



Value.

Quality.

Clinton Community College

Catalog 2008-2010

Support.

The  
Clinton  
Advantage!

136 Clinton Point Drive | Plattsburgh | New York | 12901

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### **Catalog Information:**

*This catalog provides general information and is a guide to the policies, course offerings, and degree requirements of Clinton Community College. It is not, however, to be considered a contract between the College and the students. All information provided by the college including (but not limited to) policies, offerings, times, instructors, tuition, and fees is subject to change without notice.*

## College Directory

Information .....	(518) 562-4200
Toll Free .....	(800) 552-1160
Accommodative Services .....	(518) 562-4252/4253
Admissions .....	(518) 562-4170
Associate Dean for Enrollment Mgmt .....	(518) 562-4171
Athletic Director .....	(518) 562-4220
Bookstore .....	(518) 562-4168
Buildings/Grounds .....	(518) 562-4119
Bursar's Office .....	(518) 562-4135
Cafeteria .....	(518) 562-4201
Campus Security .....	(518) 562-4215
<i>If no answer, dial</i> .....	(518) 593-0777
Career Planning & Transfer .....	(518) 562-4199
Child Care Center .....	(518) 561-4845
College Advancement Program (CAP) .....	(518) 562-4142
College Nurse (Health Office) .....	(518) 562-4129
College Relations .....	(518) 562-4160
Continuing Education .....	(518) 562-4140
Counseling and Advisement .....	(518) 562-4199
Drinking Driver Program .....	(518) 562-4139
Financial Aid .....	(518) 562-4125
Foundation and Alumni Development .....	(518) 562-4195
HPER Facility (Gym) .....	(518) 562-4230
Human Resources .....	(518) 562-4138
Internships .....	(518) 562-4145
Library .....	(518) 562-4241
Life Experience Credit .....	(518) 562-4145
President's Office .....	(518) 562-4100
Purchasing Office .....	(518) 562-4155
Registrar's Office .....	(518) 562-4123
Residence Hall Info Main Campus Office ....	(518) 562-4381
Champlain Hall Director .....	(518) 324-5710
Tutoring Center .....	(518) 562-4251/4250
Veterans Affairs .....	(518) 562-4266
VP Academic Affairs .....	(518) 562-4110
VP Business Affairs .....	(518) 562-4130
VP Student Services .....	(518) 562-4120
Workforce Training (Business/Industry) .....	(518) 562-4385
Workshops-Continuing Education .....	(518) 562-4143

# Clinton Community College



Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, NY 12901  
www.clinton.edu  
1-800-552-1160

Clinton Community College is a unit of the  
State University of New York system.

## Welcome!

Clinton Community College plays a unique role in the local community and within the state by offering traditional and non-traditional students access to a variety of educational programs taught by a highly dedicated faculty. Students attending CCC have the option of living at home, or they may choose to register for campus housing. Many CCC students attend for two years, earn a degree or certificate, then transfer to a four-year university. Other students graduate and enter directly into the workforce or attend CCC for a short period of time to meet a specific educational need. In the fall of 2007, Clinton Community College enrolled approximately 2,149 full-time and part-time students.

The strongest testimony of the College's quality education often comes from members of the alumni body, which numbers over 8,000. "At CCC, there was a feeling of family between the staff, guidance, teachers, coaches and students that I will never forget. Attaining my Associates Degree at CCC was a proud moment and a first step along a path that led to my Bachelor's Degree and very rewarding career." Anne B. Cutaia '74, Vice President, Licensed Branch Manager, Keybank National Association.

The College is experiencing noticeable growth in its transfer and career programs as well as Clinton Online, which is part of the award winning SUNY Learning Network. Clinton Community College proudly fosters a strong alliance with local business and industry, through the Continuing Education, Workforce Development and Community Service Office, thereby ensuring the future growth of the College and the community it serves.



