>
<td>April 15</td>
<td>12:30-2:00 p.m.</td>
</tr>
<tr>
<td>5X5</td>
<td>April 22</td>
<td>12:30-2:00 p.m.</td>
</tr>
</tbody>
</table>

*Sign up on the intramural board next to the locker rooms.

Student Clubs and Organizations
Following is a list of clubs and organizations, the current advisor, and their extensions. If you are interested in any of these clubs, please contact the appropriate advisor. The clubs that list TBA as an advisor are inactive at this time. If it is a club you are interested in, please
stop by the Student Development Office as they will help you activate
the club.

<table>
<thead>
<tr>
<th>Club</th>
<th>Advisor</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Group</td>
<td>Dr. Richard Sommers</td>
<td>4317</td>
</tr>
<tr>
<td>Art/Printmakers’ Club</td>
<td>Sara Ringler</td>
<td>4355</td>
</tr>
<tr>
<td>Basketball Club</td>
<td>Loretta Santangelo</td>
<td>4368</td>
</tr>
<tr>
<td>Caritas Club</td>
<td>Jeanmarie Fraser</td>
<td>4618</td>
</tr>
<tr>
<td>Choral Club</td>
<td>Jerry Schmeer</td>
<td>4601</td>
</tr>
<tr>
<td>Computer Club</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Dance Club</td>
<td>Jen Schoonover</td>
<td>4458</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Elaine Madden</td>
<td>4628</td>
</tr>
<tr>
<td>Economics Club</td>
<td>Virender Gautam</td>
<td>4501</td>
</tr>
<tr>
<td>Entrepreneurship Club</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Explorers Club</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Fitness Club</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Forensics Club/Speech Debate</td>
<td>Phyllis Lee/Lisa Heller Boragine</td>
<td>4467/4659</td>
</tr>
<tr>
<td>Gay Straight Alliance Club</td>
<td>John French</td>
<td>4555</td>
</tr>
<tr>
<td>Innkeepers’ Club</td>
<td>Jim Miller</td>
<td>4841</td>
</tr>
<tr>
<td>Janus Players</td>
<td>Michael Tritto</td>
<td>4390</td>
</tr>
<tr>
<td>Junto Club</td>
<td>Delores Bird</td>
<td>4658</td>
</tr>
<tr>
<td>The Mainsheet</td>
<td>Jim Kershner</td>
<td>4734</td>
</tr>
<tr>
<td>Nursing Club</td>
<td>Rita McGurk</td>
<td>4548</td>
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<tr>
<td>Photography Club</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Rotaract Club</td>
<td>Virender Gautam</td>
<td>4501</td>
</tr>
<tr>
<td>Singers’ Theater</td>
<td>Elizabeth Kelly</td>
<td>4651</td>
</tr>
<tr>
<td>Ski Club</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Student Senate</td>
<td>Lori Crawley</td>
<td>4692</td>
</tr>
<tr>
<td>Unity</td>
<td>Kathleen Clarke</td>
<td>4364</td>
</tr>
<tr>
<td>WKKL 90.7</td>
<td>Lisa Zinsius, Gen. Mgr.</td>
<td>4684</td>
</tr>
</tbody>
</table>

Organizations
- Alumni Association         | Lori Crawley/Natalie Dubois | 4011 |
- Phi Theta Kappa             | Nancy Willets              | 4731 |

Club Descriptions
**Academic Support Club** - provides information and peer support for students with learning disabilities.

**ALANA Club** - stands for Asian, Latinos/as, Africans, and Native Americans. This club is organized by students to support one another.

**Art/Printmakers’ Club** - fosters awareness of the arts - explores beginning/advanced original printmaking techniques.

**Basketball Club** - provides an opportunity for students to participate in an organized, competitive league October through February, 18 game schedule.
Caritas - is a student led organization rooted in the Gospel of Jesus Christ and motivated by the teachings of the Second Vatican Council. This organization seeks to nurture student leadership, support the spiritual development of students and engage in pastoral action within the context of the college community. These goals will be accomplished through initiatives that seek to provide opportunities for students to become involved in social justice activities within the community, provide opportunities for spiritual growth and discovery, and seek to promote ecumenical and inter-religious dialogue and understanding. CARITAS also seeks to establish a collaborative relationship between the Cape Cod Campus Ministry, a college ministry of the Diocese of Fall River and the College Community. While CARITAS is based on the teachings of Roman Catholicism, students of any religious tradition or beliefs are welcome. In keeping with Church teaching, CARITAS or any of its members, advisors, or chaplain shall not engage in proselytizing on or off campus.

Choral Club - provides an opportunity for singers to perform in concert.
Computer Club - offers a resource center for student and faculty use.
Dance Club - modern and interpretive dance and performances.
Dental Hygiene Club - cultivates, promotes, and sustains the art and science of Dental Hygiene.
Economics Club - field trips, speakers, and other activities around economics.
Entrepreneurship Club - small business education, sponsors speaker series and business plan competition, field trips.
Explorers Club - an outdoor adventure club: camping, climbing, hiking, white-water rafting.
Fitness Club - encourages physical activity and wellness through exercise, nutrition information, videos, and discussion.
Forensics Club - promotes speech writing, speaking, and debating skills, sponsors field trips.
Gay Straight Alliance Club - promotes social, political, and emotional support for Gay-Bi-Lesbian students and their straight allies.
Innkeepers’ Club - operates snack bar, presents special culinary events, and offers films, guest speakers, and tours of hotels and restaurants.
Janus Players - encompasses all aspects of drama: acting, production, and backstage preparation.
Junto Club - sponsors field trips to places related to great American literary works primarily in New England.
The Mainsheet - the College’s student newspaper; published weekly, provides opportunities for journalists, graphic artists, and business students.
Nursing Club - sponsors community projects and campus activities; promotes membership and participation in the Massachusetts Senate of Student Nurses and the Massachusetts Nurses Assoc.; lobbies for financial aid and improvement of nursing conditions.
Photography Club - provides darkroom facilities, assistance, and advice.

Rotaract Club - provides an opportunity for college students to enhance their knowledge and skills that will assist them in professional development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Singers' Theater - promotes all aspects of musical theatre on campus and sponsors community outreach programs.

Ski Club - sponsors ski/snowboarding trips throughout New England.

Student Senate - comprised of elected students representing the needs and best interests of students; encourages and provides for the participation of all students in the issues and policies that affect their rights and responsibilities as members of the College family. Students are strongly urged to attend Student Senate meetings, to become involved with the Student Senate, and to bring to the Senate's attention any questions or concerns regarding student's rights and/or responsibilities.

WKKL 90.7 - college radio station offers training in radio broadcasting and equipment operation, sponsors concerts, dances, and events.

Note: There are several college standing committees that impact student life on and off campus. All students are encouraged to participate in these committees and be proactive in matters that affect their overall college experience. Membership in the Student Senate is not a requirement for appointment to these committees. If you are interested, please contact the Student Development Office.

Student Senate
The Student Senate is the organization of the student body at Cape Cod Community College and is governed by a constitution. The purpose of the Student Senate is to:

- Encourage and promote student participation in student activities
- Advocate for active student participation in college affairs and governance
- Responsible for disbursement of student activity monies to clubs and/or organizations
- Active in scholarship fundraising and coordinating community service projects
- Provide opportunities for cooperation and understanding among students, faculty and the administration
- Protect student rights and represent student interests on college committees.

Why should I become a senator?
Students involved in the Student Senate will have the opportunity to participate in various college activities and gain self-confidence
and develop your leadership potential. You will develop your skills in:

- Communication
- Valuing
- Diversity
- Decision-making
- Networking with peers

You will foster working relationships with college administration, faculty and other students.

You will be eligible to attend a number of regional and national conferences.

You will gain practical experiences that can be applied long after graduating from Cape Cod Community College.

If you are an elected officer, you have a vote in college meetings.

The people you will meet here at Cape Cod Community College along with the experiences you will have and the memories you will make are what will make your college experience memorable.

**How do I get elected?**

In order to be elected you must have a GPA of 2.0 or higher and be registered for at least 9 credits. You then would need to stop by the Office of Student Development to get the specific election dates. You will be given a nomination form, which you will need to get signed by 35 students if you are running for a senator and 50 signatures if you are running for an officer's position. This needs to be returned to the Office of Student Development and your eligibility will be verified. If all of your credentials are in order, your name will be placed on the ballot. Your term of office will begin immediately following the elections and continue through the spring semester.

**When are Student Senate Elections?**

Elections are held each semester. In the spring semester, senators and officers are elected. Fall elections are held in late September when vacant officer positions may be filled, as well as all senator positions. Students are elected for the full academic year, September through May.

**What would my responsibilities be?**

- Maintain a GPA of 2.0
- Attend Student Senate meetings every Wednesday from 2:00 -3:00 p.m. while school is in session
- Be an active participant in various senate activities
- Cover a minimum of 2 office hours per week in the Student Senate office
- Assist in special senate projects or committees
STUDENT SENATE CONSTITUTION PREAMBLE

Name: The name of the organization shall be the Student Senate of Cape Cod Community College.

Purpose: The Student Senate shall serve as the elected representatives of all students in attendance at Cape Cod Community College in all issues concerning academic and student affairs. Members of the Senate participate in planning and decision making processes, work with the faculty and administration, and when necessary act as liaisons between students and other members of the college community. Specific responsibilities include the following:

A. disbursing monies from the Student Activities Fund to officially sanction and support recognized student clubs.
B. scholarship fundraising.
C. sponsoring and promoting student activities.
D. coordinating community service projects.
E. nominate candidates to the college standing committees.
F. represents the college according to all rules and regulations of Cape Cod Community College.


ARTICLE I- Organization
Section I
The Student Senate shall be composed of twenty-one students currently enrolled at Cape Cod Community College and will consist of five officers, ten senators, five at large senators and one student trustee.

Section II
A. Eligibility for student(s) running in Student Senate Elections:
   1. New and returning students must be enrolled in at least nine (9) credit hours for senator and officer positions; enrolled in at least three (3) for at large positions.
   2. For senator positions, returning students must have a 2.0 cumulative grade point average.
   3. For officer positions, returning students must have a 2.5 cumulative grade point average and eighteen (18) completed credit hours.
   4. For at large positions, returning students must be in good academic standing.
B. To maintain membership as a Senate member, student must:
   1. Be enrolled as a student with a minimum of nine (9) semester hours each semester and complete each semester with a minimum of six (6) semester hours.
   2. Have maintained at least a 2.0 cumulative grade point average for senators.
3. Have maintained at least a 2.5 cumulative grade point average for officers.
4. At large members must be registered for a minimum of three (3) credit hours and maintain good academic standing.
5. Eligibility of senate members will be determined by the student senate advisors who are responsible for notifying students of their membership status.

Section III
A. Senate members will serve in their positions until the end of the current academic year at which point they may run for re-election.
B. Students elected in the spring as next years Student Senate may be seated at the meetings of the Student Senate following the election, but will not assume office as a voting member until the end of the academic year.

