



SCHOOL of GRADUATE STUDIES HANDBOOK

Central Connecticut State University

2014 - 2015

Developed by the
Office of the Associate Vice President for Academic Affairs/
Dean, School of Graduate Studies
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SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS

	<u>Page</u>
<u>Campus Map</u>	1
<u>Directory/Frequently Called Numbers</u>	1
<u>Section I – School of Graduate Studies</u>	
Function	2
Location	2
Mission and Tenets	2
Resources	3
<u>Section II Campus Resources and Student Services</u>	
Academic /University Calendar	4
Banking Services/ATMs	4
Final Exam Schedule (See Academic Calendar)	4
Cafeterias/Dining	5
Campus Ministry	5
Cancellation/Delay Information	5
Career Center/CACE	6
Instructional Technology – Marcus White Student Tech Center	6
Student Wellness-Health Services/Counseling & Wellness Services	7
Events Calendar	8
Fitness Centers	8
Graduate Student Association	8
Help Desk (Tech Support)	8
Help Desk, Walk-in Technology	9
Elihu Burritt Library	9
Media Center/Media Technology	9
Parking	10
Parking Penalties/Appeals	10
Residence Life (On Campus Housing)	11
Sexual Misconduct Policy	11
Student Center	11
Student Conduct	12
Student Disabilities Services	12
Veteran’s Affairs	13

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS (Continued)

Section III – Registration

Where to Register	13
When to Register	13
Full time/Part time Registration	14
Course Credit Overloads	14
Alternate PIN (Personal Identification Number)	14
Change of Status	14
Registering for a Class that is Full	14
Continuing Registration Fee	15
Losing Matriculation Status	15

Section IV – Financial Information

Tuition	16
Additional Department Fees	16
Resident Status	17
Financial Aid	17
Other Forms of Financial Assistance	17
Graduate Assistantship Information	17
Graduate Academic Scholarships	18
Graduate Student Association Scholarship	18

Section V – The Planned Program of Graduate Study

The Planned Program of Graduate Study	19
Planned Program Revisions	19
Change of Major and the Planned Program of Study	20
Forms Related to Graduate Study	20

Section VI – Transferring Credits

Transfer Credit Guidelines	21
Travel Abroad Credits	21
Number of Transfer Credits Accepted (Degree/Non-Degree)	21
Transferring Courses into the Planned Program	22
Transcript from another Institution	22
Credit form Non-Collegiate Institutions	22

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS (Continued)

Section VII – Graduate Degree Requirements

Master’s Degree Requirements	23
Degree Candidacy	23
Capstone Requirements	23
Master’s Comprehensive Examination (Plan B)	24
Continuing Registration Fee	25
Six-Year Time Limit	26
The Sixth-Year Certificate	26
The Doctoral Degree	26
Dissertation (Plan D)	26
Submission of Dissertation	27

Section VIII – Graduate Teacher Certification Programs

The Post-Baccalaureate Teacher Certification Program	27
Professional Program Admission Requirements	27
Waiving the Praxis I	27

Section IX – Official Certificate Programs

Official Certificate Programs	28
Planned Programs	29
Academic Standards	30

Section X – Other Graduate Policies

Grading System	30
Minimum G.P.A.	30
Repeat Policy	31
Probations/Dismissals	31
Re-enrollment of Students Who Have Been Dismissed	31
Grade of Incomplete	31
Grade Appeals	32
Non-Graded Appeals	32
Fresh Start Policy	32
Transcript Policy	32
Auditing a Course	33
Dropping or Withdrawing from a Course	33
Academic Honesty	33

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS (Continued)

Section XI – Graduation Procedures

Eligibility for Graduation	35
When to Apply for Graduation	35
Commencement	35

Section XII – General Information

Time Expectation/Investment	36
Identification Cards	36
Change of Address/Name/Phone Number	36
Transcript Requests	36
Childcare	36
Immunization Verification	37
Student Disability Services	37

Everyone who is involved in School of Graduate Studies wishes you a productive and intellectually stimulating program of study. Please consider us your educational partners whatever your choice of scholarly endeavor.

Campus Map

Can be found at <http://web.ccsu.edu/campusmap/>

Directory/Frequently Called Numbers

Campus Ministry_____	860-832-1935	
Career Center/CACE_____	860-832-1615	Willard Hall, 103
Closing/Delay Information/Storm Phone_____	860-832-3333	
Computer Lab_____	860-832-1722	Marcus White
Counseling and Wellness_____	860-832-1945	Marcus White, 205
Financial Aid_____	860-832-2200	Davidson Hall, 221
Fitness Centers/RECentral_____	860-832-3732	
Beecher...Basement of Beecher Hall		
Fitness Studio...Main floor of Memorial Hall		
Kaiser...Basement of Kaiser Hall		
Sam May...Basement of Sam May Hall		
Graduate Recruitment and Admissions_____	860-832-2350	Barnard Hall, 102
Graduate Studies Office_____	860-832-2363	Barnard Hall, 102
Health Services (Student Wellness Services)_____	860-832-1925	Marcus White Annex
Help Desk/Tech Support_____	860-832-1720	
Library, Elihu Burritt_____	860-832-2060	
Media Center/Media Technology_____	860-832-2035	
Police Department-Emergency_____	911	
Police Department-Routine_____	860-832-2375	
Registrar's Office_____	860-832-2236	Davidson Hall, 123
Residence Life_____	860-832-1660	Barrows Hall, 120
Student Center, Information Desk_____	860-832-1970	Student Center
Student Conduct Office_____	860-832-1667	Willard, 107
Student Disability Services_____	860-832-1952	Willard, 101-03
Veteran's Affairs_____	860-832-2838	Willard, 102

Academic Advisor: Name: _____ Phone: _____

Section I: School of Graduate Studies

Function

The School of Graduate Studies has as its primary function the development and administration of graduate degree programs which reflect high academic standards for advanced study. Graduate education operates as a separate and distinctive level of performance, easily recognized by others and resulting in graduates who make a significant contribution to their field of study or profession.

Location

The office is located in Barnard Hall, 102 and is open Monday through Friday from 8:00am to 5:00pm. The number is 860-832-2363. Students may visit to have their

Also in Barnard 102 is the office of Graduate Recruitment and Admissions. Hours are Monday, Wednesday, and Friday from 8:00am to 5:00pm and Tuesday and Thursday from 9:00am to 5:00pm. The number is 860-832-2350.

The Graduate Studies website is <http://www.ccsu.edu/grad>.

Mission Statement

The School of Graduate Studies is a community of scholars devoted to increasing human awareness and understanding through scholarly inquiry, research, and study in specialized disciplines. The aim of graduate education is to provide students with the knowledge and skills to make contributions to their discipline and to the rapidly changing world. Through an atmosphere of intellectual and personal integrity, an attitude of excellence, and a spirit of creative independence, our graduates develop mastery in their field and become lifelong learners within their respective professions.

Tenets

Community of Scholars – To facilitate active and ongoing participation, communication, and interaction of faculty and students around a shared commitment to the advancement of knowledge through innovation and research.

Scholarly Inquiry – To foster a spirit of intellectual curiosity, reflective thinking and the application of rigor in the evolving formulation of knowledge.

Intellectual and Personal Integrity – To live according to personal and professional values and standards and to be cognizant of the consequences that decisions and actions have on others and the environment.

Excellence – To strive for ongoing quality improvement through careful planning, innovation, and program evaluation.

Leadership – To take initiative for shaping the direction of one's discipline by modeling high standards of professional behavior and inspiring and motivating others

to do the same.

Resources

Website: www.ccsu.edu/gradstudies

The Graduate Studies website is a valuable resource. From this site you can readily access materials and information that you will need during your time at CCSU. We invite you to visit the site frequently for updated news and information. The website provides links to the following:

Academic Programs

Assistantships

Catalog

Departmental Information

Financial Aid

Forms

Graduate Housing

Handbooks

 Comprehensive Examination Handbook

 Master's Thesis Handbook

 School of Graduate Studies Handbook

 Special Project Handbook

Scholarships

Tuition and fees

Section II: Campus Resources and Student Services

Academic /University Calendar and Final Exam Schedule

Link: <http://web.ccsu.edu/registrar/>

The academic/university calendar and the final exam schedule can be found on the registrar's website under "Calendar and Important Dates." The calendar provides information regarding deadlines for forms, withdrawals, registration etc.

Banking Services

ATMs

There is an ATM kiosk located in the center of the Willard/DiLoreto parking lot. There is an additional ATM kiosk in the parking lot of the shopping center on the corner of Stanley Street and Paul Manafort Drive.

Full service Banks/Credit Unions

Achieve Financial Credit Union

450 West Main Street

New Britain, CT 06052

860-828-2790

Achieve Video Banking Center

CCSU Student Center Card Office

1615 Stanley Street

New Britain, CT 06050

Farmington Bank

73 Broad Street

New Britain, CT 06053

877-376-2265

TD Bank

252 Allen Street

New Britain, CT 06053

860-832-4152

Webster Bank

665 West Main Street

New Britain, CT 06052

860-225-8457

Cafeterias/Dining

Link: <https://ccsudining.sodexomyway.com/>

For up-to-date menus, hours and locations, please visit the link above.