# Where Is CCC?

## Directions to CCC

**EAST:** The Cumberland Head - Grand Isle ferry operates year-round. Two other ferries are available part of the year from Burlington to Port Kent and from Charlotte to Essex. For more information about ferry service on Lake Champlain and directions visit [www.ferries.com](http://www.ferries.com). When leaving the ferry dock, follow the Commodore Thomas Macdonough Highway to the traffic light where it intersects with Cumberland Head Road, continue straight to second traffic light where it intersects with Route 9 (near Gus' Red Hots), approximately four miles. Go straight to I-87 South and follow directions below from the North.

To use the bridge, take Highway 89 to Swanton. Turn left onto 78 and follow the signs marking Route 78 to Alburg and turn right onto Route 2. After crossing the bridge, turn left onto Route 11 and follow the signs to Highway 87 S.

**NORTH:** Take I-87 South, take Exit 36, following signs to the college, turn left onto Route 22, turn left onto South Junction Road. At the very end of South Junction Road, turn left onto Route 9. CCC is approximately two miles farther on the right.

**SOUTH & WEST:** From Buffalo/Syracuse area, take I-90 West to Albany then take I-87 North, Exit 35. Following signs, turn right onto Bear Swamp Road, follow to end, turn left onto Route 9, CCC is approximately three miles farther on the right.

From New York City Metro Area, simply take I-87 North, Exit 35. Following signs, turn right onto Bear Swamp Road, follow to end, turn left onto Route 9, CCC is approximately three miles farther on the right.

From the Canton/Potsdam Area, take Route 11 heading East, get on I-87 South, take Exit 36, following signs to the college, turn left onto Route 22, turn left onto South Junction Road. At the very end of South Junction Road, turn left onto Route 9. CCC is approximately two miles farther on the right.

Need additional help? Get driving directions from MapPoint or Map Quest. CCC is located at 136 Clinton Point Drive, Plattsburgh, NY 12901.

Traveling By BUS or Train: Greyhound Bus Service or Amtrak Train Service

### Traveling By Air:

Allegiant and Myrtle Beach DirectAir offer air services into and out of the new International Airport in Plattsburgh, visit: <http://www.plattsburghinternationalairport.com> for more information.

### Other airports near Plattsburgh:

Burlington International Airport (About 1 hour away)

Trudeau (Formerly Dorval) Airport - Montreal, Quebec, Canada (About 1.5 hours Away)

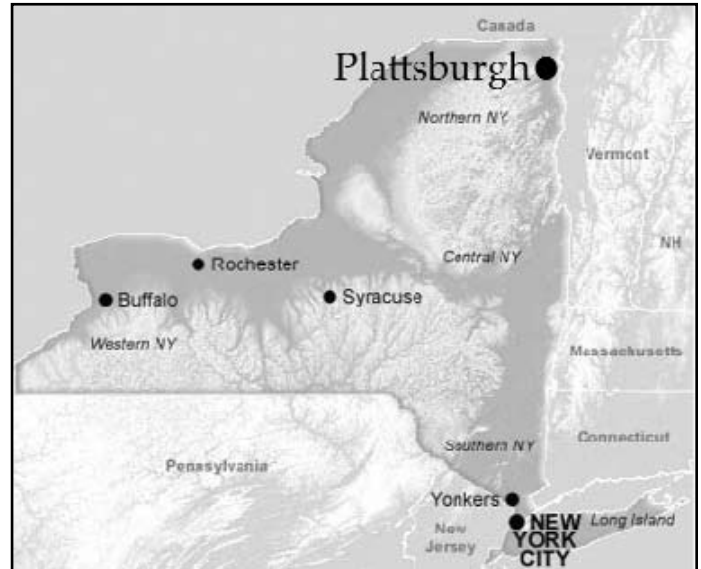
Albany International Airport (About 3 hours Away)