Section IV
A. Failure to attend three (3) meetings will be considered a resignation and vacant seats will be filled. The Secretary shall report such forfeits to the President for announcement at the meetings.
B. Every failure to complete two (2) office hours and/or participation hours will equal one (1) meeting absence.
C. Tardiness recorded after roll call of two senate meetings will constitute one (1) absence.
D. An absence is defined as the temporary (three (3) weeks maximum) inability to participate in senate activities such as a meeting. A vacancy is defined as the permanent non-attendance of a senate member due to resignation, ineligibility, transfer, graduation or leave of absence.

Section V
A student may hold only one (1) office on the Student Senate at any given point in time.

Section VI
Vacant seats will be filled at any time through appointment by the Senate President with a 2/3 vote of confirmation by Senate membership.

Section VII
The Board of Trustees, which has governing powers over the College, includes an elected student member. The Student Trustee has a crucial role in the operation of the entire College and represents the interests of the student body as a voting member of the Board. To be an informed and contributing member, the Student Trustee must attend regular Senate meetings to enable proper representation of students’ needs to the Board of Trustees and may also be appointed to committees. The trustee is a voting member of the Student Senate and the Trustee’s presence does
count towards quorum. The Student Trustee, who must be and remain a full-time (12 credit hours per semester) student, maintaining a 2.5 cumulative grade point average.

Elections for the trustee position will be held annually during the student senate’s spring general election. The procedure for the election can be obtained from the Student Development Office. The term of office for the Student Trustee will commence on July 1 following the election and will continue until June 30 of the following year or upon graduation. If the Student Trustee ceases to be a full-time (12 credit hours per semester) undergraduate student and/or maintain a 2.5 cumulative grade point average, his/her membership on the Board and Senate is terminated and the office is deemed vacant. Any such vacancy occurring before the one-year term expires shall be filled by a special election and only for the remaining portion of the term and in the same manner as election to a full term.

**ARTICLE II- Senate Meetings**

**Section I**
The Student Senate shall meet weekly each semester exclusive of final examination periods. Student Senate meetings are open meetings. All senate meetings, including committee meetings require forty-eight (48) hours posted notice. Executive sessions may be called in accordance to *Massachusetts Open Meeting Act* and *Robert’s Rules of Order*.

**Section II**
Senate Standing Committees are required to meet at least once per month and to report the results of that meeting to the Vice President.

**Section III**
*Unless nullified by this constitution*, all rules contained in *ROBERT’S RULES OF ORDER, REVISED, (the latest edition)* and the *Massachusetts Open Meetings Act* will govern all Student Senate and Standing Committee meetings.

**Section IV**
Students or student groups wishing to appear before the Senate may do so if they make a request through a senator or advisor to be on the meeting agenda.

**ARTICLE III- Officers of the Senate**
The officers of the Senate shall be the President, Vice President, Secretary, Treasurer, Public Relations Officer, Parliamentarian, and Student Trustee. Officers must fulfill all requirements to be a senator as outlined in **ARTICLE I, Section II**. All officers of the senate are elected with the exception of the Parliamentarian who is appointed by the Senate President.
A. Student Senate Presidential Duties
The President of the Student Senate will:
1. Preside over all weekly meetings, and during those meetings, may only vote in the case of a tie and participate in discussion if he/she turns over the chair of the meeting to another member.
2. Appoint committees, assign senators to ad hoc committees as necessary and act as an ex-officio member of all committees.
3. Create weekly meeting agendas and post agendas forty-eight (48) hours in advance.
4. Attend college meeting.
5. Appoint the Parliamentarian.
6. Appoint students into vacant seats with a majority vote of confirmation by senate membership.
7. Be a member of the College Steering Committee.

B. Student Senate Vice Presidential Duties
The Vice President of the Student Senate will:
1. In the absence, not vacancy of the Student Senate President, serve in that office. Duties do not include the appointment of new senate members.
2. Collect and file all regular and special reports and ensure participation in all Senate and College Standing Committees and all Ad Hoc Committees.
3. Preside as Chairperson of the Election Committee unless the Vice President is running for office. In this case, the President appoints a chairperson to the Election Committee.

C. Student Senate Secretarial Duties
The Secretary of the Student Senate will:
1. Be the official recorder of all Student Senate meetings.
2. Take a roll call and record absences.
3. Post minutes of the previous Senate meeting forty-eight (48) hours prior to the next regularly scheduled meeting.
4. Forward to the President of the College, Vice President, Deans, and all Senate advisors a copy of the agenda and minutes of each meeting.

D. Student Senate Treasurers Duties
The Treasurer of the Student Senate will:
1. Record all Student Senate budgetary transactions.
2. Must submit weekly financial reports of the Student Senate to the membership.
3. Preside and chair the Budget & Finance Committee.
4. Maintain accurate accounts of student club budgets.
5. Recommend to the Student Senate budget allocations for student clubs.
6. Maintain well-ordered and accessible financial records for all clubs and Student Senate.

E. Student Senate Public Relations Officer
The Public Relations Officer of the Student Senate will:
1. Submit weekly Student Senate reports to the student newspaper including posting of meeting times and events.
2. Act as chairperson of the Public Relations Committee.
3. Coordinate advertising of Senate events.
4. Be responsible for the sign board.

F. Student Senate Parliamentarian
The Parliamentarian is appointed by the Senate President.
The Parliamentarian will:
1. Preside over the Senate meeting in the absence, not vacancy, of the President and Vice President.
2. Monitor each Senate meeting ensuring the proper use of parliamentary procedures.
3. Chair the Judiciary Committee.

G. Student Trustee
See ARTICLE I, Section VII

ARTICLE IV- Executive Committee
There shall be an Executive Committee consisting of the officers of the Student Senate. Its function will be to assist in the planning of the agenda prior to each meeting. The Executive Committee should meet within two days prior to each regularly scheduled Senate meeting.

ARTICLE V- Senate Standing Committees
Section I
There shall be at least four (4) Student Senate Standing Committees. They shall consist of Student Senate members appointed by the President with confirmation of two-thirds (2/3) of the voting members of the Student Senate. All appointments are for the duration of that particular academic year. The permanent Standing Committees of the Senate will be: Budget and Finance, Elections, Judiciary, and Public Relations.

A. Budget and Finance Committee
1. The Budget and Finance Committee will be composed of:
   a. Senate Treasurer who is the Chairperson and will preside over all meetings.
   b. Four (4) Senate members appointed by the Senate President.
2. Responsibilities regarding activities with in the Student Senate:
   a. Budgetary requests of $100 and above.
   b. Present budgetary motions to the Senate for approval.
3. Responsibilities regarding activities for student clubs and organizations:
The following criteria will be used to determine the allocation of the Student Activities Fund:
   a. The club must have a charter providing specific aims, elected officers, periodic meetings, and an advisor who is a member of the faculty and/or staff of this college.
   b. The organization must be open to all students desiring to join.
   c. Complete budget request and club paperwork that include the following information:
1. Size of membership
2. Number of meetings
3. Approximate number of members in attendance at each meeting
4. List of club officers and advisor(s).
5. A copy of last year’s expenditures, including fundraisers
6. A current copy of their constitution

4. Student Senate will not allocate funds for the following:
   a. Food and beverages totaling more than $200 per calendar year. This does not preclude clubs from raising additional funds to pay for food and beverages.
   b. Any event limited to a small number of students (fewer than ten (10) students)
   c. Payment of a salary or commission to any person by virtue of their belonging to and/or participating in a club activity.

5. Any money remaining in a student club account at the end of the academic year will be automatically reverted back to the Student Senate Reserve unless the club requests a rollover of funds. All unused funds will revert back to the Senate Reserve if a club/organization is found to be in violation of this constitution and/or its constitution. Any request of more than $100 is automatically referred to the Budget and Finance Committee. No students will make payment of dues or fees to any club.

B. Election Committee
1. The Election Committee will be composed of:
   a. The Senate Vice President as Chairperson who will preside over all meetings.
   b. Four (4) Senate members who are not on the ballot, appointed by the Senate President.
   c. In the absence of an Elections Committee as described in item 1a and 1b above, Student Senate elections will be conducted by the Staff Associate of Student Programs and Governance and/or Senate Advisors, and with as many Senate members available at the time.

2. The Election Committee will be responsible for conducting all Student Senate elections under the supervision of at least one Senate Advisor.

3. The Election Committee will receive a candidate eligibility report from the Staff Associate of Student Programs and Governance and/or Senate Advisors before adding candidate’s name to the election ballot.

4. The Election Committee will make nomination papers available to the student body two (2) weeks prior to an election.

C. Judiciary Committee
1. The Judiciary Committee will be composed of:
   a. The Senate Parliamentarian who is the Chairperson and presides over all meetings.
   b. Two (2) Senate members appointed by the Senate President.
2. The Senate Judiciary Committee shall investigate senate disciplinary matters and report their findings to the Senate. Their duties include:
   a. Election procedures
   b. Attendance policies
   c. Review all club charters for recommendations to the Senate.
3. The Judiciary Committee is not solely responsible for the interpretation of the Senate Constitution. Such interpretations shall be arrived at by an Ad Hoc Committee comprised of the Senate Judiciary Committee, the advisors, the Staff Associate of Student Programs and Governance, and the Dean of Enrollment Management and Student Development.

D. Public Relations Committee
1. The Public Relations Committee will be composed of:
   a. The Senate Public Relations Officer who is Chairperson and presides over all meetings.
   b. At least two (2) Senate members appointed by the Senate President.
2. The Public Relations Committee shall serve to increase the spirit of the student body, student organizations and the Senate.
3. The senators on the Public Relations Committee will assist the Public Relations Officer in submitting weekly reports to the student newspaper, advertising Senate events, and maintenance of the sign boards.

ARTICLE VI- College 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 Technology**: Provide unified guidance and direction for the development of technology in concert with the evolving needs of the college, its students and faculty.

*Membership*: IT Executive Director, IT Technical Director, Director of Distance and Learning Technology, one LRC representative, six full time faculty, one adjunct faculty, one professional staff, one support staff and **one student**.

(Approved May 10, 1999; Revised December 10, 2001)

**Academic Policies 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.

*Membership*: Vice President of Academic and Student Affairs, four faculty, one adjunct faculty/part-time professional staff, **one student**, one support staff, one other administrator/professional staff. Advantage Program Director (ex officio). Faculty shall serve three year staggered terms. (Approved May 10, 1999)

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

*Membership*: Director of Advising and Counseling Services, Director of Admissions, Director of the O’Neill Center for Disability Services, one counselor, three faculty, **two students**, one support staff member, one adjunct faculty/part-time professional staff.

(Approved September 11, 2000)

**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.

*Membership*: Vice President of Academic and Student Affairs, four faculty, one professional library staff member, one adjunct faculty/part-time professional staff, **one student**, one support staff, one Division Dean. Faculty shall serve three year staggered terms.

