



20 Church Street
New Haven, CT 06510
GatewayCT.edu

An institution of Connecticut State Colleges & Universities

Mission Statement

Gateway Community College offers high quality instruction and comprehensive services in an environment conducive to learning. We respond to the changing academic, occupational, technological, and cultural needs of a diverse population.

Gateway Community College is accredited by the New England Commission of Higher Education, Incorporated. Curricula are licensed and accredited by the Board of Regents for Higher Education in Connecticut.

2021 - 2022 Edition

The college reserves the right to modify any statement contained herein. Students are responsible for compliance with all regulations contained in the Student Handbook and the dates cited in the official academic calendar.

COVID-19

Due to the impact of the COVID-19 pandemic, Gateway community college will re-open in phases. All services will continue to be delivered online as well, until further notice.

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record in its programs and activities.

A Letter From the Chief Executive Officer



Dear Students:

We are honored that you have selected Gateway Community College (GCC) as your institution of higher learning.

The Student Handbook is an important reference and resource for your GCC experience. Within these pages you will find a wealth of information that you will need to navigate your time at GCC, from admission to graduation. Beyond campus policies and procedures, this handbook provides a comprehensive review of the wide range of opportunities and resources available at GCC to support you as you reach for your educational goals.

While studying at GCC, you will spend each day in a modern, state-of-the-art campus with the latest technologies throughout our smart classrooms, technology laboratories and computer labs that simulate the real-world working environment. GCC enjoys great partnerships with employers and agencies across the state that will give you the opportunity to gain valuable professional experience while you complete your studies. You can also enjoy the benefits of studying in a historic college town, including access to world-class museums, art galleries, theaters and year-around cultural activities—all within walking distance.

As you attend classes and workshops, interact with our exceptional faculty, engage in lectures, and become involved with campus clubs and organizations, you will quickly realize that you are embarking on a life-changing experience that will expand your horizons and provide a foundation for your academic, professional and personal growth. At GCC, you will make new friends and embark on new experiences that will forever change your life.

Whether you're attending GCC part-time or full-time, earning a degree or certificate, obtaining credits toward transfer to a four-year institution, or furthering your professional development or personal enrichment, we hope that you will become an active participant in the life of the college. After you graduate, we hope that you will remain engaged with the college so that we can continue to provide the stellar education, training and service to the next generation of students.

On behalf of the faculty, staff and administration, I thank you for selecting Gateway Community College and for trusting us with your goals and aspirations. We are excited to take this journey with you and we will be there to support you.

Go Lions!

William J. Brown, Ph.D.

William (Terry) Brown, Ph.D.
Chief Executive Officer

A Letter From the Dean of Student Affairs



Dear Student,

I would like to welcome you to Gateway Community College. You have made a very important step to achieving your goals – Congratulations! We are delighted to have you as a student and are committed to your success as you progress through your program of study.

Starting college is big and it may feel a little overwhelming at times. You will be challenged as a learner both inside and outside of the classroom. You may experience several bumps in the road as you go along, these challenges are a normal part of learning and the faculty and staff at Gateway are here to guide you through this journey.

As a student here at Gateway, you have access to many resources that can help support and guide you throughout your time here. Gateway offers both academic and advising support through our advising, tutoring, and accessibility services offices. The counseling and wellness office is here to offer holistic wrap around case management services that help to support student's development in problem solving skills, coping techniques and self advocacy.

It is important for students to get involved at Gateway. Studies show that students who are connected to the institution are more likely to succeed. We urge you to get involved in a club/organization and to participate in our events that happen all year.

This student handbook has been developed for your convenience to assist you in your transition as a college student. Review the information in the handbook so you can be more prepared for your semester.

Graduation will come quickly and I look forward to watching you cross the stage!

Sincerely,

A handwritten signature in cursive script that reads "Alese E. Mulvihill".

Alese Mulvihill
Dean of Student Affairs

GATEWAY COMMUNITY COLLEGE

STUDENT HANDBOOK

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PART I

TELEPHONE DIRECTORY

Toll Free College Number 1-800-390-7723

College Web Address GatewayCT.edu

General Information 203-285-2000

Administration and College Services:

Academic Planning & Advising 203-285-2090

Admissions – Applications 203-285-2010

Athletics Office 203-285-2208

Blackboard Distance Learning 203-285-2570

Bookstore 203-865-5614

Business Office 203-285-2208

Cafeteria 203-285-2248

Career Services 203-285-2144

Center for Educational Services 203-285-2217

Chief Executive Officer 203-285-2021

Child Care/Early Learning Center 203-285-2130

Computer Services 203-285-2040

The GREAT Center 203-285-2300
(Continuing Education/Credit Free Courses)

Counseling 203-285-2090

Dean of Academic Affairs 203-285-2077

Dean of Campus Operations 203-285-2009

Dean of Development
& Community Partnerships 203-285-2296

Dean of Student Affairs 203-285-2210

Educational Technology 203-285-2268

Faculty Out Hotline 203-285-2264
Toll Free 1-866-315-2769

Financial Aid 203-285-2030

Gateway Community College Foundation, Inc.
(Scholarships) 203-285-2617

Gender Equity 203-285-2412

Human Resources 203-285-2537

Immunization 203-285-2275

Information Technology
24/7 Help Desk 860-723-0221
Local Help Desk 203-285-2040

Institutional Research 203-285-2415

Instructional Design 203-285-2108

International Student Advisor 203-285-2215

Library 203-285-2057

Mail Room 203-285-2239

Marketing & Communications 203-285-2065

Mathematics & Science Center 203-285-2353

Payment of College Charges (Bursar) 203-285-2009

Placement Testing 203-285-2217

Purchasing Department 203-285-2524

Registrar 203-285-2020

Security 203-285-2246

Student Activities 203-285-2208

Student Accessibility Services 203-285-2231

Student Conduct 203-285-2210

Student Success Center 203-285-2090

Transcripts 203-285-2020

Tutoring 203-285-2217

Veterans' Services 203-285-2146

Weather Hotline 203-285-2049

Wellness Center 203-285-2480

Writing Center 203-285-2245

PART II

STUDENT SUPPORT SERVICES

ACADEMIC PLANNING & ADVISING

ROOM N213: 203-285-2090

Student Success Center, N213

gw-studentsuccesshelp@gatewayct.edu

Academic Advising is an integral part of the college experience. It is a collaborative process between student and advisor designed to explore opportunities and develop a meaningful educational plan that helps them achieve their academic and career goals. The Student Success Center is staffed by generalist advisors trained to support students to achieve their academic goals.

Students should seek academic advising at the mid-point of each semester for the following semester. Students who have a defined program should seek out their faculty program coordinator or designated faculty advisor. Those students who are undecided or currently enrolled in General Studies should seek advising with an advisor in the Student Success Center or the General Studies coordinator. Any student with questions regarding academic advising should contact the Student Success Center in Room N213.

ATHLETICS & INTRAMURAL SPORTS

ROOM S110: 203-285-2213

Student Activities Office

gw-studentactivities@gatewayct.edu

Gateway Community College is a member of the National Junior College Athletic Association, Region XXI (NJCAA), and abides by its eligibility

rules and code of ethics. Inter-collegiate team sports include men's and women's basketball. All intercollegiate student athletes must maintain a minimum of a 2.0 grade point average and carry at least twelve (12) credits per semester as well as abide by all policies stated in the Student Athlete Guidelines. GCC offers soccer, volleyball and dodgeball as intramural sports

BLACKBOARD FOR STUDENTS

lroller@gatewayct.edu

Log-in Instructions:

1. Go to my.comnet.edu.
2. Log on with a NetID and Password
3. Click on Blackboard in the right side column or the Bb icon at the top of the page, wait to be re-directed to the Blackboard home page
4. If a security alert appears, Select Yes or Run

Resources:

- GCC_Student_Resource_Center found on the bottom of the Blackboard home page course list.
- GCC Blackboard web page:
www.gatewayct.edu/distancelearninghttps://www.gatewayct.edu/Academic-Affairs/Distance-Learning

Gateway Support:

Distance Learning email:

GW-DistanceLearning@gatewayct.edu

Off-hours System Support:

24/7 & 365 Technical Support:

1-866-940-1928 (toll free)

BOOKSTORE

ROOM N109: 203-865-5614
0809mgrefollett.com

The bookstore carries all course textbooks, reading materials, art and science supplies, notebooks school supplies, sundries, snacks, clothing, gifts and other items. The operating hours of the college bookstore are flexible, and published on the GCC website.

CAREER SERVICES

ROOM N217: 203-285-2208
Career Development Office
careerservices@gatewayct.edu

The Mission of Career Services is to clarify students' career and educational goals, teach skills for securing employment and develop continuing partnerships with employers to foster job placement.