## Residence Hall Complex

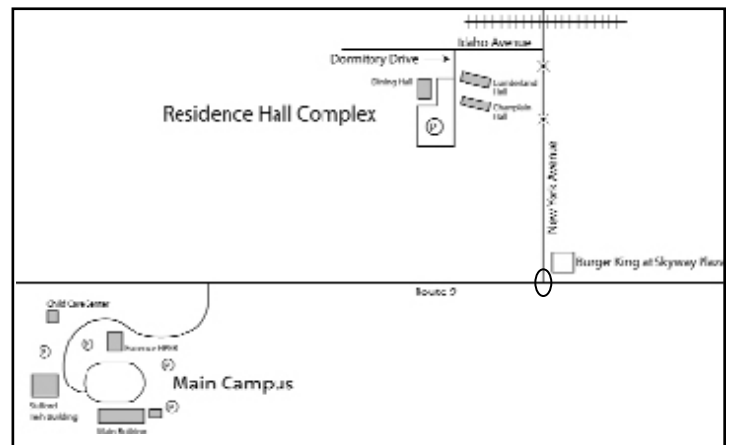
From Route 9 (U.S. Ave.) heading South: Enter traffic circle, exit 1st right onto New York Ave. (Burger King is on the right at the corner). Bear left at the fork in the road continuing on New York Ave. Turn left onto Idaho Ave. The residence halls are on the corner of Idaho Ave. and New York Ave.

From Route 9 heading North (leaving the college): Enter traffic circle, exit 3rd right onto New York Ave. (Burger King is on the right at the corner). Bear left at the fork in the road continuing on New York Ave. Turn left onto Idaho Ave. The residence halls are on the corner of Idaho Ave. & New York Ave.

From Northway 87: Exit 36, turn right onto Route 22 then right on Arizona Ave. Turn left onto New York Ave. The residence halls are on the corner of Idaho Ave. and New York Ave.



Clinton Community College is just two miles south of the city of Plattsburgh in Northern New York. The Adirondack Mountains and the Olympic Village of Lake Placid are just 45 minutes to the west. One hour to the north is the City of Montreal, Quebec, Canada's major cultural center. A ten minute ferry ride across Lake Champlain followed by a 30 minute drive south brings you to Burlington, Vermont.



## About Clinton Community College

Clinton Community College is a residential, co-educational, progressive community college with a stunning location on the shores of Lake Champlain, enjoying panoramic views of Vermont's Green Mountains and New York's Adirondack Mountains.

This location became the permanent home of the College in 1971, when the Clinton County Legislature, upon recommendation of its Finance Committee and the College Board of Trustees, approved the purchase of the property of the former Hotel Champlain.

The spacious five-story George Moore Academic and Administrative Building has been transformed into a modern educational center. It contains the Douglas Library, Tutoring Center, Student Center and Cougars Den cafeteria, Alumni Art Gallery, faculty and administrative offices and the Campus Bookstore. Classroom facilities include 12 smart classrooms, several open computer labs and computer classrooms, in addition to regular classrooms. Classrooms are connected to a fast local network and the campus has high-speed internet access.

The William H. Forrence Health, Physical Education and Recreation Center opened in November, 1991. This 40,000 square foot building houses a 1,000-seat gymnasium with elevated running track, racquetball courts, weight room, multi-purpose room, locker rooms, training room, classrooms, faculty offices, student lounge and conference rooms. Outdoor areas include a tennis court, soccer field and softball field.

The Ronald B. Stafford Center for Arts, Science and Technology opened in the Fall of 1998. The Center is home to the Industrial Technology Program, state-of-the-art science laboratories, 9 computer enhanced "smart" classrooms, fully equipped photography lab's and art studios, and a beautiful atrium and 170-seat theatre.

Child care services are available on campus. Operated by the Faculty Student Association, the Child Care Center is located in the expanded McKinley Cottage and serves approximately 38 children, both full- and part-time. Services are available to the campus community and the local community.

The college's Faculty Student Association operates two residence halls, Cumberland Hall and Champlain Hall and the adjacent PARC Dining Hall. The residential complex is conveniently located less than two miles from the main campus. Scheduled local bus service is available.