(Approved May 10, 1999)
Developmental Education: Makes recommendations to the Assistant Dean of Learning Support Services and to the College Meeting concerning the developmental offerings of the College. Membership: Assistant Dean of Learning Support Services, Director of the Assessment Center, four faculty (at least two of whom represent departments teaching developmental education courses), one adjunct faculty/part-time professional staff, one student, one support staff, one other administrator/professional staff. (Approved September 11, 2000)

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 BHE 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) Membership: Director of Institutional Research and Development, four faculty, one adjunct faculty/ part-time professional staff, one student, one support staff, two other administrators/professional staff. (Approved October 16, 2000)

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 Board 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) Membership: Director of Human Resources, 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/part-time professional staff, one student. (Approved May 10, 1999)

Cultural Events: Plans and arranges a comprehensive cultural events program open to all students and the public when space permits.
Membership: Two administrators/professional staff, two Arts and Communication faculty, two other faculty, one adjunct faculty/part-time professional staff, two students, one support staff, the Technical Director of the Arts Center. (Approved September 11, 2000)

**Financial Aid and Scholarships:** 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.
Membership: Director of Financial Aid, three faculty, one adjunct faculty/part-time professional staff, one support staff, one administrator/professional staff, Advantage Program Director (ex officio), one student. (Approved May 10, 1999)

**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.
Membership: 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 and 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 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)

**International Educational:** Serves in an advisory capacity to the Coordinator and Faculty Coordinator of International Education. Supports existing and new international education projects and activities, and may make recommendations regarding the international education budget.
Membership: Division Dean of Humanities and Social Sciences, Coordinator of International Education, Faculty Coordinator of International Education, three other faculty, one adjunct faculty/part-time professional staff, one support staff, one student. (Approved May 10, 1999)
Library/Learning Resources: Reviews library services and advises the Director and the College community regarding all phases of the library and its services.  
Membership: Three faculty, one adjunct faculty/part-time professional staff, one student, one support staff, one administrator/professional staff, and a member of the library professional staff. (Approved May 10, 1999)

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.  
Membership: Vice President of Academic and Student Affairs, four other administrators/professional staff, two support staff, one adjunct faculty/part-time professional staff, one student, four faculty. (Approved September 11, 2000)

Steering: Helps The College 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.  
Membership: 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)

ARTICLE VII- College Meeting
The responsibilities of the College Meeting (referred to as The Meeting) are:
1. to discuss, formulate and recommend to the President major academic matters, and;
2. 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 Board of Higher Education and Board of Trustees,
• contractual matters of the Agreement between the Board 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.
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). Attendance by all voting members is expected. Fifty (50) members shall constitute a quorum. (Adopted May 10, 1999)

There will be regular monthly meetings during the academic year held at 3:00 p.m. (Adopted March 15, 1999) on the fourth Monday of the month, and special meetings as called. 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.

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.
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 wordsmithing.

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.

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. Each speaker at College Meeting will be limited to ten (10) minutes maximum; 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)
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.

ARTICLE VIII- Student Clubs and Organizations

Section I
The Student Senate shall charter all clubs and has general supervision of the distribution of student activities funds to all recognized student clubs in accordance with all rules and regulations of Cape Cod Community College. They will have the power to freeze accounts of those clubs that violate contracts, abuse funds, or whenever the Senate in conjunction with the office of Student Development deems it necessary to hold back money.

Section II
All chartered clubs must comply with the Club Handbook and the Guide for Student Leaders and Club Advisors. Failure to comply with rules and regulations may result in:

1. The freezing of accounts by the Student Senate or Office of Student Development
2. The removal of the club’s charter or any rights and privileges pertaining thereto.

ARTICLE IX- Elections

Section I
A. There shall be a general election during the last four (4) weeks of the spring semester to elect the five Officers who fulfill the requirements stated in ARTICLE I, Section II, Item A. The Officers will assume Senate duties at the last regularly scheduled meeting in spring semester and serve for one full year in accordance with

ARTICLE I, Section II, Item B.
B. Special elections will be held four (4) weeks into fall/spring semester to fill any vacancies that might have occurred. These Senators will assume responsibility at the next regularly scheduled Senate meeting.

Section II
Speeches and attendance at a Question & Answer period by all candidates running for an executive office is encouraged. This period shall be scheduled within one week prior to the upcoming election.

Every candidate for a Senate position is encouraged to notify the school newspaper to promote his/her candidacy.
Section III
The dates of general election and voting hours shall be set one month prior to election; special elections shall be set two (2) weeks prior.

Section IV
Notification of election, nomination papers and rules are to be posted two (2) weeks in advance and nomination papers are due one (1) week in advance of any election.

Section V
A plurality of votes cast shall be necessary for the election to individual officer and senator positions. In case of a tie, a re-balloting shall occur at a designated time between those having a tie. Write-in candidates must receive a minimum of ten (10) votes to be elected. Only ballots with candidates’ full name will be accepted as legitimate votes cast.

Section VI
A. Nomination papers will contain thirty-five (35) signatures for Senate seats and fifty (50) signatures for all Senate office seats. No nicknames shall appear on the nomination papers or ballots.
B. No campaigning will take place within fifty (50) feet of the voting booth including posters, flyers, and verbal communication.
C. Any member of the student body may vote by presenting their student identification card or any picture identification that will be cross checked with student roster.
D. The Elections Committee will count the ballots along with at least one Senate advisor and one representative from the student newspaper.
E. Election results will be certified by the Dean of Enrollment Management and Student Development.
F. No member of the student body can run for more than one (1) office.

ARTICLE X- Senate Advisors
The Student Senate shall have a maximum of three (3) advisors, one of whom is the Staff Associate of Student Programs and Governance. If at any time it becomes necessary to remove an advisor from their post, a motion of removal shall be put to a vote by the Student Senate and then ratified by a three-fourths (3/4) vote. Student Senate should refer to the Club Handbook for further information on the roles and responsibilities of the advisors.
ARTICLE XI- Student Initiated Legislation (Student Referenda and Student Senate Recall)

Section I
Members of the student body may initiate legislation to be brought before the Student Senate for discussion and approval or denial by presenting to the Student Senate a legal petition signed by at least five percent (5%) of the currently enrolled student body.

Section II
The Student Senate on an absolute two-thirds (2/3) majority vote may place a referendum question on the ballot of any election. Members of the student body may place a referendum question on the ballot of an election by presenting to the Student Senate a petition signed by at least twenty-five percent (25%) of the student body. All referendum will be deemed passed by the student body upon a simple majority vote (more than 50%) of the student body.

Section III
Recall of the Student Senate may be done in the following manner:
A. A petition signed by twenty-five percent (25%) of the student body calling for a recall of the Student Senate will be presented to the Dean of Enrollment Management and Student Development who will appoint an Elections Committee of non-Student Senate to conduct a special election for the purpose of electing a new Student Senate.
B. Recall of a member of the Student Senate must be handled under the impeachment procedures outlined in this Constitution.

ARTICLE XII- Amendments

Section I
An amendment to this constitution when presented as a motion will be discussed in an open meeting with at least seven (7) days notification to the student body including but not exclusively publication in the student newspaper and then tabled until the next publicized open Student Senate meeting at which time the amendment shall be discussed further, and voted on.

Section II
Amendments to this constitution will be incorporated into the Student Handbook and become effective the following academic year.

ARTICLE XIII- Impeachment Procedure
In all cases where misconduct and failure to fulfill responsibilities of elected office in a student’s official capacity as an officer or a member of the Student Senate is charged by member(s) of the student body by petition, (see ARTICLE X), the Judiciary Committee of the Student Senate, the Student Senate advisors, the Staff Associate of Student Programs and Governance and the Dean of Enrollment Management and Student Development shall investigate the
accusation and present their findings to the Student Senate. When impeachment action shall be deemed necessary, it will be tried before the full Student Senate with the Parliamentarian as the presiding officer if the President is unable to fill that position. It is necessary that three-fourths (3/4) of the voting members of the Senate approve this impeachment action.
Student Code of Conduct
Student Disciplinary Code

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 a 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.

Article I: Definitions

1. The term “College” means Cape Cod Community College.
2. The term “student” includes all persons taking courses at the College, both full-time and part-time.
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, staff member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Director of Human Resources or the Registrar.
6. The term “organization” means any number of persons who have complied with the formal requirements for recognition by the College.
7. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets or sidewalks.
8. The term “Judiciary Committee” means any person or persons authorized by the College Governance to conduct hearings and recommend sanctions upon students found to have violated the Student Code of Conduct.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code, Student Handbook and the College Catalog.
12. The term “cheating” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

13. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including works found on the Internet. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Article II: Judicial Authority
1. The College shall determine the composition of the Judiciary Committee.
2. The Judiciary Committee shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with the provisions of the Student Code.
3. Decisions made by the Judiciary Committee shall be final, pending the normal appeal process.

Article III: Proscribed Conduct
A. Jurisdiction of the College
Generally, college jurisdiction and discipline shall be limited to conduct which occurs on and off college premises or which adversely affects the college community and/or the pursuit of its objectives.

B. Conduct - Rules and Regulations
Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
1. Acts of dishonesty, including but not limited to the following:
   a) Cheating, plagiarism, or other forms of academic dishonesty.
   b) Furnishing false information to any college document, record, or instrument of identification.
   c) Forgery, alteration or misuse of any college document, record or instrument of identification.
   d) Tampering with the election of any college recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities, including public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damages to property of the college or property of a member of the college community or other personal or public property.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

6. Failure to comply with the directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

8. Violation of published college policies, rules or regulations.

9. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.

10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, or public intoxication.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.

13. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college.

16. Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file (including computerized files), to use, read, or change the contents, or for any other purpose.
b. Unauthorized transfer of a file (including computerized files).
c. Unauthorized use of another individual’s identification and password.
d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
e. Use of computing facilities to send obscene or abusive messages.
f. Use of computing facilities to interfere with normal operation of the college computing system.

17. Abuse of the judicial system, including but not limited to:
   a. Failure to obey the summons of the Judiciary Committee or college official.
   b. Falsification, distortion, or misrepresentation of information before a Judiciary Committee.
   c. Disruption or interference with the orderly conduct of a judicial proceeding.
   d. Institution of a judicial proceeding knowingly without cause.
   e. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   f. Attempting to influence the impartiality of a member of a Judiciary Committee prior to, and/or during the course of, the judicial proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of a Judiciary Committee prior to, during, and/or after a judicial proceeding.
   h. Failure to comply with the sanction(s) imposed under the Student Code.
   i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. “no contest” or (“nolo contendere”). The College reserves the right to proceed with disciplinary action at the college during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution.
Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Judiciary Committee with the Student Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies
A. Charges and Hearings
1. Any member of the College community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Judiciary Committee Chair, the Associate Dean of Learning Support Services, who is responsible for the administration of the College judicial system. Any complaint should be submitted as soon as possible after the event takes place, preferably within ten business days.

2. The Judiciary Committee Chair, the Associate Dean of Learning Support Services, may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings.