Career counseling helps to clarify options, suggest resources, and move students toward career decisions. Students may take interest inventories free of charge, providing them with additional insight and direction. Gateway Community College offers access to Focus2 Software and self assessment through Career Success, Career Services online portal. Focus2 allows students to take interest inventories, search careers and develop educational plans to meet specific career goals. Students can access this software from the Career Services website.

Career Services assists students in developing the skills necessary to gain employment. Career Services offers individual instruction and workshops on a variety of topics including: job search strategies, resume writing, interviewing and workplace success. Group workshops and seminars will be offered throughout the year.

Career Services continually seeks out full-time, part-time, summer and internship opportunities for students. Career Services offers students, alumni and employers to access its FREE online employment service system Career Success. Students and Alumni may post resumes and search job opportunities. Employers post current openings and browse student resumes. Career Success can be accessed through the Career Services web page. First time users must register, create a user name/password and complete the registration form.

CENTER FOR EDUCATIONAL SERVICES

ROOM S205: 203-285-2217
cmena@gatewayct.edu

The Center for Educational Services (CES) provides academic support services for students. The CES provides tutorial assistance and related services that help students become better skilled in selected areas. Computer-assisted tutorials are especially useful for review and practice of basic skills in mathematics, English and the sciences. All students are welcome in CES and are encouraged to use any of the services. Call to obtain information about office hours. Please keep in mind that due to budget restrictions, the resources available each semester are limited and therefore most are available early.

Placement Testing:

In its commitment to an open admissions policy, the college welcomes students with different levels of academic preparation. The college believes that proper preparation and course selection is key to academic success. Therefore, all first-time, degree or certificate students are required to take a Placement

Assessment in Reading, Writing and Mathematics. Placement Assessment is also available to students with a limited English proficiency. (Please refer to the English as a Second Language course descriptions.) Test results are used to advise students into appropriate courses.

Placement Re-Testing Policy: Students wishing to register for courses beyond the Placement Test recommendation (ACCUPLACER) must get faculty approval from the Math and/or English Department. The department may elect to administer a local placement assessment. Faculty may then recommend a placement in a course consistent with the local test results. Students who wish to further challenge the placement outcome may request this from the department chairperson, or the Dean of Student Affairs in the absence of the department chair. Students are responsible for providing relevant details supporting their case for the waiver of placement. The Dean of Student Affairs may authorize re-testing with the ACCUPLACER Re-testing will be scheduled at a time allotted by the placement test coordinator, which will not displace first-time test takers.

Disability Support for Placement Testing:

Appropriate academic adjustments are arranged for students with documented disabilities through Student Accessibility Services in room S202. For more information refer to Student Accessibility Services on page 19.

Tutoring and Mini-Workshops:

Students enrolled in courses at the college may receive free tutoring. Tutoring is provided for many entry-level courses at the college on a small group basis, as available. Mini-

workshops may include, but are not limited to, research paper writing skills, time management, coping with test anxiety and introduction to the Macintosh computer.

COMPUTER RESOURCES

ROOM N323:

24/7 Help Desk, 860-723-0221

Local Help Desk, 203-285-2040

Information Technology Department

The Information Technology Department is committed to provide the highest quality services to students, faculty and staff. Information Technology provides assistance to students, faculty, and staff on accessing the campus computers, logging in to myCommNet, email, the campus wireless network, and the maintenance of classroom computers, phones, and printers. The department also contributes to the effectiveness of Information Services by actively participating in the planning, development and implementation of information technology for the College. Please call to obtain information on office hours.

Student Email

GCC provides a free Office 365 account to students. All GCC students must activate and USE their college email as the primary method of official communication from the college.

COMPUTER LOG IN PROCEDURES

Logging In

First-Time Users

- Log-in to myCommNet to retrieve your new student email address.
- Click on theStudent tab. Your email address will appear in the “Student Email Channel”

Continuing Users

- Access Office 365 at: portal.microsoftonline.com or by following the

link to the right of this page.

- Students may login using their CCC NetID (e.g. #####@student.commmnet.edu) and passwords. Do not use your student email address.
- You will be promoted to “sign in at student.commmnet.edu.” Click on the link “Sign in...”.
- Type in your NetID and your myCommNet password in the popup box and click OK.
- You are now ready to use your student webmail account.

Click on the “Instructions” button on the right for more information.

Troubleshooting your Log-In

If you are having trouble logging in, you might try logging into my.commmnet.edu first, and then using the link within the portal to access the student email login page.

Your New Email Address

Student’s email address will be in the form of “prefix@mail.ct.edu.” The “prefix” will consist of the first letter of a student’s first name + first four letters of a last name + 4-digit numeric number (e.g., “jsmit1234@mail.ct.edu” for John Smith). Students will be able to look up their email address in myCommNet or using the NetID Lookup Utility.

Your Office 365 Account

Includes Free:

- Exchange Online - the student email account, and will be the official communication channel between the student and the campus.

Mobile Settings

IPad/iPhone Settings:

Note: Before adding your Office365 email, you must set a passcode for your cellphone.

- Settings
- Click on: Accounts & Passwords
- Click on: Add Account

- Select: Exchange
 - Enter your email: (office 365 email address) e.g. NEWEMAILADDRESS@mail.ct.edu
 - Description: This is Optional! You can leave this Blank or type in GCC Email so you can differentiate this mailbox from your other mailboxes.
 - Click on: Next
 - Enter password (Mycommnet password). Then click next.
 - In the Server Field type in: outlook.office365.com
 - Domain: (leave this blank)
 - Username: (full NetID) e.g. 01234567@student.commmnet.edu
 - Password: MyCommnet password
 - Description: This is Optional! You can leave this Blank or type in GCC Email so you can differentiate this mailbox from your other mailboxes.
 - Click on: Next
 - Click on: Save
- Your Gateway email account is now set up on your mobile device.
- Android Settings:
- Settings
 - Click on: Add account
 - Select: MS Exchange
 - Enter your email (office 365 email address) e.g. NEWEMAILADDRESS@mail.ct.edu
 - Enter Password: MyCommnet password
 - Click on: Next
 - In the Server Field type in: Outlook.office365.com
 - Domain: leave this blank
 - Username: Type your full Netid: #####@student.commmnet.edu
 - Click on: Next
 - Then click “Yes” on Remote Security Administration pop up.
 - Sync schedule: Select Push or Automatically
 - Email sync period: Select All
 - Click on: Next
 - Name your account
 - Click: Done
 - Then click: Activate.

- Click on: Activate

This is a general guide to add an email account onto Android cellphones- your settings may be slightly different.

Classrooms

Our computer classrooms and laboratories for computer science, word processing and related courses and workshops are located conveniently throughout the campus in both the North and South buildings. All computers are linked by a high-speed network that provides access to printer, internet and other necessary computer services. The campus has more than 30 computer classrooms. There are general purpose computer classrooms designed for the college's general curriculum, and program specific computer classrooms for Computer Science, Allied Health, Nursing, Engineering and Graphic Design programs. We utilize more than 100 industry-standard programs for the curriculum, including Microsoft Office, Adobe CS, Autocad, Keyboarding Pro, Visual Studio, SmartCam, and MultiSim. MacIntosh computers are also available on a programmatic basis to assist students. The college also has specialty laptop carts that can be brought into lecture classrooms when needed, and laptop carts dedicated to the Science Labs. There are three Open Computer Labs on campus, located on the second and third floors, on both the North and South buildings. At least one Open Lab is available when the college is open. Hours vary by lab.

Kiosks

The student service area features more than 50 self-help kiosks that are designed to assist students in retrieving their campus related information. These kiosks are located throughout the Student Services corridor, and enable students to access their information using the

myCommNet portal and their NetID.

The library features more than 30 computer stations in the Information Commons Area where students can perform their library research. There is also a Library Instruction classroom where students can learn how to properly utilize all library-related resources. The Library also houses the student laptop loaner program, which has 30 laptops that can be loaned out for on-campus student use.

The wireless network is available throughout the campus and allows a student to connect and access the internet using their personal wireless device (laptop, tablet or smartphone). Just use your NetID and password for connection.

Computer Log-in Procedure

Press and hold down in sequence the Alt, Ctrl and Del keys. You will now see a box with three lines; the user name, password and the "log on to." The user name is your Banner number without the @ symbol, and with the student domain typed with it. For example, 12345678@student.commmnet.edu. Your initial password is the first three letters of your birth month, with the first letter capitalized, the "&" symbol and then the last four digits of your Social Security Number. Once you log in for the first time, you will be prompted to change your password.

(Returning & Continuing Students: Please use the password you previously created to log onto your computer. If you have forgotten your password, please go to the website: <https://passwordreset.microsoftonline.com/> where you may reset your own password.)