### Accreditation

Clinton Community College is accredited by the Middle States Association of Colleges and Secondary Schools. The Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, Telephone: (267) 284-5000, is the unit of the Middle States Association of Colleges and Schools that accredits degree-granting colleges and universities in the Middle States region, which includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, and several locations internationally.

The Commission is a voluntary, non-governmental, membership association that defines, maintains, and promotes educational excellence across institutions with diverse missions, student populations, and resources. It examines each institution as a whole, rather than specific programs within institutions.

The College's Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway - 33rd Floor, New York, NY 10006, 1-800-669-1656 ext. 153. The National League for Nursing Accrediting Commission (NLNAC) is responsible for the specialized accreditation of nursing education programs, both post-secondary and higher degree (Master's Degree, Baccalaureate Degree, Associate Degree, Diploma, and Practical Nursing program). The Commission has authority and accountability for carrying out the responsibilities inherent in the application of standards and criteria, accreditation processes, and the affairs, management, policy-making, and general administration of the NLNAC. NLNAC is a nationally recognized specialized accrediting agency for all types of nursing programs.

### Statement of Philosophy

It is the philosophy of Clinton Community College to serve its students, the community, and society as a whole by providing quality, affordable education.

In keeping with this philosophy, the College strives to provide liberal arts education, career education and continuing education. It also provides counseling and guidance services, tutoring services, co-curricular activities, as well as opportunities for all students to achieve self-knowledge, self-respect, and self-confidence. In addition, the College continually strives to strengthen communication and cooperation with the sponsoring community.

### The Mission

Building on a strong foundation of academic excellence and responsiveness to community and regional needs, we strive to provide "learner-focused" educational experiences through a wide array of transfer, career, and life-long learning programs, partnerships with our local K-12, vocational, and university neighbors, and emphasis on access, opportunity, and empowerment for the broad range of students we serve.

### Vision Statement

Clinton Community College will position itself as a comprehensive provider of educational opportunities to help students bridge academic, economic, technological, and cultural divides, participate in local and global societies, and prepare them for the 21st century workplace.

### Values Statement

As stewards of Clinton Community College's "learner-focused" mission, the following values form the core of our individual and shared commitment to educational excellence:

**Focus on the Student** - First and foremost committed to student success, CCC is deeply attentive to understanding—and providing for—the diverse learning needs and styles associated with our comprehensive teaching mission.

**Access, Opportunity, and Empowerment** - In service to our open enrollment mandate, we are committed to offering access to educational opportunities that provide students with relevant learning and career paths and empower them to pursue their professional and educational goals.

**Respect** - All members of the CCC community are committed to fostering a collegial and collaborative environment defined by principled advocacy for student needs and where all perspectives are valued and given voice.

**Community** - We are committed to being an integral and responsive contributor to the educational, economic, and social vitality of the community. We believe that "community" is about acknowledging difference and finding commonality. To that end, a hallmark of our contribution is the promotion of the wealth of diversity of thought, belief, and experience all our community members bring to the college and greater Clinton County region.

**Quality** - The College's commitment to high standards and excellence is reflected in our adherence to and promotion of these core values. We believe that meeting the needs of our students is successfully achieved through continuous assessment of our application of these values—and the outcomes they engender—as the driving force of our teaching and responsiveness to the community.

### Strategic Priorities

1. Build community within Clinton Community College
2. Embrace a holistic approach to student success
3. Build on the existing quality of learning at the College and make it the hallmark of Clinton Community College
4. Place a renewed emphasis on, and aggressively address, the learning needs of adults in the service region
5. Pursue a strategy of targeted and strategic growth
6. Become an active player in regional economic development
7. Build educational bridges
8. Position the College as a community resource and as a hub for community development.