3. All complaints shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judiciary Committee.

4. Hearings shall be conducted by a Judiciary Committee according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the hearing shall be at the discretion of the Judiciary Committee.
   c. In hearings involving more than one accused student, the Judiciary Committee Chair, the Associate Dean of Learning Support Services, in his or her discretion, may permit the hearings concerning each student to be conducted separately.

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d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her case, and therefore, advisors are not permitted to speak or to participate directly in any hearing before the Judiciary Committee.

e. The complainant, the accused and the Judiciary Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination only by the Judiciary Committee.

f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Judiciary Committee at the discretion of the chairperson.

g. All procedural questions are subject to the final decisions of the Chairperson of the Judiciary Committee, the Associate Dean of Learning Support Services.

h. After the hearing, the Judiciary Committee shall determine by majority vote whether the student has violated each section of the Student Code which the student is charged with violating.

i. The Judiciary Committee’s determination shall be made on the basis of whether it is more likely than not the accused student violated the Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before a Judiciary Committee. The record shall be the property of the College.

6. Except in the case of a student charged with failing to obey the summons of a Judiciary Committee or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a Judiciary Committee. In all cases, the evidence in support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning - a notice in writing to the student that the student is violating or has violated institutional regulations.

b. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

c. Loss of privileges - denial of specified privileges for a specified period of time.

d. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
e. Discretionary Sanctions—Work assignments, service assignments (such assignments must have prior approval of the Vice President of Academic and Student Affairs.)

f. College Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

g. College Expulsion - Permanent separation of the student from the College.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than College Expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record may be expunged of disciplinary actions other than College Suspension or College Expulsion. Cases involving the imposition of sanctions other than expulsion or suspension shall be expunged from the student’s confidential record two (2) years after final disposition of the cases.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in Section B1, a through d.

b. Deactivation - Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which the Judiciary Committee determines that a student has violated the Student Code, the sanctions shall be determined and recommended to the Vice President of Academic and Student Affairs.

C. Interim Suspension

In certain circumstances, the Vice President of Academic and Student Affairs, or a designee, may impose a College suspension prior to the hearing before a Judiciary Committee.

1. Interim Suspension may be imposed only: a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption or interference with normal operations of the college.

2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Vice President of Academic and Student Affairs may determine to be appropriate.

D. Appeals

1. A decision reached by the Judiciary Committee may be appealed by accused students or complainants within five (5) school days of the decision. Such appeals shall be in writing
and shall be delivered to the Vice President of Academic and Student Affairs or his or her designee.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. If an appeal is upheld by the Vice President of Academic and Student Affairs, the matter shall be remanded to the original Judiciary Committee for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Vice President of Academic and Student Affairs may not result in more severe sanction(s) for the accused student. Instead, following an appeal and upon review of the case, sanctions may be reduced, but not increased.

5. In cases involving appeals by student complainants, the Vice President of Academic and Student Affairs may, upon review of the case, reduce or increase the sanctions imposed by the Judiciary Committee or remand the case to the original Judiciary Committee.

Article V: Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Academic and Student Affairs or his or her designee for final determination.

B. The Student Code shall be reviewed every three (3) years under the direction of the Judiciary Committee Chairperson, the Associate Dean of Learning Support Services. 4/04
STUDENT GRIEVANCE PROCEDURE
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.

Definitions
1) **COMPLAINT**: the informal, unwritten stage of an allegation of mistreatment.
2) **GRIEVANCE**: a written complaint filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.
3) **GRIEVANT**: the student or students filing the complaint or grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
4) **RESPONDING PARTY**: the person against whom a complaint or grievance is directed.
5) **STUDENT GRIEVANCE OFFICER**: a College employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Affairs Officer. If this individual is the person against whom the grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.
6) **TIME**: the number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual written agreement between the Grievant and the Responding Party.
7) **DAY**: as used in this policy, shall mean a calendar day.
8) **SENIOR OFFICER**: senior level employee who reports to the President for the Responding Party’s work area.
9) **INSTRUCTIONAL PERIOD**: the academic semester, summer session or intersession when a Grievant knows or should have known of a grieveable act or inaction. The Instructional Period shall end on the last day of final exams.
Utilizing The Student Grievance Procedure
The Student Grievance Procedure may be used by a student to address complaints concerning the alleged abridgment of the student’s rights, as stated in the College’s Student Handbook and/or Policy Guide. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College’s Student Grievance Officer is Associate Dean of Enrollment Management and Student Development, Roseanna Pena-Warfield. The Student Support Services Office is located on the second floor of the Grossman Commons Building, Room C-206A. The Student Grievance Procedure may not be used for complaints alleging sexual harassment or discrimination. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the College’s Affirmative Action Grievance Procedure is a mechanism for resolution. The College’s Affirmative Action Grievance Procedure is contained in the College’s Affirmative Action Plan. The College’s Affirmative Action Officer is Associate Dean of Enrollment Management and Student Development, Roseanna Pena-Warfield.

If a complaint involves a grade dispute, a student shall process the complaint in accordance with the Student Grievance Procedure, even if the student alleges that a grade was improper because of discrimination. At any Level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than thirty (30) days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a resolution cannot be achieved, the Grievant may proceed with the Grievance Process.

A claim of physical or sexual assault shall not proceed under the Student Grievance Procedure. A student claiming physical or sexual assault by an employee of the College shall report the incident to the College’s Public Safety Department and/ or the Director of Human Resources. A student claiming physical or sexual assault by another student or an employee claiming physical or sexual assault by a student shall report the incident to the College’s Public Safety Department and/or the Vice President of Academic & Student Affairs. Further, in matters involving physical assault, students and employees are strongly encouraged to report the incident to the local authorities. Except for under extenuating circumstances, as
determined by the President or his/ her designee, failure by either party to comply with the Student Grievance Procedure during the course of a grievance shall result in the waiving of the non-compliant party’s rights under the Procedure.

LEVEL ONE - Informal Procedure
This is the informal stage where most complaints are resolved. The Grievant and the Responding Party should consult with the Student Grievance Officer at this time.

A student grievant initiates the informal phase of the grievance process. The grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when the grievant knew or should have known of the grievable act or inaction.

The Responding Party must respond to the Grievant’s complaint within ten (10) days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

LEVEL TWO - Formal Procedure
Prior to filing a written grievance at Level Two, a Grievant must consult with the Student Grievance Officer. The Responding Party should also consult with the Student Grievance Officer at this phase of the process.

LEVEL TWO - Step One
The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

The Grievant may, within ten (10) calendar days after receipt of the Student Grievance Officer’s written notice, file with the Student Grievance Officer a formal written grievance. The grievance shall contain the following information: the name and title of the person(s) against whom the grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance, and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the grievance as part of the grievance. The grievance shall also state the date it is filed and that it is being filed at “Level Two, Step One.”

The grievance may be filed with the Student Grievance Officer by regular mail, certified mail, or in hand. Thereafter, the Student Grievance Officer shall deliver the grievance, and all supporting
documents, if any, to the Responding Party within five (5) calendar days. If the Responding Party is unavailable at the time the grievance is filed; the Student Grievance Officer shall use reasonable means to deliver the grievance within a reasonable period of time.

The Responding Party shall forward a written Level Two - Step One response to the Student Grievance Officer within ten (10) calendar days of his/her receipt of the grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.

**LEVEL TWO - Step Two (Supervisor Level)**

If the grievance is not resolved to the satisfaction of the Grievant within ten (10) calendar days after his/her receipt of the Step One response, or if no written response is submitted, the Grievant may within ten (10) calendar days after the written response was received or due, request the Student Grievance Officer to forward the written grievance and response, if any, to the supervisor of the Responding Party, with a copy to the Senior Officer of the work area of the Responding Party.

The supervisor shall investigate the grievance and confer with the Senior Officer. The supervisor shall forward his/her written decision to the Student Grievance Officer, within ten (10) calendar days after receipt of the Step Two grievance. Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five (5) calendar days.

At any time before the issuance of the Supervisor’s Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade appeals do not go beyond this Step (Level Two - Step Two) per the section on Grade Appeals.

Either party to a grievance may raise no new issues or allegations after Step Two.

**LEVEL TWO – Step Three (Student Grievance Committee Level)**

If the grievance is not resolved to the satisfaction of the Grievant within the period allowed at Level Two - Step Two, the Grievant may request a hearing before a Student Grievance Committee. Such a request must be in writing and presented to the Student Grievance Officer within ten (10) calendar days from the issuance of the Supervisor’s Level Two - Step Two decision.
Within ten (10) calendar days of the Student Grievance Officer's receipt of the Grievant's request for a hearing, the Student Grievance Officer shall arrange a hearing before a Student Grievance Committee. The Student Grievance Officer shall use reasonable efforts to schedule the hearing at a time mutually convenient to the parties. At least twenty-four (24) hours prior to the hearing, the Student Grievance Officer shall provide each member of the Committee and all parties to the grievance with copies of the grievance, responses to the grievance, decisions issued, and all relevant supporting documentation and materials. The Committee's make-up and hearing rules are discussed later in this policy.

The Committee shall deliver its findings and recommendations to the Student Grievance Officer within ten (10) calendar days following the hearing. A copy of the Committee’s findings and recommendations shall be delivered to the Grievant, the Responding Party, and the President or his/her designee, within five (5) calendar days of receipt.

Within ten (10) calendar days of the President’s receipt of the Committee’s findings and recommendations, the President or his/her designee, shall issue a written statement accepting, modifying or rejecting the Committee’s recommendations. The decision of the President, or his/her designee, shall be final and binding on all parties.

**Grade Appeals**

Complaints or grievances filed in connection with assigned grades represent a special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student’s performance by the instructing professional(s). As such decisions are necessarily judgmental; the substance of those decisions may not be delegated to the grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by separate appeals procedures for clinical programs as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a grievance under the Student Grievance Procedure. A grade appeal grievance shall proceed no further than Level Two, Step Two. For purposes of a grade appeal, the Senior Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timelines specified (see “Time” definition), the student may initiate his/her Level One complaint with the chief administrator of the appropriate instructional division (who shall be identified by the Senior Academic Officer).
If at any level substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the chief administrator of the appropriate instructional division or his/her designee shall instead reassess the grading process.

Membership of the Student Grievance Committee
The composition of the College’s Student Grievance Committee shall consist of five members: one student, one unit professional, one faculty member, one non-unit professional and one unit classified employee. The President or his/her designee shall appoint each member from among the recommendations submitted by the Student Grievance Officer.

Service on a Committee shall be voluntary, provided that a member who has a personal interest in the particular grievance shall be ineligible to serve on a Grievance Committee. All College employees serving on a Student Grievance Committee, and acting within the scope of their official duties on the Committee, shall be covered to the full extent provided under Massachusetts General Laws, Chapter 258, including, the indemnification provision contained in M.G.L., Chapter 258, Section 9.

All Student Grievance Committee members, as well as all others in attendance at a student grievance proceeding, shall maintain the confidentiality of the proceedings. The Student Grievance Officer shall attend all Committee hearings but shall not vote.