The following requirements must be followed when selecting a NetID password:

- Password must be at least eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of four categories:
 1. Uppercase characters (A - Z)
 2. Lowercase characters (a - z)
 3. Numeric digits (0 - 9)
 4. Special characters (i.e., !, \$, #, %)
- Password must not contain all or part of the user's NetID account name.
- Password must differ from previous passwords.
- Password is forced to change every 180 days but users have the ability to change them sooner if you desire

Helpful Hints:

- Don't use the Caps Lock key for the capital letters on your password. Use the Shift key instead
- If you are an international student and do not have a Social Security number, you must go to the Information Technology department for assistance

If you experience problems with your NetID, please go to the website: <https://supportcenter.ct.edu/netid/lookupnetid.asp>. If you still have problems, call 860-723-0221 for assistance.

Security Question

The security question is a feature introduced to ensure that only the authorized user may reset their own password using the NetID password reset webpage at <https://supportcenter.ct.edu/netid/pswdmenu.asp>, security question must have been determined prior to utilization of the NetID password reset page at <https://passwordreset.microsoftonline.com/set>. To set the security question,

go to the website <http://my.comnet.edu> and log in using the requested information, click on "Student" tab, click on "Student Self Service," click on "Gateway Community College," click on "Personal Information," click on "Change Security Question," and then pick one of the preset questions in the New Question field. Now, type the appropriate answer in the "New Answer" field and click the submit button. Your security question is now set to your responses.

EARLY LEARNING CENTER

ROOM E100: 203-285-2132
schambers@gatewayct.edu

Students with 3 to 5 year old children can benefit from convenient, on-site child care. The Early Learning Center houses a fully licensed, NAEYC accredited, child care program for young children that is open five days a week. The curriculum is based on the concept that each child is an individual and should be allowed to develop at his or her own pace; it is centered around the interests, needs and abilities of children ages three to five. A variety of sensory experiences encourage children to think, analyze problems, and arrive at logical conclusions. To accomplish this, the Early Learning Center provides a stimulating learning environment through three classroom models: Child Development, Modified Montessori and Responsive Environment. Breakfast, lunch and an afternoon snack are provided. The center's hours are 7:30 A.M. to 5:30 P.M., Monday through Friday.

The ELC establishes new rates yearly. For more information, contact Director Sarah Chambers at (203) 285-2130.

FINANCIAL AID

Room N215: (203) 285-2030
gw-finaidhelp@gatewayct.edu

Gateway Community College is committed to providing access to higher education by minimizing economic barriers. The College provides several options for financial aid, including state and federal grants, scholarships, student loans, and the federal work-study program. Awards may come from one or any combination of the four preceding sources as determined by federal and local eligibility guidelines. Financial need, academic performance, and resources available to the student are all considered in determining final eligibility.

Students must have a high school diploma or a GED, be enrolled in an approved degree or one-year certificate program, and must maintain “satisfactory academic progress” as described in the Academic Policies and Procedures section.

Policies and regulations instituted by Title IV, Student Financial Aid Programs, and Gateway Community College require that a student’s academic progress be monitored and measured to determine continuing financial aid eligibility. To maintain eligibility for financial aid, students must successfully complete two-thirds (66.66%) of their credits with Satisfactory Academic Progress (for additional information, please see the College Catalog).

All financial aid awards are predicated upon available funds and subject to revision by the Financial Aid Office upon change in enrollment status, additional resources, scholarships, and/or lack of completion of necessary

information to determine eligibility. All awards are based upon a student’s enrollment status at the end of the add/drop period. Financial aid is disbursed twice per academic year: the first disbursement occurs during the fall semester and the second disbursement during the spring semester.

FOOD SERVICE

ROOM N107: 203-285-2248
Cafeteria

Please check the website for updated hours during the year as they change during the year. Hot and cold sandwiches, salads, side dishes, soups, and soda are available. Snacks and beverages are also available from vending machines.

GENDER EQUITY CENTER

ROOM N110: 203-285-2480
gw-wellness@gatewayct.edu

The Gender Equity Center offers a safe and welcoming space for all students and promotes a nonjudgmental and supportive atmosphere grounded in equity and inclusion. The Gender Equity Coordinator is available to talk to students one on one seeking support on topics including but not limited to women and men’s health, sexual orientation and identity, intimate partner violence, sexual violence, acts of bias based on sexual orientation, and healthy relationships.

The Gender Equity Coordinator is available to talk to students one on one seeking support or advocacy on topics including but not limited to women/men’s health, sexual orientation and identity, intimate partner violence, sexual violence, acts of bias based on sexual orientation, and healthy relationships.

LIBRARY &

LEARNING COMMONS

Room L200: South building 2nd floor

Homepage:

www.gatewayct.edu/library

Phone: 203-285-2057

Text Us: 203-212-8329

Email: library@gatewayct.edu

Fall/Spring Semester Hours

Mon.-Thurs 8:00am – 9:00pm

Friday 8:00am – 6:00pm

Saturday 8:00am – 1:00pm

(online services only)

Please call or check our website for hours during summer and semester breaks.

The First Niagara Library and Learning Commons provides a safe and welcoming environment and seating for up to 400 people. The collection includes thousands of print and electronic books, and over 80 research databases, streaming educational films, and other various collections including print journals, DVDs, children's books, and several special collections. Access to our electronic resources (ebooks, databases, streaming films) is also available off-campus by entering your NetID login.

Library Staff

The library staff is committed to providing outstanding customer service to help you achieve your academic goals. Please don't hesitate to ask for assistance.

Services

Librarians are available for assistance in-person, or via email, phone, chat, or text. One hour research appointments are also available for in-depth assistance.

Technology

Computers

All library computers have internet access and are equipped with word processing software. To gain access you must log-in with your NetID and password, the same one you use to access MyCommnet.

Printing

There are several printers in the library for student use. Students are given an allotment of pages for free printing at the beginning of each semester. There is no color printer in the library. There is wireless printing through the library's laptops only.

Laptops

May be borrowed at the service desk for use in the college only.

Graphing Calculators

The library has a limited number of calculators that may be borrowed for the semester or for 3 hours..

C-Pods

Collaboration pods are available throughout the library and in some study rooms on a first-come, first-served basis.

Scanner

Scan documents onto your flash drive or send to your email. There is no charge.

Copy Machine

Available at a cost of .10 for b&w and .25 for color per page. Copier accepts cash only.

MYGATEWAY

MyGateway represents a student portal for the major software that is used to conduct business online with the College. Academic Planning and Advising allows students to make appointments online with advisors, counselors, and coaches at the college. It also keeps track of the academic plan you have made with your advisor on campus. Career Success lists job opportunities in the local area and in the nation to which students may apply. It also provides an excellent resume builder, and self-assessments to help explore career options. Conduct and Care allows students to interact with any student conduct information they may have. Disability Services allows students to request appropriate academic adjustments and upload their official documents.

OFFICE OF EDUCATIONAL TECHNOLOGIES & INSTRUCTIONAL DESIGN

ROOM N317-318: 203-285-2221
<https://gwcc.libguides.com/edtech>

The Office of Educational Technologies provides support that motivates and enables the College to enrich the learning process through technology. It serves as a campus resource for information on emerging and evolving educational technologies, coordinates comprehensive media services, and assists in the electronic dissemination of information.

This office coordinates and/or provides support with the following:

- Assistance in Multimedia and Video Production
- Audio-Visual Equipment for presentation technology
- Campus-wide Electronic Message System
- College Web Site
- Distance Education Services
- Faculty/Staff Training
- One-on-one or group instruction on presentation technology instructional design and other computer applications
- Student Computer Laboratories
- Video Conference Center

REGISTRAR

ROOM N214: 203-285-2020
gw-records@gatewayct.edu

The Registrar is dedicated to serving the faculty and students through scheduling, registration, record keeping and reporting. Please utilize the links on the website to discover how to register for classes, understand registration policies, prepare for graduation, and find out what other important services are available.

STUDENT ACCESSIBILITY SERVICES

ROOM S202: 203-285-2231

rchomicz@gatewayct.edu

smurphy1@gatewayct.edu

Student Accessibility Services (SAS) facilitates the planning and provision of services for persons with documented disabilities. Persons eligible for services may include, but not limited to, individuals with Acquired Brain Injuries, Attention Deficit Disorders, Chronic/Physical Impairments, Autism Spectrum Disorder, Learning Disabilities and/or Mental Health Disorders.

Services are provided on a case by case basis in order to provide reasonable and appropriate adjustments in the areas of academics and building/classroom accessibility. Requests for services should be made to the Student Accessibility Services Office in S202. For an appointment please call (203) 285-2231.

Emergency Evacuation Procedure

Students with disabilities are encouraged to consult the emergency evacuation procedures posted in classrooms and throughout the campus to be prepared in the event of an emergency. Additionally, students should make an appointment with a Student Accessibility Specialist when necessary to review procedure in the event of an emergency.