Blue Devil Grille~ Student Center

Located in the Student Center; Made to order Grill including favorites such as hamburgers, grilled chicken, chicken tenders and French fries, featuring value combo meals

Jazzman's ~ Elihu Burritt Library

Fresh brewed selection of coffees and soothing jazz sounds as you enjoy a fresh gourmet salad or hearty sandwich on focaccia.

Memorial Dining Hall (North & South) ~Second Floor

Traditional all-you-care-to-eat dining room, featuring a variety of seasonal and classic menu selections designed to satisfy your appetite. Continuous dining options available daily. Full-service & Continental Breakfast; Brunch available Saturday & Sunday; Vegan and Vegetarian Menus; Allergen-free food items available in MyZone

Nutmeg Room ~Memorial North Ground Floor

Stop by the north side for delicious food, ready for your quick-paced day.

Pandini's ~ Student Center

Old world Italian brought to a whole new level. All dishes from our individual gourmet and traditional pizzas, to our signature Labretti sandwiches are completed by fresh salads and tossed pasta. For a healthy option try the delicious whole wheat pasta.

Sub Connection ~ Student Center

Features build-your-own classic subs, premium subs, hot subs, fresh baked breads and wraps. We connect to your lifestyle.

Starbucks ~ Student Center

Starbucks roasts high-quality whole bean coffees and sells them along with fresh, rich-brewed, Italian style espresso beverages, a variety of pastries and confections, and coffee-related accessories and equipment. Starbucks also offers a line of premium Tazo Teas.

Campus Ministry

Link: <http://web.ccsu.edu/campusministry/default.asp>

Visit the Campus Ministry home page for information about houses of worship and faith-related student organizations.

Cancellation/Delay Information

Link: <http://web.ccsu.edu/cancel/>

To check for cancellation or delay information, visit the link above or call the Storm Phone at 860-832-3333.

At the discretion of the President, classes may be cancelled or delayed because of inclement weather conditions or special circumstances. *The most accurate cancellation and delay information for Central Connecticut State University will be made available on the Storm Phone and on the Web: www.ccsu.edu.* These services will be updated as conditions warrant. The University may also deploy its Emergency Notification System in announcing cancellations, especially in cases of rapidly developing severe weather. The University will also notify the broadcast media of cancellations or delays affecting regular classes or exams. WTIC-AM 1080 is the principal radio outlet. WFSB-TV 3, WTNH-TV 8 and WVIT-TV 30 are the principal television outlets. **However, we strongly recommend using the University's web and Storm Phone (860-832-3333) services for the most accurate information about CCSU's closings or delays.**

When evening classes are cancelled, this includes all classes beginning at 4:30 pm and thereafter.

Career Services – Center for Advising and Career Exploration (CACE)

Link: <http://web.ccsu.edu/cace/>

Located in Willard Hall, room 103, the Center for Advising and Career Exploration (CACE) provides a variety of career counseling services to all students and alumni of the University. Students are provided assistance with making the transition to employment through a program which includes workshops on resume writing, interviewing techniques, job search strategies and information on employment. Recruiters from major area corporations, government agencies, and school systems visit the campus as a part of the year-long, on-campus recruiting program. CACE coordinates the Cooperative Education program, as well as listings of various Internship Opportunities. In addition, CACE maintains a listing of full-time and part-time job opportunities. Visit the Career Services website for up-to-date hours.

Instructional Technology – Marcus White Student Technology Center

Link: <http://web.ccsu.edu/its/instructionalTech/mw.asp>

Marcus White Student Technology Center Front Desk: 860-832-1722

A division of Instructional Technology, the Student Technology Center consists of 250 computers (210 Dell PCs and 40 Apple Macintosh computers). The Student Technology Center offers default duplex B&W printing (single-sided printing is available; see STC staff for assistance), color laser printing, scanners, and a copier, as well as a wide variety of software to meet the computing needs for your coursework. The STC also has WiFi (wireless Internet) access for those students who prefer to use their own laptop computers. When entering the Student Technology Center, all users must present a valid Central Connecticut State University Blue Chip ID card. There are no exceptions.

Regular Hours:

Monday – Thursday 7:30am-midnight

Friday 7:30am-6:00pm

Saturday 9:00am-6:00pm

Sunday 1:00pm-10:00pm

Summer Hours:

Monday – Thursday 7:30am-10:00pm
Friday 8:00am-5:00pm
Saturday 9:00am-4:00pm
Sunday Closed

Spring Break Hours:

Closed the 1st weekend of Spring break
Monday-Friday 8:00am-5:00pm

Winter/August Hours:

Closed weekends & holidays
Monday-Friday 8:00am-5:00pm

Student Wellness Services (Health Services/Counseling and Wellness Services)

Health Services Link: <http://web.ccsu.edu/healthservices/>

Counseling and Wellness Services Link:

<http://web.ccsu.edu/counselingandwellnesscenter/>

Student Wellness Services is located in Marcus White Hall, room 205.

Led by University Physician, Dr. Christopher Diamond, Student Wellness Services will improve student access to a range of wellness services.

- For medical questions or to request an appointment for health services, please call 860-832-1945 or come to the Health Services office in Marcus White Annex next to the Student Technology Center. Some types of visits can be scheduled on-line through www.ccsu.edu/shl.

Student Wellness Services supports CCSU students by providing services and programs that enhance psychological, emotional, social and spiritual well-being.

Services are available to enrolled full and part-time students and include individual, group and relationship counseling. Staffed by counselors who possess a minimum of a master's degree in a clinical discipline, counseling services include intake assessments, crisis counseling, brief individual counseling, group counseling, and outside referrals. All counseling services are free of charge and are confidential. There is no issue that is "too small to bother."

- For mental health questions or to request an appointment for counseling services, please call 860-832-1945 or come to Marcus White Hall, Room 205.

Visit the website for tools such as self-assessments on depression, anxiety, eating disorders, alcohol abuse (eCHUG) and marijuana abuse (eTOKE). If you find that you are concerned with the results of any of the self-assessments, please print out your results and setup an appointment. Please visit the Frequently Asked Questions section of their website for more information.

- For questions concerning alcohol and drug use or abuse or to schedule an appointment with the Office of Alcohol and Drug Education, please call 860-832-1618 or drop by Willard 113-00.

Events Calendar

Link: <https://today.ccsu.edu/virtualEMS/BrowseEvents.aspx>

Visit the Events website to view the daily, weekly, or monthly Events calendar.

Fitness Centers

Link: <http://web.ccsu.edu/recentral/facilities.asp>

Visit the website above for up-to-date hours and information regarding locker rooms.

Student and faculty ID cards are required at all times while in each fitness center. IDs will be checked upon entering each fitness center by a RECentral staff member.

- Beecher Fitness Center: Located in the basement of Beecher Residence Hall, near the basketball courts.
- Fitness Studio: Located on the main floor of Memorial Hall.
- Kaiser Fitness Center: Located in the basement of Kaiser Hall.
- Sam May Fitness Center: Located in the basement of Sam May Residence Hall.

Graduate Student Association (GSA)

Link: <http://web.ccsu.edu/gsa/>

Visit the website for additional information such as tenets, constitution, mission and officers.

The Graduate Student Association (GSA) of Central Connecticut State University includes as members all full-time and any part-time students. The GSA sponsors orientation activities for new graduate students, lectures, the GSA Scholarship, and Leadership Development Scholarships. The latter assists graduate students to attend conferences or to complete research associated with their Graduate Studies. The GSA also funds the activities of graduate student societies in the academic departments. In addition to sponsoring graduate student programs and activities, the GSA serves as a representative organization promoting graduate student interests on the Central Connecticut State University campus. The GSA president is a member of the President's Cabinet which includes the University's administrative officers and the presidents of the Faculty Senate and the Student Government Association. In addition, full-time and part-time students are represented on the University Planning Committee, the University Budget Committee and the Graduate Studies Committee.

Help Desk (Tech Support)

Link: <http://web.ccsu.edu/its/helpdesk.asp>

Link: Walk-in Tech Support: <http://web.ccsu.edu/its/walkinSupport.asp>

Phone: 860-832-1720

Email: techsupport@ccsu.edu

Hours

Monday - Thursday 7:30am -8pm, Friday 7:30am - 5pm

The IT Help Desk serves as the single point of contact for assistance with all supported software, hardware, and other IT services. They act as the liaison between all groups within IT and the University community. Support is provided to all faculty, staff, and students. To quickly resolve your issue, please have the following information ready:

- Your Role(i.e., student in the residence hall, faculty in a computerized classroom)
- BlueNet Account username
- Operating System (Windows 2000, XP, Vista; Mac OS X)
- Computer Name (for University-owned computers)
- If you are experiencing network connectivity issues from your office, provide the data drop number (found on the network jack where you plug your computer in, next to the telephone jack)
- Your call back information in case we are unable to immediately resolve your issue

Help Desk-Walk-in Technology Support

Walk-in Technology Support is located in Willard Hall, room 013. No appointment is necessary. Support is provided on a first-come, first-served basis.

Walk-in Tech Support provides in-person technology support for your portable computer and campus technology. Services include computer configurations to access the campus network, virus and spyware removal, remote application configuration, assistance with campus systems (CentralPipeline, WebCentral-Banner Web), software training and more.

- Due to liability, we cannot repair personal hardware (i.e.hardware crashes, memory installation, blue screen).
- Please review our IT Walk-In Support Policy prior to coming to the Walk-in Technology Support support area.