Guidelines for Committee Hearings
The following guidelines provide the framework for conducting a Student Grievance Committee Hearing:

1) Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee Chairperson. The Chairperson shall be selected by a simple majority vote.

2) The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee, but shall vote only in the event of a tie.

3) All hearings shall be closed and deliberations of the Committee shall be confidential and conducted in private.

4) The Grievant and the Responding Party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at anytime during a hearing consult in private with his/her advisor.

5) Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify.

6) The Grievant will address the Committee first. The Grievant will state the nature of his/her grievance and may present relevant evidence and/or witnesses in support of the grievance.
7) The Responding Party may respond to the Grievant’s complaint and present relevant evidence and/or witnesses in opposition to the grievance.

8) Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses.

9) After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the grievance, the party or witness to whom it is addressed will be asked to respond.

10) Following the parties’ questioning of each other, the Committee will have another opportunity to question the parties and witnesses.

11) Hearings before the Committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.

12) If a party to a grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party’s absence.

13) The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the Committee and its recommendations. Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer, to the Grievant, the Responding Party, and the President or his/her designee.

14) When deciding upon a grievance, the Committee shall consider whether a finding against the Responding Party is fundamentally fair and reasonable under the circumstances and in accordance with applicable College rules and procedures.

Withdrawal
A student may withdraw his/her complaint or grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Reprisals
No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or his/her participation in any grievance proceedings.
Collateral rights of person grieved by Student
If the recommendations made at any level of the grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums
Filing a grievance in accordance with the Student Grievance Procedure in no way abrogates a student’s right to file a complaint with an appropriate state or federal agency or in another forum.

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 Board 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.
General Information
**Alumni**
The Alumni Association is open to all graduates of Cape Cod Community College. The Alumni Association coordinates alumni relations from newsletters to special events and discount offers to reunions and more. Our purpose is to maintain the Alumni Association as a permanent and active member of the College Community, as well as promoting the educational, professional, social and economic interest of Cape Cod Community College and its alumni. For more information contact:
Cape Cod Community College  
Alumni Association  
2240 Iyannough Road  
West Barnstable, MA 02668-1599  
1-508-375-4011  
FAX: 1-508-375-4018  
Email: alumni@capecod.edu

**Animals on Campus**
No dogs (except seeing eye dogs) or other pets will be allowed on campus. All dogs will be reported to the Town of Barnstable dog officer for removal.

**Bicycles, Skateboards & Scooters**
If you ride a bike to school, you can park it in the bike rack located outside of the Tilden Arts Center. Please make sure to lock your bike as the school is not responsible for damage or theft while bikes are parked on campus. Skateboards, scooters, motorized skateboards, etc. are not allowed on campus. For safety reasons, none of these modes of transportation may be ridden or stood upon anywhere on campus.

**Child Care**
The College’s on campus, professionally staffed child care center is open from 7:30 a.m. – 5:00 p.m. with a choice of care following the college calendar or of care from Sept. through June. Children from 2 years, 9 months to 6 years of age are eligible for enrollment in the nationally accredited preschool program. The Center, called “7 Seas”, acknowledges the hectic lives of parents today and allows for flexible scheduling.

Life Fitness Center Complex, lower level ext. 4474

**Class Cancellations Due to Weather**
The following is a list of radio and television stations to tune to in the event of inclement weather. All radio stations are FM unless otherwise noted.

**On-Cape**
WPXC/WRZE 102.9/96.3 Hyannis  
WCOD 106.1 Hyannis  
WKPE 104.7 Orleans  
WATD 95.9 Plymouth
WOCN 103.9 Hyannis WPLM 99.1 Plymouth
WQRC 99.9 Hyannis WMVY 92.7 Vineyard Haven
WCIB 101.9 Falmouth WXTK 95.1 W. Yarmouth

Off-Cape
WBSM 1420AM/107.1 New Bedford WBUR 90.9 Boston/Cape
WNBH/WCTK 1340AM/98.1 New Bedford WBZ 1030AM Boston
WRKO 680AM Boston WHDH-TV Ch. 7 Boston
WBZ-TV Ch. 4 Boston WCVB-TV Ch. 5 Boston

The College’s weather hotline is available by calling 1-508-375-4070. If in doubt about the College’s status, please call the hotline for the most accurate information.

College Bookstore
The College Bookstore, located on the first floor of the Grossman Commons Building, is open from 8:00 a.m. - 3:30 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday. The Bookstore stocks College clothing, candy, and other items in addition to textbooks and supplies. Payment methods include Visa, MasterCard, American Express, and Discover as well as cash, personal checks and book vouchers. Special hours will be posted. To purchase books by phone call 1-508 375-4022 or online at www.efollett.com. Refer to page 25 for information on book vouchers. Students may cash a personal check up to $5.00 with proper ID. For further information, contact the Bookstore at ext. 4022.

College Website
Visit the College’s website at: www.capecod.edu

The Dental Hygiene Clinic
The clinic located in the South Building offers dental hygiene services to all students on campus. Dental Hygiene students will perform oral prophylaxis, instruct in-patient education, take x-rays, and perform complete oral examinations including oral cancer examinations. Please refer to the Dental Hygiene Clinic brochure for the fee schedule. Contact the Dental Clinic to make an appointment.

South Building, ground floor ext. 4371

Fall Clinic Hours:
Tuesday 9:00 - 12:00 p.m. and 1:30 - 4:30 p.m.
Thursday 9:00 - 12:00 p.m. and 1:00 - 4:30 p.m.

Spring Clinic Hours:
Monday 8:30 - 11:30 a.m. and 2:00 - 5:00 p.m.
Tuesday 9:00 - 12:00 p.m and 1:30 - 4:30 p.m.
Wednesday 8:30 - 11:30 a.m. and 2:00 - 5:00 p.m.
Thursday 9:00 - 12:00 p.m. and 1:30 - 4:30 p.m.
Emergency Phones
In addition to the phones in each classroom, phones are located on the walls of the halls on each floor of the South, North and Science buildings Dial ext.4333.

Food Service
The Cape Cod Café, located on the first floor of the Grossman Commons Building, is open Monday -Thursday, 7:30 a.m. - 3:00 p.m. and Friday, 7:30 a.m. -2:00 p.m. offering full meals as well as snack foods and beverages. The Economics Club operates a coffee and snack bar weekday mornings from 8:30 a.m. - noon. It is located on the second floor of the South building near the North/South connector.

Lost and Found
Lost and found items may be reported or recovered at the Department of Public Safety. Articles unclaimed after 30 days will be discarded. You may reach Lost and Found at ext. 0.

Public Safety (Security) -
In case of Emergency, please dial ext. 4333
The Public Safety Department is responsible for maintaining a safe and secure environment for students, faculty, staff, and visitors. The Public Safety Office is located in the lower level of the Nickerson Administration Building across from the Tilden Arts main entrance. A public safety officer is on duty 24 hours a day every day of the year. This department is responsible for responding to complaints, to reports of criminal activity, and to calls for medical assistance and other emergencies. Hard copies of the college’s Annual Security Report are available in the Public Safety Office, and an electronic version is accessible on the college’s web site.
Nickerson Administration Building, annex ext. 4349

Smoking
The overall intent of the College Smoking Policy is to limit smoking on campus to certain areas. In accordance with State law, smoking is not permitted indoors. Smoking will be permitted outdoors anywhere beyond 25 feet of a building entrance. The College Health Protection Program offers periodic smoking cessation workshops for all interested parties. Any complaints, suggestions, or reporting of violations should be directed to the Vice President of Administration and Finance. Also refer to page 101 for the Institutional Policy on smoking.

Telephones
College telephones are reserved for employee use and for college business. There are coin operated telephones on the ground floor of the Student Commons building for public use.
Academic Resources
ADVANTAGE - Trio Grant

ADVANTAGE is a federally funded grant program providing services to eligible students. The services include tutoring, workshops, cultural events, and academic, career, transfer, and personal counseling. To be eligible, a student must meet one or more of the following requirements: first generation college student, income eligible as defined by the Federal Government, physically disabled or learning disabled. For more detailed information, please contact this office.

South Building, 2nd floor ext. 4321

Coaches & Mentors

Coaches & Mentors is a comprehensive student support services program that provides assistance to students from the first day they arrive on campus to the day they graduate. Services include tutoring, academic advising, career counseling, study skills instruction, workshops and job placement assistance. This program is especially beneficial for adult re-entry students, students with disabilities, students with limited English proficiency, and for students who were enrolled in a non-college bound concentration in high school. The program prides itself on supporting each student to reach his/her potential through a caring and supportive environment.

South Building, 2nd floor ext 4353

College Catalog

The college catalog is a resource for you to find a wealth of information. Inside the catalog is your degree information. Included will be course descriptions to complete the degree, financial aid, glossary of academic terms, degree requirements, accreditation and so much more. The college catalog is a place to go to when no one is available to assist you.

CLEP (College Level Examination Program)

Save time and money while earning credits by “CLEPing” a course. College Board’s College Level Examination Program is a series of 34 exams covering material that corresponds to one or two semester courses. These 90 minute exams range from English Composition to Psychology and History. Most exams are multiple choice and students receive their results at the end of the testing session. See the current Course Guide for this semester’s exam schedule and fees. Registration and administration of the CLEP exam is in the Assessment Center.

Grossman Commons Building 2nd floor ext. 4543

Computer Lab

The open computer lab is located in the Lorusso Technology Center, Room 116 for students’ academic use. Lab hours, policies, and procedures are posted, or you may access their web site through the College’s homepage at www.capecod.edu. Software installed on the
lab computers includes basic programs such as Microsoft Word and Excel as well as specialized programs used in academic courses.

Course Guide
A course guide is published prior to the spring, summer and fall terms. It is available both on line via the College’s website and in paper version available around campus. This publication is a helpful guide to the courses planned for the succeeding semester. It is a tool you will use with your advisor to plan your academic life at the college.

Distance and Learning Technologies
Cape Cod Community College offers students the opportunity to take credit courses off campus via telecourses (videotape-based) and/or e-courses (web-based via a Course Management System). The Office of Distance and Cape Cod Community College offers students the opportunity to take credit courses off campus via telecourses (videotape-based) and/or e-courses (web-based via a Course Management System). The Office of Distance and Learning technologies offers a number of telecourses and e-courses comprising a representative cross-section of the College’s on-campus offerings. The classes offered vary each semester. Refer to the Course Guide for available classes. Class lectures are viewed on videotape and/or via the web using a browser. Assignments are submitted by fax, mail, or over the internet using e-mail and the College’s Course Management System. Testing is scheduled on a flexible basis both on site and online.

Cape Cod Community College uses Blackboard Systems to deliver online courses and online components of courses. Blackboard is accessible over the Internet and the college network. Students, instructors, and administrators can access Blackboard from any computer using a standard Web browser. NOTE: Any student taking online courses or courses with online components will be responsible to have access to both the Internet and a computer running Internet Explorer v5.5 or higher. Click on the Distance Learning button on the College’s website: www.capecod.edu for more information. Click on Student Help for information on logging in, etc. You may also call the Office of Teaching and Learning Technologies, 1-508-362-2131 ext. 4040. For further information contact John Paul SanGiovanni, Director, ext. 4351.