Grievance Procedure

If required, individuals may reference the SAS Grievance Procedure found on the SAS website.

STUDENT SUCCESS CENTER

ROOM N213: 203-285-2090

Student Success Center

gw-studentsuccesshelp@gatewayct.edu

The Student Success Center provides comprehensive services in an environment conducive to learning by providing the support students need to reach their full potential. The Success Center includes the following departments and services: Academic Advising, Transfer Advising, New Student Advising & Registration (NSAR). Retention Services including Early Alert Interventions & SAP Advising.

Transfer Advising is designed to assist students in making the transition to a four-year institution to earn a Baccalaureate degree. Students should take advantage of the agreements the college has in place with various institutions. Visit the center or the transfer-out advising page for a complete list of agreements. Student interested in transferring should:

- Meet with a counselor/program coordinator at least, once per academic semester to make sure that you are fulfilling major requirements and enrolling in courses transferable to your selected college/university.
- Attend an open house or visit the target university/college; check out their website and housing options before applying for admission. Student can call the admissions office at the receiving college and schedule a campus tour.
- Meet with admission representatives from the 4 yr colleges/universities during their visit here on campus.
- Students are encouraged to participate

in our transfer seminars and college fairs.

- Contact the Counseling and Student Success Center for schedules of upcoming visits and fairs.

VETERANS' BENEFITS

ROOM N212: 203-285-2146

rpalinko@gatewayct.edu

Veterans Administration (V.A.)

Benefits

There are Veteran's Certifying Officials for the college and report student enrollment to the V.A. Career Services can provide information about educational benefits available from the Veteran's Administration. Veterans, reservists and dependents of veterans who believe that they are eligible for educational benefits may obtain an application and receive assistance in applying. The certifying official also can answer questions about the State of Connecticut tuition waiver for veterans (See "Connecticut Tuition Waiver").

Information about benefits is available on the V.A. website, www.gibill.va.gov, and from the certifying official. Students receiving V.A. benefits *must* notify the Certifying Official of their course schedule *each semester*; and of any changes in their course load and program of study. Courses must meet requirements of the degree or certificate in which the veteran or dependent is enrolled. All credit programs and some non-credit programs offered by the college are certified for V.A. benefits. Contact the Certifying Official for the list of certified non-credit programs. Students must remain in good academic standing to receive V.A. benefits. A student whose Combined Academic Standing indicates suspension is academically ineligible to receive V.A. educational benefits. Benefits will

resume when the student is no longer on suspension status.

Connecticut Tuition Waiver

Veterans who served 90 days or more during times specified as "periods of war," and received an honorable discharge, are eligible for a waiver of tuition from the State of Connecticut for credit courses taught during the fall and spring semesters. The latest eligibility period started on August 2, 1990. Veterans from the Vietnam era, Korean War and other periods remain eligible for the waiver. *Reservists and Guard members who were activated for 90 days or more after August 1990 and meet the other requirements are eligible for the tuition waiver.* Children of Vietnam-era POW's also may be eligible for the waiver.

A copy of DD Form 214 must be presented to Career Services to verify periods of service that qualify for the waivers.

WELLNESS CENTER

ROOM N114: 203-285-2480

Wellness Center

gw-wellness@gatewayct.edu

The Wellness Center offers holistic wrap-around case management services in an inclusive and judgment free environment to support Gateway's overall mission and purpose.

Counselors are committed to supporting student's development in problem solving skills, coping techniques and self-advocacy. All counseling sessions are provided in a supportive, empathetic, collaborative and confidential environment.

Services include:

- Solution Focused Brief Counseling (SFBC) to support the needs of GCC's diverse population;
- Crisis Intervention Counseling and referral services;
- Comprehensive campus wide programs to support students in mind, body and spirit;
- Case management services to address basic needs, financial stability and access to public benefits screenings

To schedule an appointment, please visit us in Room N114, call us at 203-285-2480 or email us at gw-wellness@gatewayct.edu.

WRITING CENTER

ROOM S212: 203-285-2245

gw-writingcenter@gatewayct.edu

The College Writing Center (CWC) addresses the College's mission and aims to support, assist and enhance the writing and reading skills of all students across the curriculum. The CWC, under the guidance of master tutors, offers personal tutorials as well as workshops on many topics relevant to the writing process such as book reports, summaries, critiques, essays, research papers, technical reports, literature interpretations, proofreading techniques, topic-thesis development, and communications presentations. Students are welcome on a "walk-in" basis or by appointment. Call the CWC or access their web page; <https://www.gatewayct.edu/Writing-Center> for information on hours and appointments.

PART III

STUDENT RIGHTS (SR)

AFFIRMATIVE ACTION

Gateway Community College is an academic unit of the Connecticut State Colleges & Universities System. The administration is charged with a responsibility to execute the academic policies and procedures promulgated by its governing board that relate to affirmative action. The Board endorses and expects full compliance with the requirements of law, including but not limited to positive action designed to identify and remove practices, policies, or other job related requirements which act as barriers to equal employment opportunity for women, Blacks, Hispanics, and other protected groups found to be underutilized in the work force or affected by policies or practices having an adverse impact. In addition, The Board endorses and expects that there will be efforts made to reach out to groups within our society which have been excluded from or are disproportionately represented at the College.

The President of the College is the agent of the Board of Regents charged with the responsibility to execute the Board's policies and to achieve the goals and timetables set forth in the Affirmative Action Plan.

AIDS AND OTHER COMMUNICABLE DISEASES

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational

principles require that students and employees with AIDS, HIV infection and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as a person living with AIDS or HIV, or for having any other communicable disease.

Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the right of persons with such diseases.

Each College President shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be

involved in formulating educational and informational activities. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, unless it has been medically determined that there is risk of infection or danger to others or the individual is enrolled in programs from which those with specific communicable diseases are excluded by law or regulation.

Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the College, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.

Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories, allied health or nursing practice) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987) or other approved guidelines.

Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

This policy shall be published in all college catalogs and student handbooks and shall be made available to all employees. All community college employees are further subject to the June 3, 1988 "AIDS Policy for State Personnel" and the January 1987 "AIDS Guidelines for State Personnel".

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request amendment of an education record that the student believes is inaccurate.**

Students may ask an appropriate College official to amend a record that they believe is inaccurate.

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

NOTE: *FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.*

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following:

a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an

attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, 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 responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena
- To appropriate parties in a health or safety emergency
- To officials of another school, upon request, in which the student seeks or intends to enroll
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs
- To accrediting organizations to carry out their functions
- To organizations conducting certain studies for or on behalf of the College
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim

of that crime with respect to that crime, and

- Directory information as defined in the policy of the Board of Regents.
4. **The right to refuse to permit the College to release directory information** about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to
 5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information

The Board of Regents has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

PERSONS WITH DISABILITIES

The Board of Regents and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community and technical colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the System Office of the Board of Regents.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to preventing the person from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities since it aims to increase every student's access to those valued experiences, activities, and roles. Improving access for students and employees means removing existing physical, programmatic, and attitudinal barriers; it also means taking care not to erect new barriers along the way.

The efforts of the community colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The

Board of Regents will work to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges.

This statement is intended to reaffirm the Boards commitment to affirmative action and equal opportunity for all people and in no way to replace the Equal Opportunity Policy Statement.

RACISM AND ACTS OF INTOLERANCE

The community colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative

Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differences and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

NONDISCRIMINATION POLICY

The Community College System of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including but not limited to, blindness, or prior conviction of a crime, unless the

provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions. It is understood these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

GCC offers Associate in Applied Sciences, Associate in Art and Associate in Science degrees in more than 75 disciplines, including: accounting, business, business office technology, computer information systems, computer science and technology, engineering and technology, fine arts, health careers, hospitality management and culinary arts, and human services as well as general studies, humanities, and liberal arts and sciences. In addition, credit and non-credit certificate programs focusing on developing occupational skills are offered.

Admission to the college is open to high school graduates upon submission of a completed college admissions application accompanied by official high school diploma or equivalency or college transcripts or diploma, payment of the application fee and proof of immunization. Courses are generally open to anyone with an interest in a subject area. Some programs of

study have additional admissions requirements.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dean of Student Affairs (Title IX Coordinator). Gateway Community College, 20 Church Street, New Haven, CT 06510; Dean of Student Affairs: 203-285-2212.

STATEMENT OF STUDENT RIGHTS AND FREEDOMS

In June 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, and other academic organizations, drafted the joint Statement of Rights and Freedom of Students. Gateway adopted the statement in 1969. The following is an edited reprint of that document:

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by members of the academic community.