Regular Hours : Monday - Thursday 10am - 5pm, Friday 10am - 4pm

Library

Link: <http://library.ccsu.edu/>

Visit the website for information about the library's hours, finding materials, research help and other services.

Media Center/Media Technology

Link: <http://web.ccsu.edu/its/mediaCtr/default.asp>

Located in Willard, room 014, the Media Center supports the academic mission of the University by maintaining facilities, materials, and equipment for the production, distribution and utilization of instructional media. It also provides assistance and

instruction in the purchase and effective utilization of media equipment and materials.

What We Do

Audio Production | Campus Television | Central Arts | Central Authors | Engineering-Technical | Equipment Distribution | Graphic Design | Media Equipment Purchasing | Media Duplication | Multimedia Classrooms | Off-Air Recordings | Streaming Media | Video Production and Editing

Parking

All vehicles operated or parked on the campus at any time must display valid CCSU registration decals or hangtags. This applies equally to all members of the University community -- whether full or part-time.

All students, graduate and undergraduate, full and part-time, commuters and residents, are required to obtain parking permits from the University Police for any vehicles that will be operated or parked on campus. The registrant must present the vehicle registration certificate, his or her driver's license, and his or her valid University identification card at the time of registration. Students may only park in lots designated for "STUDENT PARKING." Vehicles parked in student parking lots that do not bear a valid student parking decal, or faculty/staff hangtag may be ticketed and/or towed at the owner's expense.

Lost Decals or Hangtags: Lost or stolen decals or hangtags must be reported to the University Police Department immediately. The purposeful false reporting of any incident to the police (including the loss or theft of hangtags) is punishable under Connecticut law.

It is the responsibility of each vehicle registrant and vehicle operator to know these regulations and comply with them. The responsibility to find a valid and lawful parking space rests with the vehicle operator. A lack of adequate parking space shall not constitute an excuse for violation of these regulations.

Parking Penalties:

- All parking violations are subject to fines in accordance with the following schedule:
- Not displaying a University Parking Permit - \$5.00
- Snow Ban - Tow - \$5.00 (in addition to towing fees levied by the contractor)
- Parking in a Faculty/Staff Lot without Proper Permit - \$25.00
- Fire Lane - Tow Zone - \$25.00
- Improperly Parked (Includes all other violations of these regulations) enumerated herein) \$25.00
- Violations of Safety Rules related to Skateboards, Rollerblades, Roller-skates, Bicycles and Mopeds - \$25.00

All fines levied in connection with violations of these regulations must be paid within ten (10) days of receipt of a violation notification or the amount due will double automatically. All campus parking violation notices must be paid in person or by mail to the University Bursar's Office, Monday through Friday between the hours of 8:00 a.m.

and 4:00 p.m. Checks should be made payable to CCSU. Cash payments will be accepted only at the Bursar's Office.

Appeals

All University parking violation notices may be appealed to the University Parking Violations Appeals Committee. Appeal forms are available at the University Police Department. Note: All fines must be paid in full before the Committee will consider an appeal. The appeal form must be filed within ten days of the issue date of the violation.

Residence Life (On Campus Housing)

Link: <http://web.ccsu.edu/reslife/>

Link for Grad Housing: <http://web.ccsu.edu/reslife/graduateStudentsLiving.asp>

The Residence Life Office is located in Mildred Barrows Hall, room 120. On campus housing is available and a limited number of spaces are available for full-time, degree-seeking, graduate students. Because there are no apartments or suites with kitchens, it is mandatory for all students living on-campus to be on the meal plan. Graduate students are eligible to apply for housing once they pay the confirmation fee to the University. To be considered for housing you must submit an application and the \$250.00 non-refundable housing deposit by the established deadline. Please be aware that graduate student housing is offered on a semester to semester basis.

Sexual Misconduct Policy

Link: http://www.ccsu.edu/diversity/files/Sexual_Misconduct8-12.pdf

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of sexual assault, sexual exploitation or sexual harassment, as defined in this policy. CCSU will also not tolerate intimate partner violence among its students. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

The Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. Through using the "bystander intervention" strategy, the campaign encourages friends and other campus community members to "say something" when they see warning signs ("red flags") for dating violence in a friend's relationship.

Link: <http://www.ccsu.edu/diversity/redflag/index.html>

Student Center

Link: <http://web.ccsu.edu/studentCenter/>

Link to Student Center brochure:

http://web.ccsu.edu/studentCenter/files/take_advantage_spring_2011_web2.pdf

The Student Center is a state of the art facility, and is considered "the living room" of our campus community. The 80,000 square feet of space provides our University community with quality meeting, dining and programming space. The Student Center is also the heart of campus activities, as it houses the offices of Student Government, Central Activities Network, the Mosaic Center, the Women's Center, the Student Activities/Leadership Development Office (SA/LD), as well as other student organization offices.

The Student Center offers a food court, an expanded Bookstore, and serves as the home for the Campus Blue Chip Card Office. There is a student mailbox area where all resident and many commuter students have their own postal box. You can study in the many lounges or meet there with friends. If you want to relax, the Breakers Game Room offers eight tournament billiard tables, electronic amusements, board games and sports televisions. We are also home to the Milton R. Bellin collection of WPA era murals that were once decorating the walls of our administration building. We invite all recognized student organizations and campus departments to utilize the Student Center for meetings or programs. You can call the Central Reservations Office at 860- 832-1964 or stop by our office near the Information Desk. Our Event Coordinators can assist with all of your facility and service needs for events. Find out what's going on today, or this week online!

Student Conduct Policy

Link: <http://web.ccsu.edu/studentconduct/>

The Office of Student Conduct is located in Willard Hall, room 107. Visit the above website to report an incident or to view the Conduct Policy or Student Handbook.

Student Disabilities Services

Link: <http://www.ccsu.edu/sds/>

The Student Disabilities Services Office is located in Willard Hall, room 101-03. SDS has been charged by the University to provide students, faculty, and staff with assistance and information on issues of access and full participation for persons with disabilities at CCSU. SDS' primary duty is to provide services and support that promote educational equity for students with disabilities. Assistance includes arranging accommodations and auxiliary aids that are necessary for students with disabilities to pursue their academic careers. The responsibilities of SDS include:

- To assist the student in the determination of appropriate accommodations and auxiliary aids
- To determine eligibility for academic accommodation based upon a review of the submitted documentation
- To communicate eligibility and right to accommodation with student and faculty
- To assure student receives the appropriate accommodations
- To interact with faculty members when appropriate

- To develop strategies to negotiate campus life
- To increase personal advocacy skills
- To identify strengths and weaknesses so that students can develop adaptive and compensatory skills and set goals
- To explore disability-related needs and locate resources that are necessary for appropriate accommodations
- To disseminate information about support services both on and off campus

Veteran's Affairs

Link: <http://web.ccsu.edu/veteransaffairs/>

The Office of Veteran's Affairs is located in Willard Hall, room 102. The mission of the Veterans Affairs Office at Central Connecticut State University is to assist veterans, guardsmen, and reservists in taking full advantage of the educational benefits available to them through the Montgomery GI Bill (MGIB) and other programs. They help students make the transition from active military duty to Central Connecticut State University, and from CCSU to active military duty. Whether you are a new student who has completed your service, a student who has interrupted your education to serve and are now returning, or a student who began your studies elsewhere and are transferring here, we will help guide you to the resources you need to make the most of your experience.

Veteran Drop in Center

Please stop by the Veteran Drop in Center located in Willard Hall. The Drop in Center provides a place for student veterans to study, network with other student veterans, utilize computers, have lunch, share conversation and participate in Veterans Student Organization (VSO) meetings as well as other veteran related activities.

Drop in Center Hours:

8:00am to 9:00pm: Monday-Thursday

8:00am to 5:00pm: Friday

Section III: Registration

Where to Register

All students may register online, through Central Pipeline. Students should check the website <http://web.ccsu.edu/registrar/> for instructions for registering through Central Pipeline. Students may also register in the Registrar Office located in Davidson Hall (evening hours are available). Graduate students will be given priority when registering for courses. Students conditionally admitted may need to register in person at the Registrar Office.

When to Register

A student can register for classes anytime between the start of the registration period and the end of the first week of classes. However, early registration is encouraged (April for fall semester, November for spring semester) to ensure students will be

able to register for courses they need. A registration calendar is available on the Registrar's website. <http://web.ccsu.edu/registrar/classesRegistration/>

Full time/Part time Registration

A student admitted to a graduate program at Central Connecticut State University may attend the University full time or part time. Full time students register for 9-15 credits; part time students register for 1-8 credits.

In summer and winter sessions, all students are considered part time. Students may take up to seven credits during each five-week Summer Session. During the Winter Session, students may enroll in up to four credits.

Course credit overloads for full-time graduate students

A full-time graduate student who wishes to register for 16-18 credits must receive written authorization from the Dean, School of Graduate Studies. Authorization for credit overloads during winter and summer session must also be obtained from the Dean. Credit overload forms are provided by the University Registrar or at their website and also in the Graduate Studies Office.

An Excess Credit Fee of \$534.00 (per credit) exists for any full time student wanting to register for over 18 credits. This fee is non-refundable if the student later drops below the 19 credits.

