

## **THE OFFICE OF DIVERSITY AND EQUITY (ODE)**

### **STATEMENT ON DISCRIMINATION AND HARASSMENT**

Central Connecticut State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, (including pregnancy, transgender status, sexual harassment and sexual assault); sexual orientation; or any other status protected by federal or state laws. Any student who has concerns should contact the Office of Diversity and Equity (ODE), Student Affairs, or his/her faculty member.

### **SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE AND STALKING**

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors in any form, including but not limited to: sexual assault, sexual exploitation, sexual harassment or stalking, as defined in CCSU policies.

For additional information, please consult the CCSU policy at

<http://www.ccsu.edu/diversity/policies/BORSexualMisconductFeb2015.pdf>. All faculty

members and staff have a duty to report incidents of sexual harassment including sexual misconduct, intimate partner violence and stalking to Rosa Rodríguez, Title IX Officer, Office of Diversity and Equity, Davidson Hall, 102.

To file a report contact: Diversity and Equity (860-832-1652), Student Conduct (860-832-1667) or Student Affairs (860-832-1601). For criminal complaints, contact the University Police (860-832-2375). For support and advocacy contact: Office of Victim Advocacy at 860-832-3795 or [sarahdodd@ccsu.edu](mailto:sarahdodd@ccsu.edu); Student Wellness Services at 860-832-1945 (confidential); Women's Center at 860-832-1655; the local YWCA's Sexual Assault Crisis Services Hotline at 860-223-1787 (confidential) and Prudence Crandall Center for Domestic Violence (confidential) at 888-774-2900 (24-hour hotline).

## **WRITING CENTER**

The Writing Center offers free one-on-one sessions with a talented and experienced staff of undergraduate, graduate, and faculty tutors. The Center works with students from any discipline and at any stage in their writing process, including interpreting assignment prompts, brainstorming material, and integrating research. The Writing Center is open Monday through Friday during the fall and spring semesters while classes are in session. For current hours, check the Center's website at <http://www.ccsu.edu/writingcenter>.

## **THE LEARNING CENTER**

It can be confusing and stressful when you are struggling in school and do not know where to turn. Often, students run into issues with their academics because they are unsure of what to do or who to ask for help. Ask us...We are here for you! The Learning Center, 860.832.1900, Carroll Hall 016

Not getting the grades you want? Or need to get more done in less time? Academic Coaching is a personalized program to help you maximize the effectiveness of time spent studying.

Academic Coaching is located in The Learning Center, Carroll Hall 016. Call to schedule an appointment today 860.832.1900.

The Learning Center offers drop-in tutoring for math, statistics, general and organic chemistry and intro physics. Please bring your books, notes and assignments. Our peer tutors will work with you to help you master the material. Day and evening hours are available – please refer to our website <http://web.ccsu.edu/tlc>

### **EARLY ALERT**

The Early Alert program is a way for professors to let students know that they may be in jeopardy of doing poorly in a course before the end of the semester. The Early Alert program is designed to connect you with the help you need while there is still time in the semester to improve your performance in the class. Early Alert referrals do not go on your record. If you are referred to Early Alert, please contact the Early Alert Coordinator to get the assistance you may need! The Learning Center, 860.832.1900, Carroll Hall 016.

### **ELIHU BURRITT LIBRARY RESOURCES**

Get help with all of your research needs. Librarians offer one-on-one assistance at the Reference Desk or by appointment. We also offer instruction in all aspects of the research process, including where and how to find books in the library or online, how to access articles and scholarly resources from databases, and how to format citations. Librarians can also support your research needs by making library resources from around the world available through interlibrary loan. Textbooks and course readings are often available through our course reserves system. Visit, call, email, or chat with librarians during regular library hours to use or learn more about library services and resources - 860-832-2060 - or visit the library online at <http://library.ccsu.edu>.

### **STUDENT DISABILITY SERVICES**

If you are a student with a documented disability, and would like to request academic accommodations, you are encouraged to contact Student Disability Services (SDS) at 860-832-1952, or email [disabilityservices@ccsu.edu](mailto:disabilityservices@ccsu.edu). Please visit the SDS website at <http://www.ccsu.edu/sds/> to download an Intake form and documentation requirements. Temporary impairments may also qualify for accommodations. Central Connecticut State University provides reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act for students with documented disabilities on an individualized basis.

### **ACADEMIC INTEGRITY**

At Central Connecticut State University, we value personal integrity as fundamental to our interactions with each other. We believe that one of the purposes of a University education is for students learn to think critically, to develop evaluative skills, and to express their own opinions and voices. We place special weight on academic honesty in all of our intellectual pursuits because it is a value that is fundamental to academic life and scholarly practice. All members of the University community are obligated to uphold high standards of academic honesty in their scholarship and learning. Therefore, we expect you to take personal responsibility for your intellectual work and to respect and acknowledge the ideas of others. Academic honesty means doing you own work and giving proper credit to the work and ideas of others. It is your responsibility to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism. For more information, see: <http://www.ccsu.edu/academicintegrity/>

## **REGISTRAR'S OFFICE**

### **REGISTRATION/ADD/DROP/WITHDRAWAL PERIODS**

You are permitted to add/drop courses, subject to seat availability, through the end of the first week of the semester. Course drops (without a "W" on your transcript) are permitted through the end of the third week of the semester. Withdrawals beginning at the fourth week of the semester will result in a "W" on your transcript. . Withdrawals after the twelfth week of the semester will only be permitted if there are extenuating circumstances, supported by documentation, and approval by the Instructor and Department Chair. Add, Drop, and Withdrawal deadlines are prorated for courses less than full semester length. Refer to the Office of the Registrar Calendar at [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar) for specific dates each term.

### **ADVISING AND REGISTRATION FOR FUTURE SEMESTERS**

Academic Advising begins in late-March for the fall semester and mid-October for the spring semester. Refer to [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar) for advising and registration details, including access to the course schedule and identifying registration start date and time.

### **FINAL EXAM SCHEDULE**

The standard final exam schedule is posted at [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar) by the start of each semester. Examinations will be held in your regularly scheduled classroom unless you are told otherwise by your instructor.

### **INCLEMENT WEATHER POLICY**

At the discretion of the President, classes may be cancelled or delayed because of inclement weather or special circumstances. The most accurate cancellation and delay information for Central Connecticut State University will be made available on the Storm Phone: (860) 832-3333 and on the Web at [www.ccsu.edu](http://www.ccsu.edu), usually by 6:00 am.