Freedom in the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. As a student at Gateway Community College, you are entitled to:

Protection of Freedom of Expression: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protection Against Improper Academic Expression: Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

POLICY ON STUDENT RIGHTS

Section 1 : Rights of Students

It is the policy of the Board of Regents (5.2.2) that the educational offerings of the community colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, sexual orientation, mental or learning or physical disability, including, but not limited to blindness, or prior conviction of a crime (unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). With respect to the

foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46A-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2 : Student Grievance Procedure

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

2. *How to file a grievance:* A grievance is to be submitted in writing to the Office of Student Development within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. *Procedure for grievance resolution:* Office of Student Development shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the President a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the Office of Student Development shall consult with the Dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Office of Student Development shall consult with the college's affirmative action person during the course of the investigation.
 - c. In the case of a grievance against a Dean, the grievance shall be filed with the President.

The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of

the grievance within fifteen (15) days of receiving the recommendation, except for good cause or as provided in (4) on next page.

4. *Advisory Committee:* The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing (Appeal of Grade)

Academic grading is the outcome of careful evaluation and conclusions made by the course instructor. These evaluations result from the analysis of cumulative information by experts in their fields. The college recognizes that there are exceedingly rare instances in which there may be errors or "palpable injustice(s)" in the determination of a final grade. Students may initiate the appeals process when there is evidence to show one of the following justifications:

- I believe the grade was miscalculated according to the grading policy in the syllabus
- I believe an inappropriate grade was assigned due to inconsistent or unfair grading practices of the instructor
- I believe I was mistakenly suspected of violating the academic dishonesty policy

For the appeal to be considered, the student must precisely follow the steps

outlined in this policy. All written communication pertaining to the grade appeal must take place using an official Gateway Community College email address.

Step 1: (Must take place within 10 business days of the semester following the semester the grade was given)

Student must first communicate with the instructor either by phone or email to confirm the grade awarded and entered was correct in the instructor's view. If unable to contact the instructor, student should seek assistance from the Dean of Academic Affairs' Office or move on to step two.

Step 2: (Must take place within 10 business days after Step 1 is complete)

If the grade issue is not resolved after Step 1 is completed, the student will make an appointment to speak with the department chair or division director. If unable to contact the chair or director, student should seek assistance from the Dean of Academic Affairs' Office.

The Dean of Academic Affairs' Office shall take no more than 5 business days to assist the student in making the appointment with chair/director

STEPS 1 & 2 require verification of completion; i.e., signatures or email correspondence from the instructor and/or Department Chair/Division Director prior to proceeding to STEP 3

Step 3: If the grade issue is not satisfactorily resolved after Step 2 is completed, the student can request a Grade Appeal Form from the Dean of Academic Affairs Office to begin the official Grade Appeal process. Student will be required to send a letter to the Dean of Academic Affairs stating the exact reasons for the appeal, provide supporting documentation (tests, quizzes, papers, etc.), and a copy of the class syllabus.

Step 4: The Dean of Academic Affairs shall submit the Grade Appeal Form to the Academic Standards Committee (ASC) for review. The ASC membership includes representatives from all academic departments as well as staff. Student grade appeals will be reviewed at the March (for fall appeals) and October (for spring and summer appeals) ASC meetings.

- The student will have the right to make a presentation to the Academic Standards Committee regarding their appeal if he/she elects to do so.
- The Academic Standards Committee Chair will submit the committee's rationale to grant or deny the appeal within 5 business days of the meeting.
- Any grade change or modifications resulting from the ASC review is advisory and must be approved by the President.

Step 5: (Must take place within 10 business days after Step 4 is complete)

If the grade issue is not satisfactorily resolved after Step 4 is completed, the student can appeal to the President by filing an appeal statement. Review by the President shall be on the basis of written record unless he/she decides that fairness requires broader review. The decision of the President shall be final.

The time frames provided herein may be modified by the President for good cause shown.

Advisory Committee:

The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

INSURANCE COVERAGE

All students who are registered for courses in Banner – including credit and non-credit, full and part-time students – will automatically be covered under the School – Time Injury Only (Plan A) that covers accidents in school-related activities, except intercollegiate athletics. (Athletic programs have their own insurance coverage.)

All on-campus accidents should be reported to the College Public Safety located at each entrance or at any security desk.

PART IV

STUDENT CONDUCT, CIVILITY & COLLEGE GUIDELINES

What is Civility?

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.

The college respects and defends the right of each member to exercise free speech and assembly; however, the rights are properly exercised only when due respect for the rights of others is assured. Therefore, at GCC, students and faculty are expected to maintain a free and respectful learning environment.

Getting along with people in the classroom is a key to college success!

Civility in the Classroom

How do I know what behavior is expected in my classroom?

Listen carefully to your instructor's classroom guidelines. Expectations about how you should interact with others may also be published in your course syllabus.

Classroom expectations may include such issues as attendance, punctuality, respect for diversity, rules for discussion, academic integrity, respectful behavior, use of personal electronic devices, or other guidelines. Eating or drinking may be allowed in some classes but is prohibited in all science and computer labs.

By stating guidelines in the course syllabus, your instructor is alerting you to the importance of respectful conduct in the classroom and assuring you that everyone's right to learn will be protected. The guidelines also alert you to the consequences of any misconduct.

How can I get my view point across if it is controversial or different from others?

Present your ideas in a respectful manner and at an appropriate time and place, in a discussion or debate; remember to focus on ideas, not individuals. If you are unsure how to express your ideas while respecting others, discuss your concerns with your instructor, an advisor or a college counselor.

What are some behaviors I should avoid in the classrooms?

You should avoid actions that interfere with teaching or learning during a class session. Examples of behavior to avoid during class are:

- Tardiness
- Leaving class prior to dismissal
- Inappropriate use of electronic devices
- Cheating or plagiarism
- Dominating discussion
- Speaking out of turn
- Overt inattentiveness or sleeping
- Poor personal hygiene
- Offensive remarks
- Verbal or physical threats

STUDENT CODE OF CONDUCT

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR’s and CSCU’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR’s and CSCU’s fundamental principles and values. It is

the BOR’s and CSCU’s responsibility to protect our students’ right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

Introduction

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the president of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

For the full Code of Conduct please go to: GatewayCT.edu/student-conduct and click on BOR/CSCU icon on right.

Application, distribution, and administration of the Student Code of Conduct

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college:

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this Code.

2. *Distribution of the Student Code:*
The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.
3. *Administration of the Student Code:*
The Dean of Student Affairs shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. The Dean of Student Affairs shall be the person designated by the President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code Scope of Authority

Scope of Authority

A student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the president of the impacted institution or his/her designee.

Prohibited Conduct

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to:

(i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

- a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
- b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.
4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
5. Sexual misconduct may include engaging in one of more behaviors:
 - (a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
 - sexual flirtation, touching, advances or propositions
 - verbal abuse of a sexual nature
 - pressure to engage in sexual activity
 - graphic or suggestive comments about an individual's dress or appearance

- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of, or acquiescence in sexual advances

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Sexual assault is further defined in sS53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in non-consensual voyeurism
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals or
- Possessing, distributing, viewing or forcing others to view illegal pornography

6 Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in Section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in Section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker

rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.
9. Stalking, which is defined as repeatedly contacting another person when:
- a. The contacting person knows or should know that the contact is unwanted by the other person and
 - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on- line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.
14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or

- dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
 21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
 22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
 23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
 25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
 26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
 27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
 - a. Unauthorized access to CSCU computer programs or files;
 - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
 - c. Unauthorized use of another individual's identification and/or password;
 - d. Deliberate disruption of the operation of CSCU computer systems and networks;
 - e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including but not limited to, copyrighted music, movies, and software);
 - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
 - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

- a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
- b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
- c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
- d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
- f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
- h. Failure to comply with the sanction(s) imposed under the Student Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Hearing procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

In addition to disciplinary procedures applicable to students in the *Conduct and Disciplinary Procedure* section, (p82) for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary

proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity .

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also

be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

Conduct & Disciplinary Records

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student’s educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student’s disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates the Prohibited Conduct of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Interpretation & Revision

Questions regarding the interpretation of this Code shall be referred to the Community College's Dean of Student Affairs Office for the administration of the Non-Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

'The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.

CONDUCT & DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Academic Misconduct section above) for Community College Students as set for in this Conduct & Disciplinary Procedures.

PART A: DISCIPLINARY PROCEDURES (Academic and Non-Academic Misconduct)

In regard to Community College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to electronically via

the Online Conduct Report, (the president has designated the Dean of Student Affairs to administer the conduct program, hereinafter referred to as "the Dean") normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
 - a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
 - b. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean

shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have committed a violation of any part of Prohibited Conduct of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.

4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Prohibited Conduct of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the

conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.