Alternate PIN

Students in their 1st semester of study or students who have a planned program of study on file, do not need an alternate PIN to register for classes. However, starting in their second semester in attendance at CCSU, students without a planned program of study must meet with their advisor for academic advising and to receive an alternate PIN in order to register for courses.

Change of Status: FT or PT

Any student who wishes to change his/her status may report to the Registrar Office

(Davidson Hall) or complete the Change of Status form available at the Registrar's website: www.ccsu.edu/registrar. Full-time students who plan to change their status must contact the Registrar's Office to avoid billing problems.

Students can change their status from full-time to part-time and vice versa for any given semester during the course of their graduate studies. Such status changes must be made in writing as above, and prior to the beginning of the semester when the change is desired.

Registering for a Class that is Full

Some departments will provide a student with written permission from the appropriate instructor, Department Chair and/or the Dean of the Academic School offering the course, to allow a student to be registered in a full (at capacity) course. The form should

be submitted to the Registrar Office, Davidson Hall. If a department does not allow capacity overloads, get on the waitlist for the course (if this option is available). Should the course become open, you will be notified via your CCSU email account. You will have only 24 hours from point of notification to register for the course, so check your account daily if you waitlist for a course.

Continuing Registration Fee (CREG Fee)

During fall and spring semesters in which no course work is taken, matriculated graduate students involved in completing Theses (Plan A), Comprehensive Examinations (Plan B), or Special Projects (Plan C or E) must pay a Continuing Registration Fee of \$40. This allows students continued access to computer facilities, the library, parking and the faculty.

A matriculated graduate student who fails to pay the Continuing Registration Fee for the Capstone Plan A, B, C, or E will be withdrawn and lose his/her matriculation status. Matriculated graduate students withdrawn for this reason will have to re-apply using the Graduate Re-Enrollment form and pay a Re-enrollment Fee of \$50 to regain their matriculation. They will also need to pay the \$40 Continuing Registration Fee for the semester of re-enrollment. The length of time to obtain a graduate degree will remain at six years from first course taken which applied to the planned program of study.

Losing Matriculation (Active) Status and Reactivating/Re-enrolling

Students also can lose their active status for the following reasons:

1. Not attending after gaining acceptance into a graduate program. To be considered for readmission, the student must complete a Graduate Reactivation Request form which can be found on the Graduate Studies website or their office in Barnard Hall.
2. Denied admission or withdrawn (for any reason). To reactivate the application, complete a Graduate Reactivation Request form if the request is submitted within two years of the initial application. An additional application fee is not required in this instance; however, submission of official transcripts from any additional institutions attended after the initial application will be required.

If the reactivation is not requested within the two year period, students must then

complete a new graduate application, pay the application fee, and resubmit all official transcripts to the Graduate Recruitment and Admissions Office directly from each institution where courses were taken. The form can be found on the Graduate Studies website or their office in Barnard Hall

3. Not registering for classes for five consecutive semesters. Both full time and part time graduate students will be notified, after four semesters of inactivity, that they are in danger of becoming inactive and being dropped from their program. Students must register for a course(s) for the following semester or they will be made inactive and dropped from their program. If made inactive, students must complete and submit a Graduate Re-Enrollment form and pay a re-enrollment fee of \$50 to continue in the program. Only students in good standing (3.00 graduate

GPA or higher) are considered for reenrollment. Students may also need to pay a \$40 continuation fee required by the Graduate Studies Office if they are enrolled in their capstone thesis, special project, or comprehensive examination.

NOTE: Any semesters in which the student has not taken course work still continue to count toward the six-year time limit for completing the graduate degree program.

Section IV: Financial Information

Tuition

Students are charged according to their level (graduate or undergraduate) and not the level of the course. The most up-to-date information regarding tuition and fees can be found on the Bursar's website: <http://web.ccsu.edu/bursar/>.

All students pay a \$65.00 registration fee per semester. Students taking on-line courses (not including students in the Data Mining program) pay an additional fee of \$50 per course. There also is a mandatory sickness insurance fee for all students who do not submit a waiver form through Central Pipeline. The fee is \$631.00 for the fall semester and \$812.00 for the spring semester.

2014-2015 Tuition and fees	Full-time CT Resident	Full-time Non-Resident	Part-time CT Resident	Part-time Non-Resident
Graduate Student	4970.50	10812.00	534.00*	548.00*

* For courses numbered 099-699

	CT Resident	Non-Resident
Doctoral Students per credit cost for courses number 099-799:	732.00	750.00

Data Mining Students:	558.00 per credit, regardless of residence
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Please note that course fees/tuition increases may occur. The Bursar's Office (Davidson Hall) can provide exact course fees/tuition cost; information about course fees are also found on the Bursar's website.

Additional Fees

Some of the additional fees that apply include:

Applied Music Fee (Music 177 and 577) \$200.00

Applied Music Fee (Music 178 and 578) \$400.00

Bad Check Penalty (per occurrence) \$20.00

Confirmation Deposit (non-refundable/non-transferable; invoiced by Admissions upon acceptance) \$200.00

Cooperative Education Program Fee \$200.00

Credit Card Convenience Fee (per transaction) 2.50%

Design Lab Fee (per designated course) \$65.00
Excess Credit Fees (per each credit over 18-Undergrads) \$425.00
Excess Credit Fees (per each credit over 18-Grads) \$534.00
Late Fee (per occurrence) \$50.00
Online Fee (per online course) \$50.00
Re-registration Fee \$100.00
Undergraduate Nursing Lab Fee, Full-time students (per term) \$300
Undergraduate Nursing Lab Fee, Part-time students (per credit) \$25.00

Resident Status

New rules for residency have been determined. For more information, students should check with the Registrar's Office in Davidson Hall or Graduate Recruitment & Admissions in Barnard Hall room 102.

Financial Aid

The Office of Financial Aid is located in room 221 Davidson Hall. Financial aid, as well as loans and grants for graduate students at Central, are awarded on the basis of demonstrated financial need. Financial aid is subject to the availability of funds.

Other Forms of Financial Assistance

The Center for Advising and Career Explorations (CACE) Office can provide students with referrals for a wide variety of part-time jobs that are both on and off campus. Other sources of financial assistance for veterans and military personnel include Veterans/GI Bill Benefits, the National Guard and the Army Reserve. Graduate Assistantships are available in some offices. See below for additional information.

Financial assistance is also available through specific scholarships and through the Graduate Studies Association to matriculated students with a minimum 3.00 GPA for conference travel and research.

Graduate Assistantship

Stipend Information

Full-time Graduate Assistants (20 hours/week or 300 hours/semester) may receive between \$2,400 - \$4,800/semester as a stipend. Half-time assistants (10 hours/week or 150 hours/semester) may receive between \$1,200 - \$2,400/semester as a stipend. The Chairperson and the Dean of the Academic School, or other Administrative Offices or a Grant Supervisor, will set the stipend rate for each graduate assistant.

To be awarded a full-time assistantship, a graduate student must be classified as a full-time student and be registered for nine or more credits. Half-time appointed GAs who are full-time students must also enroll for nine or more credits of course work. (A part-time student who receives a part time graduate assistantship must take from three to eight credits of course work.) Some fees are waived for full-time graduate assistants.

Interested students should fill out a Graduate Assistantship Application, which is available in the School of Graduate Studies Office (Henry Barnard 102) or on the

Graduate Studies website. As part of the application, students must submit two letters of recommendation. The School of Graduate Studies Office maintains a list of all open graduate assistantship positions but students are encouraged to contact the department of their choice for most recent openings.

Prospective candidates must meet the following criteria:

1. The student must be matriculated and admitted to the School of Graduate Studies and be pursuing course work either full-time or part-time.
2. The student shall be enrolled in courses required within the planned program of graduate study and/or prerequisites.
3. The student must have a minimum cumulative GPA of 3.00 as an incoming student (based on courses taken before acceptance) or as a continuing graduate student at CCSU.

Graduate Academic Award and Outstanding Scholar Award

These scholarships are annually awarded each fall semester to highly qualified students who are recommended by their departments. Interested students should contact the Graduate Dean's Office (Barnard, 102) or department of their program of study for additional information. Each graduate program may nominate one student who has completed, among other requirements, a minimum of 12 credits of academic credit toward a graduate degree program and who has a grade point average of 3.50 or higher. The award recipients are selected in the fall, and the awards are distributed the following spring semester.

Graduate Student Association (GSA) Scholarship

This scholarship is awarded to students who demonstrate academic excellence and exemplary involvement in University and/or community service activities. Competition for this scholarship is open to all matriculated graduate students who have completed a minimum of 15 credits of graduate academic credit in residence at Central Connecticut State University and who have a grade point average of 3.50 or higher. Applicants must submit a 500 – 1000 word essay entitled “Personal Growth Through Education”.

Information about other graduate scholarships is available on the Scholarship website:

<http://ccsu.edu/scholarships/gradschool.html>

Section V: The Planned Program of Graduate Study and Other Forms

The Planned Program of Graduate Study

A Planned Program of Graduate Study form is an **official** document, which lists the courses and other degree requirements that a student must complete to receive a graduate degree or to complete a program. The graduate planned program of study does not constitute a contract, either express or implied. Additional requirements may be imposed for certification or licensure if such requirements are imposed by an outside licensing or accrediting agencies. A graduate planned program of study may be subject to revision to reflect such additional requirements.