Wilkens Library, ground floor

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International Studies/ Studying Abroad Office
Students at Cape Cod Community College have the opportunity to participate in a number of high-quality, low-cost study abroad programs. Through the College’s membership in the College Consortium for International Studies, a student may spend a semester, a year, a summer or the winter break studying in different countries throughout the world. Students may also participate in many of the study abroad programs offered by the University of Massachusetts-Amherst through our membership in the Massachusetts Council for International Education. In addition, Cape Cod Community College faculty members offer short-term programs abroad. Financial aid may be applied to these programs, and additional funding may be available through the David G. Scanlon Scholarship. Contact the International Studies Office for further information or for International Student ID cards.

Tilden Arts Center, 2nd floor  ext. 4455

Math Learning Center
Supervised by math faculty and peer tutors, the Math Learning Center is open Monday-Friday. Hours are posted. The Math Learning Center is open to students who want to:
- find a place to study in small groups
- do math homework where assistance is available
- work with a tutor in a quiet atmosphere
- use other texts covering similar information

Science Building, 2nd floor  ext. 4626

Project Forward
Project Forward, a vocational training skills program for students with significant learning difficulties, has received national, state, and local recognition. Recognized as an exemplary school-to-work model by the U.S. Department of Education, Project Forward has also been cited by 4-H/University of Massachusetts-Amherst for its Peer Leadership program. Project Forward provides an exploratory career assessment including course offerings in Animal Care, Child Care, Basic Food Preparation, Office Technology, Basic Retail, Institutional Maintenance and Landscaping, Mass Communications, and Work-Life Skills.

In addition to one of the vocational concentrations above, second-year students participate in a cooperative work-study experience connecting work-based learning at a local job site with instruction at Cape Cod Community College. Enrichment activities, including art instruction, chorus, basketball, Circles, Best Buddies club, and 4-H activities coordinated with Barnstable County 4-H/UMass Extension, are also available at no additional charge to the student.

Tilden Arts Center, 2nd floor  ext 4763
Tutoring Center
The Tutoring Center provides new and returning students the help they need to succeed in their academic endeavors. The Center offers personalized or small group tutoring for all students enrolled at the College. Additionally, there is help available in vocabulary, spelling, study skills, grammar, test taking, reading skills, word processing, diagnosis of learning strengths and weaknesses, and more. All services are at no cost to CCCC students. Appointments are recommended. Get help early - Relieve your stress before it starts!

The Tutoring Center is located in the Lorusso Technology Building, ground floor, Room G01.

For an appointment:
1) go to the CCCC web site: Click on “Student/Staff Links” or
2) come by Tech G01 or
3) call 1-508-362-2131 ext. 4352

Wilkens Library
The Wilkens Library provides a variety of academic resources including books, reference materials, on-line indexes, full-text databases, newspapers, journals and workshops on information and research skills. The Instructional Media Services Department houses audiovisual materials. The Nickerson Room houses the Cape Cod historical collection.

Library hours are Monday through Thursday, 8:00 a.m. - 9:30 p.m., Friday, 8:00 a.m. - 4:30 p.m., Saturday, 9:00 a.m. - 1:00 p.m., and Sunday, 1:00 p.m. - 5:00 p.m. For more information see our website at http://library.capecod.edu or contact us.

Reference Office ext. 4343

Writing Resource Center
The Writing Resource Center offers the convenience of word processing for every phase of the writing process, from developing ideas to revising final drafts. A writing specialist is on duty to assist students with the preparation of any writing assignment. Software is also available for self-directed study in sentence structure, punctuation, textbook reference skills, reading comprehension, and more. Hours are posted.

South Building, 2nd floor
Meridian will insert 3 year calendar here.
Adding or Changing a Course
A student may add a course or change a section up to the fourth hour of instruction. The student is responsible for completing a “Change of Schedule” slip, obtaining the instructor’s signature and submitting it to the Registrar’s office by Friday of the first full week of classes. “Change of Schedule” slips are available in the Registrar’s office. The student is encouraged to discuss this change with their academic advisor.

Attendance
All instructors are encouraged to take regular attendance to assist in tracking and counseling students. In certain cases (e.g., financial aid, 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 ABS (absent), 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. (Oct. 8, 1985)

Auditing
Students are allowed to audit a class, which is to take the class without earning a letter grade or credit, with the prior approval of the instructor. Students are responsible for tuition and fees for audited classes; financial aid does not cover the costs of audited classes. A course taken for audit may not count toward the student’s full-time status.

A change from credit to audit may be made with permission from the instructor. A student may request a change for audit to credit status during the “add” period. Please refer to the College Catalog for specific requirements.

Dropping a Course
A student may officially withdraw from a course by obtaining a “Change of Schedule” form and securing the signatures of his/her assigned advisor or an advisor from the Advising and Counseling
Center and the course instructor. The student is responsible for submitting the completed form to the Registrar’s Office. If the student is unable to obtain an advisor’s signature on a deadline day, the student may submit the form without an advisor’s signature. Please refer to the academic calendar for specific dates to submit forms for withdrawal without a record and withdrawal with a grade of “W.” The date of a withdrawal will also affect refunds.

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.

Final Exams
All final exams must be taken at the scheduled hours during exam week. Any exception must have the approval of the instructor and the Vice President of Academic and Student Affairs. Missing a final examination results in a score of “0” for the exam unless the student proves, within 24 hours of the scheduled exam to his/her instructor that the absence was due to an emergency or religious beliefs. Decisions as to the adequacy rest with the instructor, with the approval of the Associate Deans. Students who need access to computers or other aids to take exams must make arrangements for necessary accommodations with his/her instructor prior to the scheduled exam date.

Grading System
The student’s cumulative grade point average is computed on the basis of grade number values as follows:

- A = 4; A- = 3.67;
- B+ = 3.33; B = 3; B- = 2.67;
- C+ = 2.33; C = 2; C- = 1.67;
- D+ = 1.33; D = 1; D- = 0.67;
- F = 0

These assigned values are multiplied by the number of credit hours for each course to establish quality points. The following grades are not computed in the CGPA: Z(ABS), AU, I, P, R, and W*. Grades of F, however, are calculated into the grade point index. Course grades from other colleges are not computed in the Cape Cod Community College cumulative grade point average. Transfer credits for course work from other colleges, however, may be approved and applied to satisfy degree requirements, up to a maximum of 30 credits.

If a student withdraws from a class, an official withdrawal form must be filed with the Registrar to ensure accuracy of student records. If the student fails to officially withdraw, a failing grade could result.
A grade of **INC** is given at the discretion of the instructor when a student has successfully completed a majority of the course requirements but cannot complete the remainder before the end of the semester due to circumstances beyond his/her control, provided the instructor determines the student can complete the requirements in the following semester. Completed work must be submitted by a date determined by the instructor, but no later than one week prior to the beginning of final exams. Failure to resolve the grade from **INC** to a letter grade before the beginning of final examinations for the next regular fall or spring semester will result in an **F** for the course.

A grade of **R** is used in developmental courses to indicate a student has made satisfactory progress but needs to repeat the course to meet the required exit proficiency level. Students may repeat any course in which a grade below **C** was earned, as many times as desired until a grade above **C-** is earned. The most recent grade of record is used in computing CGPA; previous grades remain on the record.

Grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average.

**Satisfactory Academic Progress**

Financial aid regulations require that you make satisfactory academic progress toward completing a degree or certificate. Before we provide you with awards each year, we will review your progress. You must meet all of the guidelines below in order to receive financial aid. This applies even if you did not receive financial aid in the past. If you have questions about this policy, contact the Financial Aid Office. You may also request a copy of this policy that includes examples.

**Minimum Grade Point Average**

1. If you are enrolling in your first semester at the College, you will not yet have a grade point average. You will be considered to be meeting the academic progress guidelines.

2. If the College places you on “Academic Probation,” you will not be making satisfactory academic progress for financial aid purposes. Probation is based on your cumulative grade point average. A student whose CGPA falls below “good standing” is allowed 15 consecutive credit hours during one academic year on probation. See “Academic Appeals Procedures” in this section for guidance.

3. A Student who does not raise his/her CGPA from "probation" to "good standing" within 15 credit hours during one academic year will be dismissed and lose his/her matriculated status. If the College places you on “Dismissal” status, you will not be making satisfactory academic progress for financial aid purposes.
**Academic Standing/Classification/Probation/Dismissal**

A student’s academic standing is determined by the Cumulative Grade Point Average (CGPA) required to meet minimum academic standards based on the student’s hours towards GPA. A student will be placed on Academic Review whenever his/her semester or cumulative GPA falls below 2.0.

**Academic Review:** Cumulative or semester GPA of less than 2.0. Registration for additional courses pending meeting with an advisor.

More detailed information on determining academic standing is available in the College Catalog.

A student’s classification is determined by his/her credit count based on credits earned at Cape Cod Community College, transfer credits, and CLEP or Challenge Examination credits.

**Academic Appeals Procedure**

The College has established the following system for appeal of an academic dismissal.

A. The Registrar will notify the student of dismissal by mail, explain the right to appeal and the procedures that need to be followed.

B. Students who wish to appeal will write a letter to the Vice President of Academic and Student Affairs explaining their reasons.

C. The student will meet with the Appeals Committee, which will consist of the Associate and Assistant Deans of Academic and Student Affairs. At the end of the meeting the student will be informed of the committee’s decision. The Registrar will serve as resource personnel.

D. The Committee will arrange for student support services as necessary.

E. If a student is not satisfied with the committee’s decision, he/she can then appeal to the Vice President of Academic and Student Affairs.

**Reinstatement After Academic Dismissal**

A student who is dismissed may apply in the Admissions Office for readmission as a matriculated student upon completion of course work as a non-matriculated student which, when computed into the CGPA, reestablishes a good standing CGPA. If a student is readmitted to the college or changes his/her degree or certificate program, the graduation requirements are those in effect on that date.
Student Comprehensive Health Insurance
Personal health insurance coverage has become extremely important as a result of higher costs of medical care. Therefore, the Massachusetts Community College System offers students the opportunity to obtain high quality coverage at reasonable cost. (Cost of prescriptions is not included in your health care policy.) Students carrying 9 credits or more must participate in this plan or provide evidence of equal coverage through their own policies.

Waivers of the insurance premium may be obtained through the Business Office or online https://www.universityhealthplans.com/secure/waiver.cgi?school_id=43. Your physician may submit claims to the insurance company directly. Brochures describing your coverage and containing insurance identification cards are available in the Business Office. Should you have any questions regarding your benefits you may call the insurance company at the number on your identification card.