5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Prohibited Conduct of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:

- a. a concise statement of the alleged facts;
- b. the provision(s) of Prohibited Conduct that appear to have been violated;
- c. the maximum permissible sanction; and
- d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:
 - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Office;
 - b. if the Office appoints an impartial panel, to have a Student on the panel if requested by the Student;
 - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
 - d. to hear and to question the information presented;
 - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
 - f. to receive a written decision following the hearing.
7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Office and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Office shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The president may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the president may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student's request.
10. A written request for review of the decision of the impartial party or panel must be received by the president within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the president is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
 - a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
 - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or
 - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation

11. Decisions under this procedure shall be made only by the college officials indicated.

PART B: DISCIPLINARY SANCTIONS

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Prohibited Conduct of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Conduct & Disciplinary Procedures of the Code include but are not limited to the following:

1. “Expulsion” is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;
2. “Suspension” is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
3. “Removal of College Privileges” involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;

4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A “Warning” is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Prohibited Conduct of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
6. “Community Restitution” requires a Student to perform a number of hours of service on the campus or in the community at large.

SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER & DOMESTIC VIOLENCE POLICY

Statement of Policy

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (ConnSCU) is committed to ensuring that each member of every BOR governed college or university community has the opportunity to participate fully in the process of education and development. The BOR and ConnSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

The BOR strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college or university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. Each and every BOR governed college or university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and ConnSCU employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of BOR policies. The BOR and each of its governed colleges and universities is committed to providing an environment free of personal offenses. Consensual sexual relationships between staff, faculty and students are discouraged pursuant to BOR policy.

Mandated Reporting

Mandated reporting requirements of the Child Protection Law may require that a report be made to the Connecticut Department of Social Services whenever a person under eighteen (18) years of age may have been sexually assaulted. Further, pursuant to BOR Policy on Suspected Abuse or Neglect of a Child, any BOR or ConnSCU employee who has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury must be required by Board policy to report the incident as soon as practicable to their immediate supervisor. Employees are encouraged to report possible sexual assault of persons 18 years old or older and those ConnSCU employees who qualify as Campus Security Authorities under the Jeanne Clery Act have a duty to report possible sexual assault regardless of the age of the reported victim.

Confidentiality

When a BOR governed college or university receives a report of sexual assault reasonable steps will be taken to preserve the privacy of the person reported to have been the victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center are bound

by state statutes and professional ethics from disclosing information about reports without written releases. Information that such persons receive from the reporter of a sexual assault or the person reported to have been assaulted cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, s/he must speak with a full confidential resource. Each and every BOR governed college or university must provide a list of such confidential resources in the College or University's geographic region.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the person reported to be a victim of a sexual assault to the extent reasonably possible.

Rights of Those Who Report

Those who report any type of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner

violence, will be treated seriously and with dignity by the institution

- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean of Students or the Campus's Title IX Coordinator
- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action against the individual allegedly responsible
- Those who seek confidentiality may contact a clergy member(s) and/or the Sexual Assault Crisis Center of Connecticut – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases

Options for Changing Academic, Transportation and Working Arrangements

The colleges or universities will provide assistance to those involved in a report of sexual harassment, sexual assault or intimate partner violence, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college or university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services

Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. All ConnSCU campuses shall develop and distribute contact information for this purpose.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct, including harassment, sexual assault or intimate partner violence, shall be provided written information about her/his right to:

- (1) notify law enforcement and receive assistance from campus authorities in making the notification and
- (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
 - standing criminal protective orders
 - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child
 - temporary restraining orders or protective orders prohibiting the harassment of a witness
 - relief from physical abuse by a family or household member or person in a dating relationship and
 - family violence protective orders

STUDENTS ON THE SEX OFFENDER REGISTRY

Whenever in the judgment of the college president the continued presence of a convicted sex offender who has been previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the integrity of academic processes and functions of the college, such person may be denied continued attendance as a student or have limitations placed on participation in college activities and/or access to college property.

The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender, nor shall any person use information regarding a convicted sex offender to injure or harass any person.

The decision of the president shall be final.

The president has designated the Dean of Student Affairs to implement this policy. Students should contact the office for more information.

Sexual Misconduct Stalking and Intimate Partner Violence Student Conduct Procedures

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual harassment, sexual assault and intimate partner violence.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for complainants and accused students.

Reported victims of such assault or violence shall have the opportunity to request that disciplinary proceedings begin promptly and such disciplinary proceedings shall be conducted by an official trained in issues relating to sexual assault and intimate partner violence and shall use the preponderance of the evidence standard in making a determination concerning the alleged assault or violence. Both the reported victim of such assault or violence and the accused are entitled to be accompanied to any meeting or proceeding relating to the allegation of such assault or violence by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled, and each shall have the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding. Both the reported victim and accused are entitled to be informed in writing of the results of any disciplinary proceeding not later than one business day after the conclusion of such proceeding. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity. To the extent permitted under state or federal law or as necessary for the disciplinary proceeding, the college or university shall not disclose the identity of the reporter or the accused.

Please visit Gateway's website at www.gatewayct.edu/sexualmisconduct for a complete set of resources and procedures.

Title IX

Title IX is a federal civil right that prohibits sex discrimination in education.

Incidents that are covered by Title IX are sex-based discrimination, sexual harassment, and sexual violence including: attempted or completed rape or sexual assault, sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

The College also works to ensure compliance with Title IX, which is a federal law that prohibits discrimination based on the sex (gender) of employees and students of educational institutions that receive federal financial assistance. In this regard, the College has designated the following as Title IX Coordinator: The Dean of Student Affairs

Title IX Grievance Procedure

What is the purpose of the Title IX Grievance Procedures?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of “sexual harassment” (including forms of sex-based violence)
- Addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, the Connecticut State Colleges and Universities (“CSCU”) will implement Title IX Grievance Procedures effective August 14, 2020.

Please visit Gateway’s website at www.gatewayct.edu/Student-Life/Misconduct/Title-IX for a complete set of resources and procedures.

Procedures for Dealing with Classroom Disruption

The classroom is a small vital community devoted to teaching and learning. Instructors run their classes for everyone’s benefit and have the right to expect full cooperation from all students. Mutual respect and appropriate behavior are essential elements in this academic setting.

In the event of classroom disruption, the instructor will:

1. Instruct the student to stop the objectionable behavior.
 - a. If the behavior stops, the instructor may invite the student to meet afterward to discuss the behavior.
 - b. If the behavior continues, the student may be directed to leave the classroom for the remainder of the class. The student must initiate a meeting with the instructor outside of class before the next class meeting
2. During the Meeting the student has a right to be:
 - a. Presented with specific behavior that were unacceptable and to discuss their impact on the learning process, and
 - b. Receive a verbal warning that such behavior will not be tolerated in the future.
- c. If the student refuses or misses a scheduled meeting with the instructor, the instructor should follow the college’s disciplinary procedures by filing an online *Conduct Report to the Dean of Student Affairs.
3. The Dean of Student Affairs will attempt to meet with the student prior to the next class and the instructor will be notified the outcome of the meeting.
4. If the student does not comply with the meeting request, the Dean of Student Affairs and the instructor will discuss options to resolve the outstanding issue.

**A Conduct Report may be filed at any time to document an incident, or request intervention through the Student Conduct Process, however, students and faculty are encouraged to seek a resolution prior to involving the Dean of Student Affairs.*

GCC POLICIES:

CHILDREN ON CAMPUS

The college does not permit children unattended at any college location or in a vehicle parked in the parking lot.

*Children are not permitted in classes.

** The college reserves the right to ask students with disruptive children to leave the disrupted location including, but not limited to: faculty and student service offices, and the library. Students with children are expected to arrange suitable childcare services elsewhere while attending classes at Gateway.

DRUGS & ALCOHOL POLICY

The Board of Regents for Higher Education in Connecticut endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs — decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socioeconomic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college

activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Regents policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

- Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse

These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
 - a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased

- b. when a college permit has been obtained
 - c. when students bring their own beverages
 - d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages
 - 3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
 - 4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
 - 5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.
- manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;
 - B. Establishing a drug-free awareness program to inform employees about:
 - 1. the dangers of drug abuse in the workplace
 - 2. the college's policy of maintaining a drug-free workplace
 - 3. any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
 - C. Making it a requirement that each new employee be given a copy of the statement noted above;
 - D. Notifying the employee in the statement required by the above paragraph that, as a condition of employment, the employee will:
 - 1. abide by the terms of the statement, and
 - 2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - E. Notifying the agency within ten days after receiving notice under sub-paragraph (D) (2), from an employee or otherwise receiving actual notice of such conviction;
 - F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:

DRUG-FREE WORKPLACE

U.S. Department of Education regulations published on January 31, 1989, implementing the Drug-Free Workplace Act of 1988 require any agency awarded federal grants after March 18, 1989, to provide certification that it will maintain a drug-free workplace. To this end, Gateway Community College certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful

1. Taking appropriate personnel action against such an employee, up to and including termination, or;
2. Requiring 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;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (A) through (F).