After a student has been fully admitted into a degree or another type of graduate program, the student **must** consult with his/her faculty advisor to develop a Planned Program of Graduate Study. After the advisor and student have signed the Planned Program form, the department submits it to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies or his/her designee for approval.

A Planned Program of Study is required for all programs leading to the doctoral and master's degree, the sixth-year certificate, the post master's program, the initial teacher certification program, or the official certificate program. The Planned Program should be developed with the advisor at the start of the student's graduate work. **However, it must be approved prior to the completion of 16 credits** of course work. Course work completed prior to admission to School of Graduate Studies, or before the approval of the Planned Program, at the discretion of the advisor and the Associate Vice President/Dean of School of Graduate Studies may be counted toward the degree requirements. However, no more than nine credits taken at the 500 level as a non-matriculated graduate student will be approved for programs requiring 30-35 credits (or 25% of the total credits for programs over 36 credits.)

Courses numbered 400 and above may be included in a planned program of graduate study when they are listed in the graduate catalog and the course description so allows. Students may have a maximum of nine credits (and in some cases zero to six, depending on the program) at the 400 level when approved by the program advisor. The nine credit limit on 400-level courses does not apply to graduate post-baccalaureate teacher certification programs and to some official certificate programs. Graduate students enrolled in 400- level classes are required to do additional work as compared to their undergraduate classmates.

Courses numbered under 400 may be applied toward teacher certification and official certificate programs when recommended by the advisor but will not be approved for inclusion in other graduate degree programs.

Planned Program Revisions

If a student wants to modify his/her degree requirements in any way, he/she must meet with his/her advisor and complete the Planned Program Course Substitution form. This form **must** then be signed by the student's advisor, and be submitted to the

Associate Vice President for Academic Affairs and Dean, School of Graduate Studies. If more than four changes are made a new Planned Program must be submitted. If the request to change degree requirements is made **after** the student has started his/her thesis or has attempted the comprehensive examination, the form must be signed by the student's advisor, and also by the appropriate Department Chair, before submission to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies.

Change of Major and the Planned Program of Study

Graduate Students may change their major. Students must complete and submit a Graduate School Change of Major, Degree, Advisor Form to the Graduate Office in Barnard Hall, 102. The School of Graduate Studies will copy the student's file, attach the form, and send it to the new department office for signature. The Chair of the new department evaluates the application and, if they approve the change, signs off and returns the form to the Office of the School of Graduate Studies, indicating whether the student has been accepted. The Dean then signs her approval. Each program may have different entrance requirements and, as such, Department Chairs must approve the change when requirements are met. A new advisor will be named. Students will be notified of the decision. A new planned program of study will be required once the new major is approved.

Forms Related to Graduate Study

Location

Graduate forms are available in the Office of the School of Graduate Studies and are also found on the graduate web site: www.ccsu.edu/grad (click on forms).

Planned Programs are included in the Admissions packet when students are fully accepted. Faculty advisors also have copies of students' planned programs.

Section VI: Transferring Credits

Transfer Credit Guidelines

Students may request transfer of credit for graduate courses completed at another regionally-accredited institution of higher education or a college/university of equivalent status outside of the United States that is not a CCSU partner and affiliate institution of higher education.

In order to be transferred, a course or courses must be determined to be:

1. At the graduate level from a regionally-accredited institution or an out-of-country equivalent authorized to grant graduate degrees;
2. Passed with an earned grade of not less than 3.00 (B) or an equivalent (pass/fail courses or courses without letter or numeric grades attached may not be transferred);
3. Within the six-year limit at the time of graduation from CCSU;
4. Recorded on an *official* transcript from the granting institution, and approved for use toward the student's planned program by the graduate advisor.
5. When international credits are presented for transfer, official transcripts must be provided from the institution attended along with a verified translation of the academic record. In some cases, it may be necessary to seek assistance from an agency recognized by the National Association of Credential Evaluation Services during the credit evaluation process.

Travel Abroad Credits

Coursework completed while studying abroad at one of CCSU's approved study abroad Partner and Affiliate Institutions (as identified on the Center for International Education's website) shall be treated in the same manner as coursework undertaken on the CCSU campus. (As a result, these courses will not fall under the transfer policy.) Course equivalencies shall be identified by the faculty advisor prior to study abroad and the actual grade earned abroad will be posted to the student's transcript, with the grade earned calculating into the overall GPA. Students may not select which courses are brought onto their CCSU academic record; all grades (A through F) will be recorded and made part of the student's academic record at CCSU.

This policy is particularly relevant to the MA Modern Language: HNAIU Specialization, given that courses taken at the University of Salamanca are required for the MA Modern Languages, HNAIU Specialization, degree. The Modern Language department has stipulated that the 9 credits of graduate coursework taken at the University of Salamanca will be the only credits accepted outside CCSU.

Note: Courses, which were applied to a previously completed degree cannot be transferred to a new degree program.

Number of Transfer Credits Accepted for Degree Programs

The amount of graduate work transferable to a graduate degree program (Master's, Sixth Year, Ed.D.) is limited to a maximum of 9 credits for programs requiring 30 to 35

credits or 25 percent of the total credits for programs requiring 36 credits or more, not

including prerequisites. Courses applied to a previously earned degree are not transferable.

Number of Transfer Credits Accepted for Non-Degree Programs

The amount of graduate work transferable to a graduate non-degree Official Certificate Program (OCP) is limited to a maximum of 6 credits, not including prerequisites. Courses applied to a previously earned degree are not transferable.

Transferring Courses into the Planned Program

A student who has been admitted to a graduate program at CCSU must obtain **prior written approval** from the advisor of their planned program of study and the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies if they wish to take a course at another institution for transfer into their planned program at CCSU. Transferred courses must meet the 6 year and extension policy as stated elsewhere in the handbook. Forms for requesting transfer and substitution of credit are available in the Registrar's Office, the Graduate School Office and the Graduate website. All policies, stated above, still apply.

Transcript from Another Institution

It is the student's responsibility to ensure that an **official** transcript from another institution of any approved transfer course(s) be sent to the Graduate Studies Office. Student should include or mail a copy of the transfer credit course substitution approval form. Courses will not be transferred without receipt of the official transcript.

Credit from Non-Collegiate Institutions

The University has only one agreement with a non-collegiate institution, that of the Institute of Technology and Business Development (ITBD), a comprehensive business outreach facility of CCSU. Students seeking CCSU course credit thus associated with ITBD must demonstrate to the relevant department that they have the course content and have met the minimum number of contact hours as required. Further demonstration of knowledge and skill competencies is at the discretion of the department.

Graduate students in non-degree Post Baccalaureate Teacher Certification programs may receive an advisor's agreement to offset undergraduate general education deficiencies through departmentally approved subject examinations from the College Level Examination Program (CLEP) of the College Board. The same rules that govern undergraduate students in teacher certification programs as specified in the undergraduate catalog will apply to graduate students. Passing results for such CLEP exams may be posted on graduate records for students enrolled in Teacher Certification Programs. Official results for advisor-approved examinations must be submitted for consideration to the Graduate Studies Office.

Section VII: Graduate Degree Requirements

Master's Degree Requirements

Candidates must complete, subject to approval of the faculty and the Dean, the following requirements:

1. Submission and approval of the Planned Program of Graduate Study prior to completion of 16 credits of course work.
2. Completion of the required number of credits of approved graduate courses as specified in the student's Planned Program of Study.
3. Completion of a master's thesis, a special project that is appropriate to the major, such as an art exhibit, performance or applied research project, and/or a comprehensive examination.
4. Have a minimum cumulative GPA of 3.00 on all course work.

Note: No more than two courses with grades of C/C+ may be carried in the Planned Program; otherwise such courses may have to be repeated or another course(s) substituted. **Any courses with grades of C- or below will not be counted for graduate credit in the planned program.** If courses are retaken then both course grades remain on the transcript.

Degree Candidacy

In addition to the minimum requirements above, **some** graduate programs require students to make formal application for degree candidacy following the completion of nine credits, of which six must be in their major area. Students are encouraged to ask their advisor if a formal application is required in their area.

Admission to Degree Candidacy involves a formal review of the student's progress and potential by the appropriate faculty. A decision is made by the appropriate department to permit the student to continue graduate study. To be approved for degree candidacy, students must have a minimum cumulative GPA of 3.00 and meet all of the program requirements for degree candidacy when applicable to the particular program.

The department's recommendation is forwarded to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies for inclusion in the student's graduate file. If a student is not approved for degree candidacy, he or she is withdrawn/dismissed from the graduate program.

Capstone Requirements for Master's Programs

All master's degree programs at CCSU include the capstone requirement of a thesis (Plan A), a special project (Plan C or Plan E) appropriate to the major, and/or a comprehensive examination (Plan B). **A student must have a 3.00 overall GPA to be eligible to apply for all graduate program capstones (i.e., theses (Plan A), comprehensive examinations (Plan B), special projects (Plan C), and course embedded special projects (Plan E).** Students choosing Plans A, C, or E may not apply until they complete 18 credits for programs with 30-35 credits, or 24 credits for programs with greater than 36 credits. Students choosing Plan B may not apply to take the Comprehensive Examination

until they have completed 75% of course work (21-24 credits for 30 credit program; 24-27 credits for a 33 credit program; 27 credits for a 36 credit program and 30-40 credits for programs exceeding 36 credits). Exceptions may be granted with the recommendation of the advisor and permission of the Dean, School of Graduate Studies.