Withdrawing from the College
A student may apply to withdraw from the College. Withdrawal forms are available in the Advising and Counseling Center located in the Upper Commons and must be submitted to the Registrar. A student may also apply for a medical withdrawal through the Office of the Associate Dean of Enrollment Management and Student Development, Grossman Commons Building, second floor. A medical withdrawal requires a letter from the student’s physician, submitted on letterhead, and forwarded to the Associate Dean of Enrollment Management and Student Development.
Academic Advising
All students are entitled to Academic Advising. The student may be assigned a specific advisor or assigned to the Advising and Counseling Center. The advisor’s role includes, but is not limited to, helping students plan their academic course load, monitoring their academic progress and serving as a resource for additional services, such as career planning, and/or academic and students support services.

To receive optimal benefit of the advising program, all students should meet with their advisors on a regular basis. Find the location and contact information for your advisor below.

### Advisor’s Names, Offices and Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Room #</th>
<th>Ext.</th>
<th>Email</th>
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<tbody>
<tr>
<td>Anderson, Scott A213A</td>
<td>TBA</td>
<td></td>
<td><a href="mailto:sanderso@capecod.edu">sanderso@capecod.edu</a></td>
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<tr>
<td>Allen, Patricia N233</td>
<td>4681</td>
<td></td>
<td><a href="mailto:pallen@capecod.edu">pallen@capecod.edu</a></td>
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<tr>
<td>Barnes, Claudine S229</td>
<td>4508</td>
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<td><a href="mailto:cbarnes@capecod.edu">cbarnes@capecod.edu</a></td>
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<tr>
<td>Bejtlich, Michael S238</td>
<td>4519</td>
<td></td>
<td><a href="mailto:mbejtlich@capecod.edu">mbejtlich@capecod.edu</a></td>
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<tr>
<td>Bent, George Sc204B</td>
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<tr>
<td>Cedeno, Jayne SocSci</td>
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<td>Curran, Mary Jane BC-10</td>
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<td>Davis, Betty Ann N225</td>
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<tr>
<td>Durborow, Kyle S111</td>
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</tr>
<tr>
<td>Gautam, Virender S203</td>
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<td><a href="mailto:vicact@aol.com">vicact@aol.com</a></td>
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<tr>
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Wan, Aaron | Sc208 | 4340 | awan@capecod.edu
Willet, Nancy | A215 | 4440 | nwillet@capecod.edu
Yusuf, Negash | Sc206 | 4582 | nyusuf@capecod.edu
Zhang, Minxie | Sc211 | 4579 | mzhang@capecod.edu
Ziemba, David | NBalc | 4527 | dziemba@capecod.edu

### Academic Distinction
Matriculated students are eligible for the following academic distinctions:

- **Dean’s List** - Students who demonstrate superior academic performance are named to the Dean’s List at the end of each semester. See the College Catalog for more details.
- **Graduation Honors** - Students who demonstrate superior academic performance in earning their Associate Degree are recognized with honors at Commencement.
  1. Honors are awarded to students with a cumulative grade point average of 3.5 to 3.74, inclusive.
  2. High honors are awarded to students with a cumulative grade point average of 3.75 to 4.0.
- **Phi Theta Kappa** - The Phi Theta Kappa Society, an international honor society, is open to all matriculated students with a grade point average of 3.50 or higher who have completed a minimum of 12 college credits towards an associate degree.

### Change of Advisor
In some cases a student may request a specific advisor. Students can obtain a “Change of Academic Advisor Form” at the Registrar’s Office.

### Course Load
Students attempting twelve or more credits are considered full-time students for that semester. Students attempting eleven hours or less are considered part-time students.

Changes in enrollment may affect tuition and/or financial aid. The student is responsible for notifying the Registration and Financial Aid Offices of any change that may affect enrollment status and aid eligibility.

### 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:
- has a grade point average below 2.0; or
- has returned on probationary status; and
- 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 a 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.

**Grade Appeals**
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 last day of the instructional period for which the grade was granted. Please refer to the Student Grievance Procedure in the Student Code of Conduct section.

**Graduation Application Information**
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. Any student who is graduating and would like to receive an additional degree or certificate, must re-apply through the Admission Office.

**Honors**
Students who demonstrate superior academic performance in earning their Associate degree are recognized with honors at graduation
- “Honors” are awarded to students with CGPA of 3.5 to 3.74 inclusive.
- “High Honors” are awarded to students with CGPA of 3.75 to 4.0

**Immunization Requirements**
Massachusetts state law requires that all students taking 12 credits or more, regardless of age, provide evidence of the following: two Measles vaccines after 1968, one Mumps, one Rubella, one Tetanus Diphtheria within the past ten years, and three doses of Hepatitis B vaccine. Students claiming religious or medical exemptions must
provide the required documentation. Waivers are available at Health Science. Failure to comply will result in the withholding of grades and cancellation of pre-registration for the following semester. See the College Catalog for detailed information. Please call the Health Services Office to make an appointment, ext. 4331.

Allied Health students must comply with this vaccine regulation along with any other requirements by their specific programs in order to participate in the clinical component of that program. All Allied Health students should visit Health Services for verification of compliance prior to clinical rotation.

Life Fitness Center Complex Building ext. 4331

Independent Study
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.

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 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.

Student Right To Know Disclosure
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.

Transcripts
All requests for transcripts of your record must be made either in writing or in person. Transcripts are processed according to FERPA regulations. Transcript fee is $2.00. Transcript request may take up to fourteen (14) business days to process. For transcripts, go to the Registration Office in the Nickerson Administration Building, or call ext. 4387. There is a transfer request link on the College's website: www.capecod.edu.
GED transcripts are $7.50 each. Payments are due with the request. All inquiries regarding GED information should be directed to the Chief Examiner at the Hyannis Campus, 1-508-778-2221.
Note: If you have any outstanding obligations such as library books, unpaid fines, unpaid bills, etc., grades and transcripts can be withheld.
Institutional Policies
Affirmative Action Statement
Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer. The College does not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin or disability status in its education programs or in admission to, access to, treatment in, or employment in its programs or activities. Students alleging discrimination should only use the Affirmative Action Plan (AAP) Grievance Procedure. On campus inquiries may be directed to one of the following:

Agustin Dorado, Affirmative Action Officer, ext. 4381
Jeanmarie Fraser, Title IX Coordinator, ext. 4618
Chet Yacek, Dean of Human Resources/Administration, ext. 4306

Concerns or requests for auxiliary aids and services regarding the Americans with Disabilities Act should be forwarded to Joyce Chasson, Director of the O’Neill Center for Disability Services, 1-508-362-2131, ext. 4337.

AIDS Policy
Discrimination of any sort against a person with HIV or AIDS is unacceptable and intolerable. While HIV infection is potentially lethal, it is also absolutely preventable in the work place and classroom. Current knowledge indicates that students or employees with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. The College Health Services staff is familiar with sources of testing for antibodies to HIV and able to refer students or employees requesting tests.

Confidentiality of information shall be treated with extraordinary care. In general, no information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the written consent of the patient. This position with respect to health records is supported by the Family Education Rights and Privacy Act of 1974.

Cheating and Plagiarism
Cheating on examinations, through the use of unauthorized aids or inappropriate resources will not be permitted. In addition, plagiarism, or the un-attributed use of another’s words or ideas, through either direct appropriation or paraphrase, is a serious breach of academic standards.

Student Obligations - Students have an obligation to exhibit honesty in carrying out their academic assignments. Students may be found to have violated that obligation if they commit one of the following violations:

1. use materials not authorized by the instructor during a test or examination.
2. provide or receive assistance in an examination or test in a manner not authorized by the instructor.
3. practice any form of deceit in an examination, test, assignment, or paper.
4. buy, sell, improperly obtain, or use any tests or examinations in advance of their administration.
5. present as their own, for academic credit, the ideas or works of another person without proper and customary acknowledgment of sources and in a manner which or that represents the work to be their own.

Children on Campus
The administration at Cape Cod Community College understands that because there are times when a student is confronted with whether or not to attend classes due to an emergency child care issue, it is sometimes necessary to bring children to campus. The College does not generally prohibit you from bringing your children on campus as long as they are under your supervision at all times. If it is not possible for them to be under your direct supervision, then a friend or guardian should be designated to ensure their supervision. Be aware, however, that College staff and faculty members responsible for specific College areas reserve the right to exclude infants and children from that area when, in their best judgment, it is in the interest of health, safety, or the educational process. Cape Cod Community College cannot be responsible for the care and supervision of unattended children.

The Office of Public Safety (Security) will be asked to locate and return to the custody of the parent any unattended children. 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 Board 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.

Confidentiality of Student Records
Cape Cod Community College complies with the Family Educational Rights and Privacy Act of 1974 (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:

1. College personnel may have limited access to student records for legitimate educational or administrative purposes.

2. Confidential student records may be released pursuant to a court subpoena. However, the Registrar shall use professional judgment in determining which information to release and shall so notify the student in writing prior to releasing the requested information.

3. 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.

4. Information regarding the student, including educational records, may be released to parents of students who are claimed as dependents on their income tax returns.

5. 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.

6. The College may refuse to release transcripts for such reasons as unpaid financial obligations to the College.

7. The College may refuse to release any personally identifiable information, the disclosure of which may constitute an unwarranted invasion of personal privacy.

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

Students participating in an academic, community or clinical program that involves the potential for unsupervised contact with children, the disabled, or the elderly, 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’s access to CORI records is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B. 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.

For more information regarding the College’s CORI/SORI check process, please contact either Roseanna Pena-Warfield, Associate Dean of Enrollment Management and Student Development or Chet W. Yacek, Dean of Human Resources and Administration.
Directory Information
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 Student Affairs Office. 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, electronic mail address, date and place of birth, photograph, grade level, enrollment status, major, dates of attendance, earned degrees or certificates and academic honors, and telephone listings; and if known, student ages, and levels of education.

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 non-consensual release of student’s 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. A reasonable fee shall be charged for compiling directory information.

Drugs and Alcohol on Campus
Cape Cod Community College prohibits the consumption of any and all alcoholic beverages at either on-campus or off-campus events. Exceptions to this policy may be granted by the President of the College or his/her designee only under special conditions and pursuant to appropriate guidelines, procedures, and policies. Any student found possessing, using, selling, or involved in any way with
alcohol, narcotics, psychedelic drugs or other chemicals, or dangerous drugs on this campus, unless prescribed by a physician, will be subject to disciplinary action including dismissal as adjudged by the Judiciary Committee and the President. In addition, the College remains cognizant of its responsibilities to the civil authorities. Operating within this framework:

1. We urge students who seek information, advice, or counsel regarding drugs to contact faculty advisors, Assistant Dean of Enrollment Management and Student Development staff or Health Services, and we shall help them, maintaining complete confidence in relationships. Also, we are prepared to refer students to appropriate professionals (medical, legal, psychiatric, etc.) according to the needs of the individual student. Contacts will be held in complete confidence.

2. A student who ignores opportunities for help and who willfully violates College policies and the law faces disciplinary action (see Drug and Alcohol Policy below).