HOVER BOARDS ON CAMPUS

Due to safety concerns about both fire and rider safety, hover boards shall not be allowed to be either charged, operated or stored on CSCU campuses. This prohibition is consistent with the CSCU Student Code of Conduct, Article I, Part D., section 12 which prohibits “behavior or activity which endangers the health, safety or well-being of others.” Further, the practice of prohibiting hover boards on CSCU campuses is consistent with other colleges and universities across the country.

This guidance is offered due to the concern about fire safety and collisions. Due to the abundance of reported safety issues with the devices, the U.S. Consumer Product Safety Commission is investigating the safety of hover boards. Moreover, the National Association of Fire Marshals has also issued a warning regarding fire safety due to spontaneous fires potentially linked to the battery which powers the board. Given the warnings and concerns of these organizations, CSCU has issued this prohibition.

INFORMATION TECHNOLOGY & RESOURCES POLICY

Introduction

This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (ConnSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of ConnSCU IT resources is a privilege dependent upon appropriate use. Users of ConnSCU IT resources are responsible for using IT resources in accordance with ConnSCU policies and the law. Individuals who violate ConnSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional ConnSCU disciplinary and/or legal action.

Purpose

The purpose of this policy is to provide the ConnSCU community with common rules for the usage of IT resources.

The intent of this policy is to provide information concerning the appropriate and inappropriate use of ConnSCU IT systems to:

- Ensure ConnSCU IT resources are used for purposes consistent with ConnSCU mission and goals
- Prevent disruptions to and misuse of ConnSCU IT resources
- Ensure ConnSCU community is informed of state and federal laws and ConnSCU IT policies governing the use of ConnSCU IT resources and
- Ensure IT resources are used in a manner, which comply with such laws and policies

Scope

This Policy applies to:

- All IT resources owned or managed by the ConnSCU
- All IT resources provided by the ConnSCU through contracts and other agreements with the ConnSCU and
- All users and uses of ConnSCU IT resources

Policy Authority

This policy is issued by the Board of Regents for Higher Education for the Connecticut State Colleges & Universities.

Definitions

Knowledge of the following definition is important to understanding this Policy:

- IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication

Provisions

To adhere to the Acceptable and Responsible Use policy, users of ConnSCU IT resources must:

- Use resources solely for legitimate and authorized administrative and academic purposes
- Ensure that any personal use of ConnSCU IT resources be limited and have no detrimental impact on institution operations, job performance or ConnSCU IT resources
- Protect their User ID and IT resources from unauthorized use. Users are responsible for all

activities on their User ID or that originate from IT resources under their control

- Access only information that is their own or is publicly available or to which authorized access has been given
- Use only legal versions of copyrighted software in compliance with vendor license requirements
- Use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources)

To Adhere to Acceptable and Responsible Use policy, users of ConnSCU IT resources must NOT:

- Use ConnSCU IT resources to violate any ConnSCU policy or state or federal law
- Use another person's IT resource, User ID, password, files, or data
- Have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above
- Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data
- Make or use illegal copies of copyrighted materials or software, store such copies on ConnSCU IT resources, or transmit them over ConnSCU networks
- Harass or intimidate others or interfere with the ability of others to conduct ConnSCU business

- Directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate ConnSCU authority as determined by the institution is given
- Use ConnSCU IT resources for unauthorized purposes may include but are not limited to, the conduct of a private business enterprise, monetary gain, commercial, religious or political purposes
- Engage in any other activity that does not comply with the general principles presented above

No Expectation of Privacy

All activities involving the use of ConnSCU IT systems are not personal or private. Therefore users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via ConnSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/or log all activities of all users using ConnSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

Enforcement

Violations of ConnSCU Acceptable and Responsible Use policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as ConnSCU Policies, general rules of conduct for all colleges and university employees, applicable collective bargaining agreements,

and the ConnSCU student conduct codes. For purposes of protecting the ConnSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the ConnSCU network that is reasonably suspected of violating ConnSCU information technology policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

PETS & SERVICE ANIMALS

With the exception of services animals, animals are not permitted on campus. Service animals on campus must be under the control of the owner. Service animals must be on a leash at all times. Service animals are considered personal property as the owner/handler is responsible for any damages caused by their animal. Individuals are not required to disclose their disability or show documentation, but when asked by college officials, individuals with animals are required to disclose the status of the service animal and what function it performs.

SMOKING POLICY

Gateway Community College is a smoke-free workplace. Smoking is NOT permitted anywhere inside the buildings nor on the campus grounds. Please stay 25 feet from entrances. This includes cigarettes, electronic cigarettes and marijuana cigarettes.

PART V

PUBLIC SAFETY

Gateway Community College complies with the State of Connecticut's Campus Safety Act, Public Act 90-259, which mandates the annual publication of a Uniform Campus Crime Report, and establishes a process for raising awareness of safety on College campuses. Broader awareness of campus safety issues and procedures at Gateway Community College is the first step toward improving the security of students and staff.

The College is located in Downtown New Haven, with some programs located in North Haven, both easily accessible by car, from I-91 or I-95. The College is also served by public transportation. Parking lots and adjacent walkways are well lit and patrolled by contracted city of New Haven Police Officers, GCC Police and Public Safety Officers.

Public Safety Department

The College's Public Safety Department consist of the Gateway Community College Police Dept., and contracted public safety officers. There are also New Haven Police Officers on Campus to assist with traffic and internal security.

Contacting Local Police and City Services for Security or Health Emergencies

For the emergency services **dial 911** from any phone within the college campus. This call can be placed from any building telephone by dialing **8-911**. Gateway Community College is located in close proximity to Yale-New Haven Hospital. The Campus Public Safety Officers and the Student Accessibilities Office will assist in evaluating services needed and making arrangement for transport to nearby health facilities.

PUBLIC SAFETY DEPT. ESCORT SERVICE

Public Safety is available to escort individuals to class and/or to their cars upon request. Call (203) 285-2246 for assistance. This call can be placed from any building phone by dialing 5-2246.

COLLEGE IDENTIFICATION CARD

ROOM S103 *College ID Center*
www.gatewayct.edu/ID-Cards

Each student, faculty and staff member must obtain a Gateway Community College issued photo identification card.

To obtain a college ID go to the web site: www.GatewayCt.edu/ID-Cards and follow the instructions to submit a request for an ID. You will be notified by email when the card is ready for pick-up. Cards can be picked up at the north entrance to the south building (across from the gallery). Any questions should be directed by email to GW-ID@gatewayct.edu

The photo identification card must be presented to Public Safety officers when entering the Gateway Community College Campus and the Gateway Community College Parking Garage. When on campus, the photo identification card must be visibly displayed on your person at all times and must also be presented when borrowing books from the library and to secure admission to college sponsored activities and special events when required.

- Faculty and staff must present their photo identification card to security when requested

- Students must present their photo identification card to faculty, staff or security when requested.

ID Card Issuing/Replacement

- Public Safety issues all ID Cards
- Students will be required to show their current registration/bill, and a valid form of picture state ID in order to receive their ID Card
- No re-issuances will be allowed except for lost or stolen cards
- There is a Board of Regents authorized replacement fee of \$10.00 for a misplaced, lost or stolen photo identification card.
- If an ID Card is lost, individuals should park in the Temple Street Garage, obtain parking validation from the college, and get a replacement ID Card from Public Safety that day. This is non-refundable.
- If someone is attempting to use your GCC ID to enter the GCC garage or campus, the ID will be destroyed and the student will be responsible to pay \$10 non-refundable replacement fee.
- Anyone without a valid photo ID may be declined access to the building.
- Student IDs must be handed in when picking up diplomas unless you are registered for the following semester.

Informational Programs for Students and Employees Regarding Campus Public Safety Procedures and Practices

Periodically, the Associate Dean of Campus Operations, the Gateway Community College Police Department and the Public Safety Officers provide information to the College Community. Public safety info is distributed through social media, emails, mycommnet, seminars and television monitors located throughout the college.

PARKING

Individual Type and Parking

Garage Access:

- Credit Students: parking access for registered credit students will begin two weeks before the start of classes and end the day of finals
- Summer Session Students: parking access will begin the first day of class and end the last day of class for the sessions for which they have registered
- Winter Session Students: parking access will begin the first day of class and end the last day of class for the sessions for which they have registered
- Non-Credit (CCE) Students: parking access will begin the first day of the course and end the last day of course for which they have registered
- Faculty & Staff: parking access is granted based on active employee status
- Student Employees: parking access is granted based on active employee status

Reserved Parking:

- Available on the basement level, first level and second level of the Gateway Garage, for full-time faculty and staff only
- Eligible faculty/ staff must display their parking permit or they will be ticketed
- Part-time faculty and staff will park in remaining Gateway Garage spaces or in the Temple Street Garage

Visitor Parking

- Anyone visiting the college for business before the semester begins will be considered a visitor
- Visitors will park in the Temple Street Garage and receive a ticket
- Tickets will be validated by the Gateway Public Safety Dept.