Students in a Master program may elect to follow Plan A (the thesis), Plan B (the comprehensive exam) or Plan C or E (special project), depending on which of the three options are offered in their program. Some programs require both the comprehensive examination and either a thesis or a special project. Please refer to the appropriate handbook (Thesis or Special Project) location on www.ccsu.edu/grad

Comprehensive Examination (Plan B)

The comprehensive examination is required of all students who select Plan B. The comprehensive examination covers course work in the student's planned program. At the option of the department, the comprehensive examination may include an oral examination and/or a written examination.

The comprehensive examination is normally taken during the last semester of study, but may be attempted at any time after the completion of 75% of coursework in the planned program of study with the approval of the advisor. At the time of application to take the comprehensive examination the student must have a minimum 3.00 cumulative GPA. Examinations are given each fall and spring semester and, only at the discretion of the academic department, during the summer.

Students must reapply to take the comprehensive exam if they fail the exam.

NOTE: If students do not attend a scheduled examination it is counted as a failure on their record, unless the department has been given advance notification. Prior notification to the academic department must be provided.

A handbook for the Comprehensive Examination is available on the graduate studies website www.ccsu.edu/grad and in the Graduate School office.

Application for the Comprehensive Exam

To be eligible to take the comprehensive examination, students **must** complete an Application for the Comprehensive Examination form which is available from the Graduate Office or the Graduate website: www.ccsu.edu/grad. Students should submit this form to the Graduate School office **no later than October 1**, for fall semester examinations, and **no later than February 15**, for spring semester examinations. The department will notify students if they are approved to take the comprehensive exams and also tell them of the date, time and place of the examination. Some departments provide study guides, as well. Students will be notified of their results by the department.

Failing the Comprehensive Examination

Upon failing the comprehensive examination, the student must first complete another application for the comprehensive examination and then, with the permission of the department, may retake the entire examination or any portions that were not passed.

Students who do not pass the entire exam or any portion of the exam the first time may be required to enroll in additional course work or make other special preparations for re-examination. Students who fail the entire examination or a portion of the exam (e.g. individual questions) a second time must appeal to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies for permission to take the examination a third time. **The six-year time limit to complete all degree requirements still applies to students who fail their comprehensive examination.**

If the student receives a failing grade on all or parts of the comprehensive examination for a third time, they will be dismissed from the graduate program by the Dean, School of Graduate Studies, unless they are granted permission to choose another capstone option by the program's department chair and the Dean, School of Graduate Studies. The student may file an appeal within two weeks of receiving the Dean's dismissal letter. If denied the student may make a final written appeal to the standing Appeals Committee of the Graduate Studies Committee.

Failure to Take the Comprehensive Examination After Applying

The Department will return the comprehensive examination form to the Dean's office. If prior notification of your absence was given to the department, this will be marked as a "no show" and will not count as an attempt. If no prior notification was given, this will count as a failed attempt. The student then must complete another application for the comprehensive examination. The six-year time limit to complete all degree requirements still applies to students.

Continuing Registration Fee

When students do not complete the thesis or special project in the semester in which they registered, a grade of "Incomplete" is noted on the transcript. If students do not register for additional course work in subsequent semesters, they **are required to pay a Continuing Registration Fee (CREG) of \$40 for each fall and spring semester until the thesis or special project is completed.** This allows students to have continued access to computer facilities, library, parking, and faculty. Failure to pay the Continuing Registration fee will result in withdrawal from the University and loss of matriculation status. Matriculated graduate students withdrawn for this reason will need to reapply and pay the re-enrollment fee of \$50 plus the money owed for the Continuing Registration Fee. However, for a student enrolled in a thesis or special project, the capstone advisor can require regular progress reports from the student. Based on a lack of progress, the advisor can choose not to recommend an extension beyond the six-year time limit and, therefore, no CREG fee can be paid. Further, the advisor can choose to assign a failing grade for the thesis or special project.

Continuing Registration Fee and the Comprehensive Examination

If a student does not register for course work in the semester when the comprehensive exam is planned, the student **is required to pay a Continuation Registration Fee of \$40** to have continued access to computer facilities, library, parking and faculty.

Six-Year Time Limit

All course work and capstone requirements (i.e. dissertations, theses, special projects and comprehensive exams) for the degree **must** be completed during the **six years**, which precede degree conferral. That is, the student has six years from the **earliest course listed on the planned program** (including any work transferred from another institution or completed prior to matriculation) to complete **ALL** degree requirements. If a student, due to extenuating circumstances, anticipates that he/she will be unable to complete all degree requirements within the six year time limit, the student may request an extension of time by writing to the graduate advisor who will forward it with recommendations to the Dean, School of Graduate Studies. When making the request, the student should include the semester and year in which he or she expects to complete the degree and the reason for not meeting the six year time limit. If the Dean, School of Graduate Studies deems the request justified, an extension will be granted. **However, for programs of 30-35 credits, a maximum of eight years will be allowed in total to complete the degree; for programs of 36 credits or more, a maximum of nine years will be allowed.**

For a student enrolled in a thesis or special project, the capstone advisor can require regular progress reports from the student. Based on a lack of progress, the advisor can choose not to recommend an extension beyond the six-year time limit. Further, the advisor can choose to assign a failing grade for the thesis or special project.

The Sixth-Year Certificate

The Sixth-Year Certificate is a degree program presently offered in educational leadership, reading, and mathematics. The Certificate is awarded, subject to the approval of the faculty and the Dean, School of Graduate Studies to students who have completed all the requirements of their Planned Program.

The Doctoral Degree

The Ed.D. program in Educational Leadership is CCSU's first doctoral program. It serves educational leaders in Connecticut through an innovative program of study integrating course work and field studies grounded in authentic inquiry. Students accepted to the Ed.D. program proceed as a cohort, limited to 25 students, who take the same required courses and have the same experiences.

At the time of admission, all doctoral candidates must commit to three years of intensive summer study to complete their core courses and seminar work. In addition to core and seminar requirements, students complete a specialization and a dissertation. Requirements include a minimum of 63 credits beyond the master's degree. The six year time limit applies to the Doctoral program.

Dissertation (Plan D)

A dissertation is different from a Thesis. The Dissertation in the Ed.D. program in Educational Leadership (Plan D) focuses on the translation from theory to practice. It is connected to the candidate's research interest and is expected to break new ground by providing a bridge between what is known from research and what needs to be

done in practice. Each candidate is responsible for identifying a dissertation advisor, choosing a dissertation topic with the dissertation advisor, and completing the dissertation as outlined in the department's approval processes and described in detail in the Dissertation Handbook.

Submission of Dissertation

Doctoral candidates should follow deadlines for submission of the dissertation for posting in the Graduate Commencement booklet. Ed.D. candidates should follow the guidelines as outlined in the Dissertation handbook.

Section VIII: Graduate Teacher Certification Programs

The Post-Baccalaureate Teacher Certification Program

The Post-Baccalaureate Teacher Certification study plan is not a degree-granting program. It was designed for students who already hold a bachelor's degree who did not complete courses or requirements necessary to receive teacher certification in Connecticut. A teacher credential is awarded by the State of Connecticut upon successful completion of all requirements. However, some teacher certification programs do allow students to earn graduate credit in specific master's programs.

Professional Program Admission Requirements

Admission requirements to the professional program differ somewhat from program to program, but all require that an application packet be picked up, completed and returned to the School of Education and Professional Studies (Barnard Hall, Room 203). The application requires a completed transcript release form, two letters of recommendation and an essay that shows command of the English language and asks students to describe reasons why they want to teach. In addition, the State's Praxis I (basic skills in reading, writing and mathematics) must be satisfied prior to the application process, and a copy of the Praxis I PPST "Pass letter or Waiver" letter must be attached to the application. See the Graduate Catalog or website for official guidelines. Students also should consult their departments to determine if additional requirements must be met.

Waiving the Praxis I

A student meeting any **one** of the following can waive the Praxis I exam by filling out the "Connecticut Essential Skills Testing Waiver" (available outside the School of Education and Professional Studies Office in Barnard Hall, Room 203):

1. If the student took the SAT prior to April 1, 1995, the student must have received an SAT score totaling 1000 or more, with a score of no less than 400 in either the verbal or math subtests.
2. If the student took the SAT after April 1, 1995, the student must have received an SAT score totaling 1100 or more, with a score of no less than 450 in either the verbal or math subtests.
3. The student took the ACT on or after October 1, 1989 and received a composite score of at least 225, with no less than 22 on the English subtest and 19 on the math subtest.
4. The student took the ACT before October 1, 1989 and received a composite score

of at least 225, with no less than 20 on the English subtest and 17 on the math subtest.

5. The student passed a test similar to the Praxis I in another state with which Connecticut has certification reciprocity agreements.
6. The student received equivalent scores to the SAT scores on the Prueba de Aptitud Academica (PAA). See #1 and #2 for scores required.

Section IX: Official Certificate Programs (OCP)

The Official Certificate Programs

Official Certificate Programs (OCPs) are defined as academic programs of study that have been through a complete university curricular review and approval process, but which do not lead directly to a formal degree. These programs are designed for people interested in developing expertise in a particular field of study, but who do not wish to complete formal degree requirements. However, when applicable, students may use their (OCP) courses to lead to a master's degree. The advantages to these programs are that, as formal programs of study, students will be matriculated, pursue their studies on a full-time or part-time basis, and may be eligible for financial aid. More importantly, these programs are coordinated by faculty closely tied to the area of interest, who are committed to advising students enrolled in these programs, ensuring that the student is best able to achieve his or her educational goals.