# Academic Calendar 2008-2010

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## **Fall Semester 2008**

Opening Day	Friday, August 22, 2008 (Faculty & Staff)
Classes Begin	Monday, August 25, 2008
Fall Break (College closed)	Monday, October 13, 2008
(College open - no classes will be held)	Tuesday, October 14, 2008
First 7 week classes end	Friday, October 10, 2008
Second 7 week classes begin	Monday, October 20, 2008
Thanksgiving Recess	November 26-28, 2008
Classes End	Friday, December 12, 2008
Commencement	Friday, December 12, 2008 at 6:00 p.m.

## **Winter Session 2009**

Classes Begin	January 5, 2009
Classes End	January 16, 2009

## **Spring Semester 2009**

College Closed – Martin Luther King Day	Monday, January 19, 2009
Opening Day	Wednesday, January 21, 2009 (Faculty & Staff)
Classes Begin	Thursday, January 22, 2009
First 7 week classes end	Wednesday, March 11, 2009
Spring Recess	March 16-20, 2009
Second 7 week classes begin	Monday, March 23, 2009
No Classes (Professional Dev. Day)	Thursday, April 9, 2009
No Classes	Friday, April 10, 2009
Classes End	Friday, May 15, 2009
Commencement	Friday, May 15, 2009 at 6:00 p.m.

## **Summer Sessions 2009**

### **Session I**

College Closed – Memorial Day	Monday, May 25, 2009
Classes Begin	Tuesday, May 26, 2009
Classes End	Monday, June 29, 2009

### **Session II**

Classes Begin	Monday, July 6, 2009
Classes End	Friday, August 7, 2009

### **Flex Schedule**

May 26 – August 7, 2009

## **Fall Semester 2009**

Opening Day	Friday, August 28, 2009 (Faculty & Staff)
Classes Begin	Monday, August 31, 2009
Fall Break (no classes)	Monday, October 12, 2009
(College open - no classes will be held)	Tuesday, October 13, 2009
First 7 week classes end	Tuesday, October 20, 2009
Second 7 week classes begin	Wednesday, October 28, 2009
Thanksgiving Recess	November 25-27, 2009
Classes End	Friday, December 18, 2009
Commencement	Friday, December 18, 2009 at 6:00 p.m.

## **Winter Session 2010**

Begin Classes	January 4, 2010
End Classes	January 15, 2010

## **Spring Semester 2010**

College Closed – Martin Luther King Day	Monday, January 18, 2010
Opening Day	Wednesday, January 20, 2010 (Faculty & Staff)
Classes Begin	Thursday, January 21, 2010
First 7 week classes end	Wednesday, March 10, 2010
Spring Recess	March 15-19, 2010
Second 7 week classes begin	Monday, March 22, 2010
No Classes (Professional Dev. Day)	Thursday, April 1, 2010
No Classes	Friday, April 2, 2010
Classes End	Friday, May 14, 2010
Commencement	Friday, May 14, 2010 at 6:00 p.m.