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the “Drug-Free Schools and Communities Act of 1989,” requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to the College regulated only criminal drug activity of federally grant funded employees and recipients of federal aid. Cape Cod Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campus of Cape Cod Community College or as part of any College-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a College activity, the College shall ordinarily expel or discharge the offender unless there are mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, considerations of handicap under federal and state law.

2. Cape Cod Community College shall cooperate in the enforcement of federal, state and local laws concerning illegal drugs and alcoholic beverages. Federal statute pertaining to illicit drugs is: Higher Education Act of 1965, Section 483 (r)
Eligibility to Receive Financial Aid. Massachusetts statutes pertaining to illegal drugs and alcohol include:

- Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
- Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
- Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, e.g., marijuana, to a period of imprisonment of up to two years and a fine of two thousand dollars ($2,000) for each subsequent conviction related to sale or distribution. Prescribed penalties under Chapter 90, Section 24 range from a fine of one hundred dollars ($100) to imprisonment for not more than two years and a fine of one thousand dollars ($1,000). Federal judicial guidelines also exist which impose penalties for violation of federal criminal statutes related to drugs and alcohol. Other towns within the College’s service area may have similar or additional penalties in place related to alcohol and drug use. A complete listing of State and Federal laws and sanctions for the unlawful possession and distribution of illicit drugs and alcohol may be obtained in the College Human Resources Office.

3. Under-age drinking is prohibited at Cape Cod Community College functions and on any part of the campus.

4. No College funds shall be used to purchase alcoholic beverages. Cape Cod Community College’s policy additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A College event is one that utilizes College facilities, College funds, or is represented as being a College function. Such events must be approved in writing by the President of the College or his/her designee. All purchase orders for student events will positively exclude payments for alcoholic beverages. Faculty and professional staff who serve as advisors or chaperons to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.

5. Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The Act creates the following obligations:
   a. Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Director of Human Resources no later than five (5) days after such conviction. Such notification must be in writing.
   b. The College shall notify the appropriate federal agency within ten (10) days after receiving notice from the employee regarding such conviction. Such notification will be in writing.
c. The College, within thirty (30) days of receiving notice, with respect to any employee who is convicted, will:
- Take appropriate disciplinary action against the employee, up to and including termination of employment; or
- Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

6. The College will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings. Drug-Alcohol Abuse Education and Prevention Programs and Assistance are offered through the College Health Services Office. Confidential, individual counseling is available to any student or employee who seeks assistance. The Director of Health Services is available to provide support services and counseling. Call 1-508-362-2131, extension 4331.

7. The following medical risks are associated with drug and alcohol use.

Overdose - An overdose can happen due to uncertain purity, strength or even type of drug one gets illegally. It can also happen due to increased tolerance, because one needs increased dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common and frequently, more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death.

Dependence - Continued use of drugs or alcohol can lead to a psychological and/or physical need for them. Ill Health—Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organic damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even to death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting HIV/AIDS, hepatitis and other infectious diseases. Drug and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

Accidents - When drugs or alcohol affect an individual's perception and/or reaction time, accidents become more likely.

8. For any member of the Cape Cod Community College community, who is experiencing substance abuse
problems, the College stands ready to offer confidential supportive services and referral for treatment, as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs and the applicability of employee and student insurance is available through the Director of Health Services. Additionally, the State Department of Public Health, Division of Substance Abuse provides an information and referral hotline (1-800-327-5050) (TDD 1-617-547-2111) to provide confidential assistance. Locally, the Cape Cod Council on Alcoholism (1-508-771-0132) is available to provide confidential assistance and support services.

9. TREATMENT COVERED BY REQUIRED STUDENT MEDICAL INSURANCE - Massachusetts General Laws, Chapter 15A, 7B (St. 1988, Chapter 23, 22) and 117 Code of Massachusetts Regulations Section 3.04 require that students certify their participation in a qualifying student health insurance program, or in a health benefits program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts Regional Community Colleges Student Accident and Sickness Insurance Plan. This plan provides the following benefits related to drug and alcohol abuse:

a. Hospital Confinement Benefits Abuse Benefit - When a covered person is confined in a legally operated and duly accredited public or private facility for the care and treatment of drug abuse, the Company will pay the same benefits provided for other illnesses, not to exceed 30 days for the treatment of drug abuse, subject to the policy aggregate maximum benefit of $25,000.00.

b. Non-Hospital Confinement Benefits Mental Illness, Alcohol and Drug Abuse Benefit - The Company will pay for treatment by a fully licensed psychiatrist, psychologist, psychiatric nurse, or independent clinical social worker, not to exceed fifty ($50) per visit, for an aggregate benefit of five hundred dollars ($500), during the policy period for treatment of a mental or nervous condition or disorder, or for alcoholism or drug abuse.

Note: The State Health Insurance Program(s) provide employee coverage for alcohol and drug abuse benefits. Contact your benefit plan or the Human Resources Department for information and assistance.

10. The College shall conduct a biennial review of these policies and programs and implement changes as necessary.
Educational Records - FERPA - The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights are:

1. 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.

2. 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.

3. 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.]

4. 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:
5. 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.

Gambling
Cape Cod Community College will follow Commonwealth guidelines which prohibit illegal gambling. This includes such games that result in the exchange of money.

Hazing
The practice of Hazing is prohibited by law in the state of Massachusetts. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. A copy of the law pertaining to the practice of hazing is included below and will be distributed to every club or organization at Cape Cod Community College. Any violation of the law will be punished from a legal standpoint and will also be considered a violation of the College Judiciary Committee for disciplinary action in accordance with established procedures.

THE COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS GENERAL LAW CHAPTER 269
AN ACT PROHIBITING THE PRACTICE OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:
Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in the house of correction for not more than one hundred days or both such fine and imprisonment. The term hazing as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health
of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college, shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledge, pledgee, or applicant for membership in such group or organization, a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said Sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said Sections 17 and 18. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Higher Education and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Military Leave (Active Duty)
Massachusetts Public Colleges and Universities policy on students who are called to active military duty is as follows*: 

1. 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.

2. 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.
3. Students shall receive non-punitive withdrawals in all courses from which they are required to withdraw.

4. 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.)

5. 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.

6. 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.

7. 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.

8. 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.

*This policy may be changed at any time.*

**Religious Absences**

In accordance with the state law: Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself/herself of the provisions of this section.
Sexual Assault
Community colleges are committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive or disorderly. Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated. Sexual assault includes forcible and non-forcible offenses. A listing and definition of all forcible and non-forcible offenses for which an individual may be disciplined under this policy and procedure is available for review at the Health Services Office.

Sexual Harassment and Discrimination on the Basis of Sex
The Massachusetts Board of Higher Education and Cape Cod Community College maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave status and national origin. Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. Cape Cod Community College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of our community. This includes sexual harassment.


What is sexual harassment?
Sexual harassment means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or,
b. such advances, request, or conduct have the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

The legal definition of sexual harassment is broad and other sexually oriented conduct may also constitute sexual harassment. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, displaying sexually suggestive objects or images, unwelcome leering or comments, inquiries or
discussion of one’s sexual activities are examples of conduct which may constitute sexual harassment, depending on the totality of circumstances including the severity of the conduct and its pervasiveness.

Complaints of sexual harassment
If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee has the right to file an Affirmative Action grievance. You may file a sexual harassment grievance by contacting the Title IX Coordinator. If you believe someone you know is a victim of sexual harassment, please refer them to the Title IX Coordinator.

Prior to the filing of a formal written grievance, the parties to a dispute are strongly encouraged to attempt to reach an informal resolution to the dispute. The Title IX Coordinator will facilitate a resolution through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues in an atmosphere of mutual respect.

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment is unlawful and will not be tolerated.

Grievance Procedure
(For a complete description of the Affirmative Action Grievance Procedure, please see the Policy on Affirmative Action.)

A grievant may file a formal complaint in writing with the Title IX Coordinator. The grievance procedure will be conducted as confidentially as possible to protect the rights of all individuals involved. Information regarding the grievance may be shared with witnesses, union representatives, and/or others during any phase of the process.

If it is determined that a violation of the sexual harassment policy has occurred, the College will take such action as is appropriate under the circumstances. Action may range from counseling to termination of employment or expulsion.

If you feel you have been the victim of sexual harassment, or you would simply like to talk to someone about sexual harassment, please contact the Title IX Coordinator. Cape Cod Community College, Title IX Coordinator Jeanmarie Fraser, Librarian L-112 Wilkens Library Email: jfraser@capecod.edu Voice: 508-362-2131 x4618
In addition, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

1. The United States Equal Employment Opportunity Commission (EEOC) One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200.

2. The Massachusetts Commission Against Discrimination (MCAD) Boston Office: One Ashburton Place, Rm. 601, Boston, MA 02108, (617) 994-6000.

Smoking
The following is the College Smoking Policy, which was developed by a committee representing each constituency on campus including faculty, students, support staff, administrative staff...smokers and non-smokers alike. This revised policy is effective commencing April 2, 1996 (original policy dated July 1, 1988; last previous revision dated July 1, 1995).

• The overall intent is to limit smoking on campus to certain areas.
• Smoking is not permitted indoors.
• Smoking will be permitted outdoors anywhere beyond 25 feet of a building entrance. Both smoking and congregating within 25 feet of a building entrance is prohibited. It may understandably be difficult for many employees, students, and campus visitors who now smoke to radically change their smoking habits. The College Health Protection Program will continue to offer periodic smoking cessation workshops for all interested parties. Any complaints, suggestions, or reporting of violations should be directed to the Executive Vice President of Administration and Finance. The successful implementation of this policy will require a cooperative effort, mutual respect and sensitivity on the part of all members of the College community.

Solicitation Policy on Campus
The President, or his/her designee, the Staff Associate of Student Programs and Governance, shall ensure that the following policy guidelines are implemented and administered on campus in fair, impartial and uniform manner, and without discrimination on grounds of race, color, religion, sexual orientation, national origin, age, or sex. In an effort to ensure non-interference with the educational activities and business operations of the College, the Staff Associate of Student Programs and Governance or his/her designees shall prohibit all private profit and non-profit organizations, agencies and/or individuals from soliciting on campus except as permitted in the following circumstances:
1. The Staff Associate of Student Programs and Governance or his/her designee may permit federal, state, and municipal agency representatives to have access to the campus for any purpose for which said agency representatives are legally authorized to do so; provided, however, the Staff Associate of Student Programs and Governance or his/her designee retains the authority to regulate the time, place and manner of such access to minimize any interference with the educational activities and business operations of the College.

2. The Staff Associate of Student Programs and Governance or his/her designee may, upon request, waive the general prohibition against soliciting as stated above on determination that
   a. the purposes of the campus solicitations shall be for the general interest or benefit of the College, students, faculty, or staff, and
   b. the proposed solicitation shall not disrupt the continuity of business operations and/or educational activities of the College.

3. The Staff Associate of Student Programs and Governance or his/her designee shall maintain a record of all on-campus solicitation requests and disposition of such requests.
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