Currently, the following OCPs have been approved:

- Certificate in Cell and Molecular Biology (C/M/P) is offered by the Department of Biomolecular Sciences.
- The Certificate in Pre-Health Studies (Pre-PAC) is an interdisciplinary program offered jointly by the Department of Biological Sciences and the Department of Biomolecular Sciences.
- The Department of Manufacturing and Construction Management offers four programs:
 - Supply Chain & Logistics Certificate Program
 - Environmental Health & Safety Certificate Program
 - Lean Manufacturing & Six Sigma Certificate Program
- The Certificate in Public Relations / Promotions is offered by the Department of Communication.
- The Certificate in Pre-Health Studies (Pre-PAC) is an interdisciplinary program offered jointly by the Department of Biological Sciences and the Department of Biomolecular Sciences.
- The Certificate in Data Mining is offered by the Department of Mathematical Sciences.
- The Certificate in TESOL is offered by the Department of English.
- The certificate in Global Leadership and Literacy is offered by the Department of Educational Leadership.

Advanced Official Certificate Programs (require applicants to hold a masters degree):

- Advanced Graduate Certificate Program of Professional Counseling, offered by

- the Department of Counseling & Family Therapy
- Advanced School of Marriage & Family Therapy Certificate, coordinated by the Department of Counseling & Family Therapy
- Advanced Graduate Certificate Program of Reading and Language Arts, coordinated by the Department of Reading and Language Arts
- Advanced Certificate Program for Superintendent of Schools offered by the Department of Educational Leadership

Students interested in these programs should see the individual Departments for specific details.

Planned Programs for OCPs

For applicants to the Advanced Certificate in Professional Counseling, the Coordinator will schedule an interview, during which an advisory committee of faculty will develop an individualized planned program of study in keeping with the student's academic background and professional goals.

For applicants to Pre-Health Studies, the Pre-Pac Chair will schedule an interview, during which an advisory committee (including the Chief Health Professions Adviser) will work with the candidate to develop an individualized planned program of study in keeping with their academic background and professional goals.

For applicants to the Advanced OCP in Reading and Language Arts, students will meet with an advisor to plan a 9-credit program and any necessary additional pre-requisites required by the State of Connecticut for Reading and Language Arts Consultant Certification.

For applicants to the Advanced Certificate Program for Superintendent of Schools, students will meet with an advisor to plan a 15 credit program, which will also consist of a yearlong internship. This program is designed for individuals who are preparing for certification as a Superintendent of Schools (093).

For applicants to the Post-Baccalaureate Certificate in Public Relations / Promotions, students will meet with an advisor in the Communication Department to plan four courses concentrating on current public relations practices.

For applicants to the Supply Chain & Logistics Certificate Program, students will meet with an advisor to plan four courses that cover how logistics and the supply chain are the key factors to global value stream performance.

Applicants to the Environmental Health & Safety Certificate Program, the Lean Manufacturing & Six Sigma Certificate Program and the Construction Management Certificate Program, will meet with an advisor from the Department of Manufacturing and Construction Management to develop an appropriate plan of study.

Other accepted OCP students will meet with the designated department to plan their program of study.

Academic Standards for OCPs

Students must maintain a 3.00 (B) cumulative grade point average in order to be in good academic standing and to receive the Official Certificate. When completion of an OCP Program is nearing, a student should complete the Completion of Program form so that the appropriate certificate can be issued and the student's academic record can be adjusted to reflect program completion information and certificate receipt.

Section X: Other Graduate Policies

The policies and degree requirements for graduate students are governed by the University.

Grading System

Letter grades, including their plus and minus combinations, are utilized. The following grade point equivalents are used to compute the cumulative G.P.A. for a student:

4.00=A	3.30=B+	2.30=C+	1.30=D+	0.00=F
3.70=A-	3.00=B	2.00=C	1.00=D	
	2.70=B-	1.70=C-	0.70=D-	

Note: The pass/fail grading option is **not available** to graduate students.

Additional grades used at CCSU include:

Inc	Incomplete
Aud	Audit (no credit)
NC	Satisfactory completion of a non-credit course offered Through the Office of Continuing Education
U	Unsatisfactory performance in a non-credit course

Grades will be posted on the student's Pipeline account. Information on when grades become available and how they may be retrieved on Central's Web page (www.ccsu.edu). Grades are no longer mailed.

Minimum G.P.A.

Students must maintain a 3.00 cumulative G.P.A. In addition, no more than two grades of C+ or C (i.e. two C's, or two C+'s, or one C and one C+) are permitted for courses included on the planned program of graduate study leading to a doctoral or master's degree or sixth-year certificate; courses beyond these in which grades of C+ or C are achieved may have to be repeated or additional course work may have to be taken on the planned program of study. Courses in which students receive a grade of C- or lower will not be counted for graduate credit in the planned program and may not be used to meet prerequisite requirements for graduate courses. Students will be required to retake required courses in which grades of C- or lower are earned. Both grades will remain on the student's transcript.

Mid-semester grades may be recorded online by faculty for full length fall and spring

semester courses. Mid-semester grades are considered an approximate grade of student's performance to date. Mid-semester grades are not recorded on transcripts and are not used in the calculation of grade point averages.

Repeat Policy

If a graduate student retakes a graduate course in which the student earned C- or less, all grades will appear on the student's transcript, but only the most recent course grade and credit will be applied to the GPA and course requirements. No course may be repeated more than once without permission from the graduate advisor and Dean, School of Graduate Studies. Certain graduate programs may not be eligible for the retake policy. This policy is applicable only for grades of C- or less and became effective for taking courses for a second time, starting in summer 2009.

Probations/Dismissals

Students who drop below a 3.00 average will receive a letter from the Dean, School of Graduate Studies, informing them that they are no longer in good academic standing and that they have been placed on academic probation or dismissed from their program. Students who are not in good standing and/or receive more than two grades of C/C+ or lower and who, in the judgment of the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies, are not able to attain the 3.00 G.P.A, will be dismissed from their graduate program. Once a dismissal letter is received, a student who intends to appeal the dismissal is expected to promptly meet with the Associate Vice President for Academic Affairs/Dean, School of Graduate Studies and provide an explanation for his/her poor performance. If a student fails to meet with the Dean, School of Graduate Studies before the beginning of the new semester, the student's schedule will be dropped and he/she will be withdrawn from his/her program. Any student who is withdrawn from the program may reapply for admission through the Graduate Office. The Dean, School of Graduate Studies will decide whether or not the student may continue with his/her studies. Continuation will be contingent upon the student's progress in meeting the requirements for good standing.

Re-enrollment of students who have been dismissed.

Students who are dismissed from graduate study may request reenrollment upon attainment of a 3.00 (B) cumulative grade point average on the Central Connecticut University graduate record. Forms for requesting reenrollment are available in the Graduate Admissions Office, the School of Graduate Studies Office and at www.ccsu.edu/grad. Along with the reenrollment form to Graduate Admissions, the student must submit any additional materials that are required by the department for the department's review of the file. A department may also consider prior performance in the program when reviewing a student's file who has been formally dismissed by the School of Graduate Studies.

Grade of Incomplete

A grade of Incomplete may be recorded at the discretion of the instructor when a student, for extenuating circumstances which cannot be controlled, is unable to complete the requirements of a course. The student will be responsible for assuring that all course requirements are completed within one calendar year of issuance, or

sooner if required by the instructor. A grade of Incomplete, which has not been changed by the instructor within one year, will become an **F** automatically. (Note: These policies are different for students engaged in Thesis, Plan A, or Special Project, Plan C/E. Please refer to the section on capstone experiences in the HANDBOOK).

Grade Appeals

Any student who believes that a final grade involved an error or a palpable injustice should

confer with the instructor who awarded the grade no later than the fourth week of the following regular academic semester. If the outcome is not satisfactory, the student may present the case to the Department Chair, who may affect a settlement upon written agreement with the instructor. Further appeal shall be to the Dean of the appropriate academic school, and if no settlement can be effected, to the Grade Appeals Review Board of the Academic Standards Committee.

Non-Graded Appeals

A student who believes that an error or a palpable injustice has occurred should first confer with the department to which the appeal is directed. If the outcome is not satisfactory, further appeal shall be to the dean of the appropriate academic school. If no settlement can be effected, the student should bring the appeal to the Standing Appeals Committee of the School of Graduate Studies Committee. (Contact may be made through School of Graduate Studies, 102 Barnard Hall.)

The Committee's determination will be based on whether the student was denied due process. The Appeals Committee will render their decision in writing by notifying the Dean, School of Graduate Studies.

Fresh Start Policy

A post-baccalaureate student who has been admitted to a graduate program can independently or in conjunction with his or her department initiate an appeal to the Dean, School of Graduate Studies that includes a rationale as to why grades for graduate level courses taken seven or more years ago at CCSU that appear on the graduate transcript should not be used in calculating the student's GPA. The appeal should also substantiate why the student is now able to complete graduate quality work.

If the appeal is approved, courses omitted from the GPA calculation may not be used in the planned program in which the student is now enrolled. Please note: courses omitted from the GPA will include all courses that were attempted in the Fresh Start period.