Cards are valid for the hours of Garage Operation.

GCC Parking Garage Hours

Spring & Fall Semesters,

Mon. – Thur .6:00 a.m. - 10:00 p.m.

Friday . 6:00 a.m. - 7:00 p.m.

Saturday Closed*

Sunday Closed

*Classes will be held & parking is available in the Temple Street Garage. Winter Intercession and Summer - Reduced daily hours.

Traffic violations are punishable by fines and/or towing of vehicles at the owners' expense. Parked vehicles that create a hazard, impede traffic flow or restrict parking will be tagged and/or towed at the owner's expense.

North Haven Parking

The parking lot on the North Haven campus is currently shared ACES Magnet School. Gateway provides ample parking in lots 3 & 4.

CT Transit UPass

1. Who is eligible?

The UPass is available to both full and part time credit undergraduate students at the colleges and universities taking at least one class per semester on campus.

2. How long is the pass effective?

The fall semester UPass covers August 1-December 31, 2021. The spring semester UPass covers January 1-July 30, 2022.

3. What is the cost?

Each student is charged \$40 per semester for the pass. The DOT has set this special rate for our students only; normal cost to the public is \$63 per month. The transportation fee is considered an institutional charge so financial aid may be applied.

For more information visit our website at <http://www.gatewayct.edu/upass>

Policies Regarding Possession, Use, and Sale of Alcoholic Beverages and Controlled Substances

These provisions shall apply to all colleges under the jurisdiction of the Board of Regents of Community-Technical Colleges: 1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the College campus or off the College campus at a College-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision. 2. All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law.

Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to conditions (as specified by Board Policy). The complete Board policy on drugs and alcohol in the community colleges is available in the Office of the Dean of Student Affairs, room N220.

REPORTING INJURIES Procedures for Reporting Off-Campus Injuries

In the event of an off-campus injury to a student occurring at a College-sponsored event, class off-campus or clinical site, the staff member in charge shall decide the best course of action to be taken. Contact the Associate Dean of Campus Operations Office, Room

N325, to secure an insurance claim report form.

Procedures for Reporting On-Campus Injuries

In the event of an on-campus injury to a student, it is their responsibility to report the incident to Public Safety and if needed, to secure an insurance claim report form from the office of the Associate Dean of Campus Operations office.

Right to File a Complaint

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department or special police force established pursuant to Section 10a-142 of the general statutes concerning crime committed within the geographical limits of the property owned or under the control of such institution.

Public Safety/Gateway Police Emergency Procedures & Contacting Gateway Police and Campus Public Safety by College Telephone ROOM: N105 203-285-2246

Campus Public Safety is present during all hours of operation. Public Safety can be contacted by dialing 203-285-2246 for the Public Safety Office. Communication among the guards is maintained by two-way radio. New Haven Police are also contracted to provide additional security.

Gateway Police Department

Gateway Community College maintains a fully sworn officer who oversees campus Public Safety.

Public Safety Officer Responsibilities

The Officers investigate, render assistance and notify the College Administration in all cases involving accidents, thefts, emergency situations

and all matters of facility, staff and student security.

Public Safety Stations

Downtown Campus

All off street entrances have Public Safety Stations. Public Safety officers will patrol North and South Buildings at all times. The “Lost and Found” is located with the Public Safety Department.

North Haven

Campus security operates out of the lower level atrium. The “Lost and Found” is located with the Public Safety Department. Contract officers are provided during all hours of operation. Call the dispatch center at (203) 285-2315 for assistance.

Student and Staff Safety Responsibilities

Staff and student awareness, cooperation and involvement are critical to the success of campus safety. Students and staff must assume responsibility for their own personal safety, and the security of their belongings by taking common sense precautions. In the parking lot, students and staff must observe all posted speed limits, traffic flow, and parking regulations.

UNIFORM CAMPUS CRIME REPORT

In accordance with Connecticut Public Act 90-259, the Campus Safety Act, the college has prepared a Uniform Campus Crime Report consistent with the FBI’s Uniform Crime Reporting System. This report reflects the crime statistics on the property of the institution for the preceding academic year. A copy of the report may be viewed on the College website.

PART VI

APPENDICES

APPENDIX A

PERSONNEL

Chief Administrative Officers

Chief Executive Officer	William (Terry) Brown, Ph.D.
Dean of Academic Affairs	Mark Kosinski, Ph.D.
Associate Dean of Campus Operations.....	Sharon Aceto
Dean of Development & Community Partnerships	Mary Ellen Cody
Dean of Student Affairs.....	Alese Mulvihill
Associate Dean of Communications & Marketing	Evelyn Gard

STUDENT SUPPORT SERVICES DIRECTORY

Dean of Academic Affairs	Mark Kosinski, Ph.D. N321
Dean of Student Affairs	Alese Mulvihill N220
Director of Center for Educational Services	Clara Mena S205
Director of Student Activities	Alfred Guante S110
Student Accessibility Specialist	Ron Chomicz Samantha Kusiak S202
Registrar	Maribel Lopez N214

APPENDIX B

WHERE TO GO FOR ASSISTANCE

Obtain information regarding:	Consult:
Academic Problems	Faculty/ Student Success Center
Academic Programs	Department/Division, Student Success Center
Books and Supplies.....	Bookstore
Career Planning.....	Career Development Office
Change Address/Name.....	Registrar's Office
Change of Major	Student Success Center
Change of Schedule	Registrar's Office
Childcare	Early Learning Center
Computer Help.....	IT Department
Counselor.....	Wellness Center
Course Overload	Student Success Center
Current Events	Student Activities, Bulletin Boards, TV Monitors
Faculty Member	Faculty Office for Posted Hours, Syllabus, Website
Graduation Audits	Registrar's Office
I. D. Cards	Security Office
International Students	Student Success Center
Lost and Found	Security Office
Making Photocopies.....	Library
News Releases/Media	Public Affairs Office
Password Assistance	IT Department
Payments: Tuition, Fees.....	Business Office
Personal Problems.....	Wellness Center
Research	Library
Scholarships, Grants, Loans.....	Financial Aid Office
Student Email.....	IT Department
Student Employment.....	Financial Aid, Human Resources
Student Government Association.....	Student Activities
Student Success Center	Student Success Center
Study and Research.....	Library
Transcripts.....	Registrar's Office
Transfer Opportunities	Student Success Center
Tutoring.....	Center for Educational Services
Veterans' Affairs.....	Veteran's Services Office
Withdrawal from College.....	Student Success Center, Financial Aid, Registrar's Office

IMPORTANT DATES

FALL 2021	
August 25	Professional Day
August 26	First Day of Regular Semester – Classes Begin
September 1	Last Day to Add Classes
September 4 - 6	Labor Day Recess (College Closed)
October 1	First Day to Complete or Update FAFSA
October 14	Mid-Term Deficiency Reports Due from Faculty
October 19	Reading Day
October 28	Last Day to Make up Incomplete Grades from Spring 2021
November 4	Last Day to Withdraw from Individual Classes
November 24	Faculty Planning Day (College Open/No Classes)
November 25 – 28	Thanksgiving Recess (College Closed/No Classes)
December 8	Last Day of Classes
December 9 - 15	Final Examinations
December 20	Last Day to Submit Final Grades (by 12:00 Noon)
December 23	Semester Ends
SPRING 2022	
January 17	Martin Luther King Day (College Closed)
January 21	First Day of Regular Semester – Classes Begin
January 28	Last Day to Add Classes
February 4	Late Start Classes Begin
February 18 - 21	President's Day Recess (No Classes)
March 11	Mid-Term Deficiency Reports Due from Faculty
March 14 - 20	Spring Recess (No Classes)
March 25	Last Day to Make up Incompletes from Fall 2021
April 1	Last Day to Withdraw from Individual Classes
April 15	Day of Reflection (College Closed/No Classes)
May 9	Last Day of Classes
May 10 - 16	Final Examinations
May 19	Last Day to Submit Final Grades (by 12 Noon)
May 26	Graduation at 4:00 p.m.
May 30	Memorial Day — College Closed
June 1	Semester Ends

New visiting students: Visit www.Gatewayct.edu/visiting for the steps to enrollment.

Continuing students: Visit my.commnet.edu ...
the one-stop site to look up courses, register, and check grades and financial aid

The Registrar's Office is open Mon. – Fri. 8 a.m. to 4:30 p.m., & Wed. 8 a.m. to 7 p.m.
Visit **GatewayCT.edu** for July summer hours.