## **Summer Sessions 2010**

### **Session I**

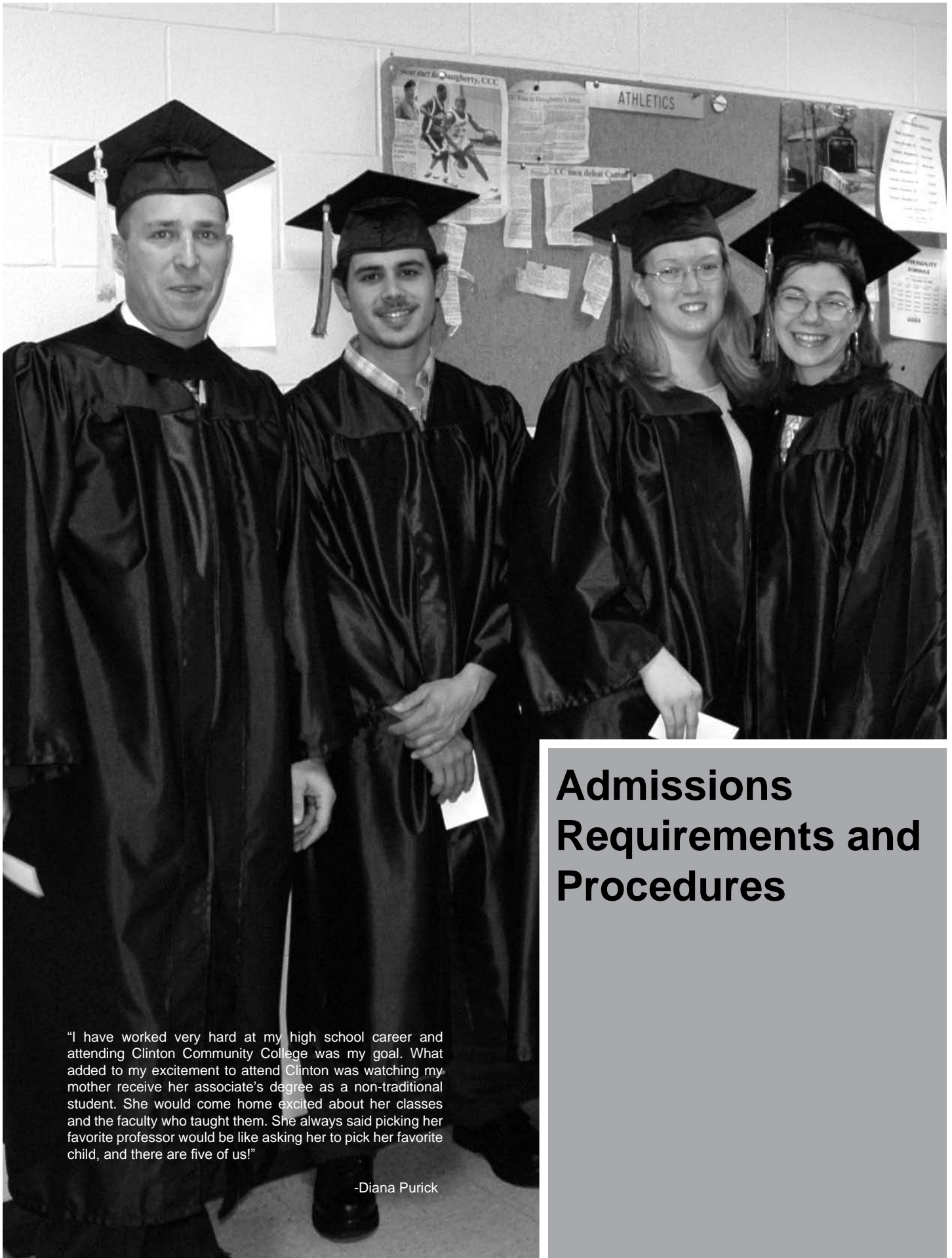
College Closed – Memorial Day	Monday, May 31, 2010
Classes Begin	Tuesday, June 1, 2010
Classes End	Friday, July 2, 2010

### **Session II**

Classes Begin	Tuesday, July 6, 2010
Classes End	Friday, August 6, 2010

### **Flex Schedule**

June 1 – August 6, 2010



## Admissions Requirements and Procedures

"I have worked very hard at my high school career and attending Clinton Community College was my goal. What added to my excitement to attend Clinton was watching my mother receive her associate's degree as a non-traditional student. She would come home excited about her classes and the faculty who taught them. She always said picking her favorite professor would be like asking her to pick her favorite child, and there are five of us!"