Each appeal will be decided on its own merits and students may use this option only one time.

Transcript Policy

Upon the granting of a degree or completion of a program, a student's transcript is considered officially sealed, meaning no changes in grades or alteration in courses will be

made unless that student believes that the information in his or her transcript is inaccurate, misleading, or in violation of his rights of privacy. It is a student's responsibility to review and confirm the accuracy of his or her academic record. It is recommended that the degree recipient confirm the accuracy of all grades, honors, terms, and cumulative GPA notations at the time final grades are posted to their academic record, on or about graduation.

Auditing a Course

A graduate student may **audit** a course that is **not** included in his/her Planned Program of Graduate Study. No grade is given for the course and the tuition is the same as for credit-bearing courses. There is no pass/fail course grading option available for graduate students for courses.

Dropping or Withdrawing from a Course

Students are allowed to **drop** courses up to the last day of the third week of classes during a regular semester. (Students should check the University Calendar for specific dates.) Courses dropped by the deadline do not appear on the student's transcript. Forms are available in the Registrar's Office, Davidson Hall.

Graduate students, full-time or part-time, can **withdraw** from any class from the beginning of the fourth week of classes until the end of the twelfth week of classes in a regular semester. This can be done by completing the Course Drop / Withdrawal Form available online through the Registrar's Office at http://web.ccsu.edu/registrar/files/Course_Drop_Withdrawal.pdf. A "W" will be entered for the course on the student's transcript. During this period, approvals for withdrawal are not required; however, it is strongly recommended that students consult with their academic advisor prior to deciding to withdraw from a course. In addition, students should be aware of the possible consequences of reducing their course load. After the twelfth week of classes, withdrawals are only permissible under extenuating circumstances after recommendation of the instructor and chair, and approval of appropriate dean(s). The Graduate Dean is the last signature that must be sought. Poor academic performance is not considered an extenuating circumstance. If a student stops attending and fails to officially withdraw from a course, a grade of "F" will be recorded on the student's record.

Academic Honesty

CCSU abides by a strict code of conduct, and plagiarism is prohibited. The sources for all papers must be appropriately acknowledged and documented. Any graduate student found guilty of plagiarism or of academic dishonesty in any form will be penalized. Penalties include failing the course, involuntary withdrawal from the graduate program for a specified period of time and suspension from Central Connecticut State University. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

The CSU Code of Conduct defines **academic misconduct** as including, but “.....not limited to providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations (**cheating**); and presenting, as one’s own, the ideas or words of another person or persons for academic evaluation without proper acknowledgment (**plagiarism**).”

Cheating may take many forms. It includes, among other things, the following actions, when not explicitly authorized by the instructor:

- Use of unauthorized materials or devices during an examination or any other form of academic evaluating and grading; e.g., use of signals, notes, books, or calculators during an examination when the instructor has not approved their use;
- Knowingly allowing another person to copy your paper during an examination;
- Copying from another person’s paper or receiving unauthorized aid from another person during an examination;
- Use of another person as a substitute for you in any form of academic evaluation or acting as a substitute for another person in any form of academic evaluation;
- Acquisition or distribution of improperly acquired examinations; e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without permission of the instructor; (Examinations which have been distributed by an instructor are considered public domain and are legitimate study tools);
- Submission of another’s material as your own for academic evaluation;
- Preparation of work for another student to submit for academic evaluation;
- Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation; e.g., working with another student on an assignment when the instructor has not authorized working together;
- Submission of the same work, or substantially similar work, in more than one course without prior consent of the evaluating instructor(s);
- Falsification or misrepresentation of your own academic record or that of anyone else;
- Unauthorized use of information in University computer records or the computer files of other students (See Computer Use Policy).

Plagiarism is presenting another person’s work, without acknowledgment, whether in the same or in slightly modified form. In academic practice this is regarded as theft, intended to gain undeserved credit. Like other forms of academic dishonesty, plagiarism is cheating. To academicians, a well- documented paper is more impressive than one which arouses the suspicion of a reader familiar with the student’s work and alert to echoes from other writers. The proper use of outside sources does not necessarily mean that a paper is lacking in originality, nor does the presence of quotation marks in the text. In fact, the purpose of research and documentation is to share useful information with

the reader. The penalties for plagiarism greatly exceed the unlikely reward of gaining credit by “getting away with it.”

The basic principle of this procedure is that faculty have oversight over academic penalties. In cases involving multiple acts of misconduct, and/or which involve both academic and non-academic misconduct, only the academic portion shall be handled according to the disciplinary procedures for academic misconduct described below. The non-academic portion shall be handled through the Office of Student Conduct which may precede any academic disciplinary action.

Please see the University website for a full explanation of this policy and the instructor’s role and the student’s rights and responsibilities.

Section XI: Graduation Procedures

Eligibility for Graduation

Upon completion of all applicable course and capstone requirements for the doctoral degree, master’s degree, or sixth-year certificate, student are eligible to receive their degree and to graduate. However, degree award and graduation are not automatic. While a student may have completed all applicable course and capstone requirements for their program, every degree candidate is required to notify the university about program conclusion by filing a graduate-level Application for Graduation form with the School of Graduate Studies. Not submitting an Application for Graduation form in a timely manner may result in failure to receive the appropriate degree for the requested semester. Further, if a degree- seeking student fails to finish all requirements by the completion date indicated on the submitted Application for Graduation, a new application must be filed.

Central Connecticut State University confers degrees three times during the academic year: May, August, and December. Students expecting to receive degrees during any of these periods must complete all applicable program requirements by the last official day of the semester or session in which the degree is to be awarded.

When to Apply for Graduation

Students who anticipate finishing degree requirements during the spring semester (May completion) should submit the *Application for Graduation* no later than March 1. Students who anticipate finishing degree requirements during the summer sessions (August completion) should submit the *Application for Graduation* no later than March 15. Students who plan to finish degree requirements during the fall semester (December completion) should submit the *Application for Graduation* no later than September 15. Graduate-level *Application for Graduation* forms are available in the office of the School of Graduate Studies and on the graduate website.

All students who submit an *Application for Graduation* and expect to receive the doctoral degree, master’s degree, or sixth-year certificate are eligible to participate in the formal University-wide commencement ceremony held in May. Information about

commencement ceremonies will be posted on the University website. Students who are on the pending list for graduation will receive notice and then should inform the University whether they plan to participate.

Commencement

Link: <http://web.ccsu.edu/registrar/>

Commencement information can be found on the Registrar's website under "Degree Planning & Graduation." You will find information such as date, time and place of commencement, ticket information, security procedures, cap and gown distribution, graduation announcements and more.

Section XII: General Information

Time Expectation/Investment

Graduate students are expected to invest a minimum of three hours of out-of-class student work for every one credit hour of classroom or one hour of direct faculty instruction each week for approximately fifteen weeks for one semester. At least an equivalent amount of student work time applies to lab work, internships, practica, studio work, as well as other academic work that leads to the award of credit hour.

Identification Cards

All graduate students should obtain a photo identification card (Blue Chip Card) from the Card Office located in the Student Center after enrolling in classes. Students need an identification card to access the library and computer labs on campus. The card can also be used as a debit card to make purchases from vending machines, copiers, as well as at dining locations in the Student Center and Grand Central Café. In order to use this card as a debit card, money can be deposited at any of the Card Value Centers. There are currently six locations: Student Center: Devils Den and outside the Bookstore, Elihu Burritt Library, Student Technology Center (Computer Lab), Barrows Hall and Gallaudet Hall). There are also several off-campus vendors that accept the Blue Chip Card. See the student center for an updated list or visit <http://web.ccsu.edu/its/bluechipDiscountLocations.asp>.

Change of Address/Name/Phone Number

Any change in name, address or phone number should be reported **immediately** to the Registrar's Office, Davidson Hall, room 123. If the University's files are not updated, there could be delays in grade reporting, notice of class cancellations, and diploma receipt if the student is scheduled to graduate. All diplomas are sent to students via the regular mail system.

Transcript Requests

A student may request an official transcript from the Registrar's Office, Davidson Hall, room 123. The request must be made in written form. If a student is applying to the School of Graduate Studies and attended CCSU as an undergraduate student, they must notify the Registrar's Office that they give permission for their records to be transferred.

Childcare

A fully-licensed, developmentally appropriate childcare program and nursery school operates as the Early Learning Program, Inc. just off of Paul Manafort Drive at 1285 East Street, New Britain. Hours of operation are from 7:00 a.m. to 5:00 p.m. Many scheduling options and fee schedules are offered to accommodate students, faculty and staff. For information call 860-827-7018.

Immunization Verification

All full and part-time students are required by law to present a physician's verification of measles and rubella immunization or immunity. All full-time students are required to submit a medical history, including current immunization records and the results of a medical examination signed by a physician. Health forms are available from Health Service located in Marcus White Hall Annex.

Student Disability Services

The office of Student Disability Services (SDS) offers special support to disabled students by advising them of their rights and responsibilities, fulfilling requests for reasonable accommodations and providing a special grievance process with CCSU's ADA compliance officer. For more information, contact Natalie Stimpson-Byers, coordinator of Student Disability Services, at 860-832-1957 or by email at byers@ccsu.edu; or visit The Learning Center in Willard Hall, Room 101.