-Diana Purick



# Guide for New Students

Use the steps below to assist you in the process of becoming a new student at Clinton Community College:

1. Complete CCC application and return to the Admissions Office.
2. Have your High School forward an official transcript to the CCC Admissions Office. If you earned a General Equivalency Diploma (GED), forward a copy of your scores to the Admissions Office.
3. Request official transcripts from all previous colleges.
4. After receipt of Acceptance Letter submit \$50 fee of intent.
5. Apply for Financial Aid.
6. Provide documentation of immunizations. Questions may be directed to the College Nurse at (518) 562-4129 of the Main Building.
7. Schedule an appointment to take a placement test. If you are transferring credit for college-level Math and English from another college and earned "C" or better, you are not required to take the placement test. In addition, based on your ACT or SAT scores, you may not be required to take the placement test. Call (518) 562-4170 to schedule a test.
8. Schedule a Registration date with the Admissions Office. Call (518) 562-4170.
9. Obtain a Certificate of Residency within 60 days prior to the first day of the semester. Certificate must accompany tuition payment. Failure to provide Certificate of Residency will result in higher tuition costs. Certificate forms and information are available from the Bursar's Office (518) 562-4134.
10. Attend Orientation.

Clinton County residents may obtain a certificate from the Bursar's Office or Clinton County Treasurer's Office.

Non-Clinton County residents must request an application for residency from the Bursar's Office and present completed and notarized application to their County Treasurer for issuance of Certificate of Residency.

## STEP 1:

### There are two ways to apply:

1. Complete the free Clinton Community College Application. You can obtain this application by calling the CCC Admissions Office, obtain a copy from your high school's Guidance Office, or on the web at [www.clinton.edu](http://www.clinton.edu). Once you complete the application, return it to Clinton's Admissions Office.

Or

2. Complete the SUNY APC application. This application will cost you \$40.00 for each college to which you apply. You can get this application at your high school's Guidance Office. If you use the SUNY application, it will first be sent to Albany and the Admissions Office will be notified of your interest approximately three weeks after it is received by the SUNY Application Processing Center in Albany.

For assistance, call the CCC Admissions Office at 562-4170 or 1-800-552-1160 or e-mail us at [admissions@clinton.edu](mailto:admissions@clinton.edu).

## STEP 2:

### High school transcripts or GED

An official copy of your high school transcript showing all of your coursework completed to date is required. A final transcript indicating high school graduation is required upon graduation from high school. Faxed transcripts are not considered official documents. A GED will be accepted in lieu of high school transcript.

### Home Schooled Applicants

Home-schooled students will be eligible for consideration as applicants for admission to matriculated status if they can provide either:

1. A letter from the superintendent of the school district in which the student resides, attesting to the student's completion of a program of home instruction that is the substantial equivalent of a four-year high school course of instruction and meets the requirements of Section 100.10 of the Regulation of the Commissioner of Education,
2. A passing score on the general comprehensive examination for the state high school equivalency diploma (GED), or
3. Achieve a satisfactory score on an Ability to Benefit (ATB) test approved by the U.S. Secretary of Education.

Proof of high school equivalency may not be a homemade transcript or letter from a parent. If the student's home schooling experience was not monitored by a school district or accredited institution, he/she will be considered a student without a high school diploma or GED.

### Ability To Benefit Students (ATB)

As previously stated, students who have not completed high school or do not have a GED may be eligible to enroll for full-time or part-time study at Clinton, if they prove an Ability to Benefit on the College's placement test. All ATB students should first meet with the ATB/GED Coordinator before completing an application or taking the placement test in order to discuss the testing and registration process.

In cases where it has been determined that the applicant does not demonstrate the ability to benefit at that particular time, admission will be delayed until prescribed conditions (i.e. earning of GED) are met.



### Applicants Without a High School Diploma

Students who lack a high school or general equivalency diploma (GED) may apply for admission to Clinton Community College if their high school class has already graduated. These students must take the CCC placement test and demonstrate the ability and skills necessary to do college-level work in reading, mathematics and English. Individuals who do not demonstrate the ability to benefit from taking college-level work are advised to complete a GED course prior to reapplying to Clinton. Individuals who demonstrate the ability to do college-level work are admitted to the College's General Studies Certificate Program.

Upon successful completion of the General Studies Certificate Program, students must apply to the State Education Department for their GED. A nominal fee is required with the application. Please see the General Studies Certificate Program curriculum for required coursework.

### Applicants With an IEP Diploma

The New York State Education Department has ruled that an IEP diploma is different from a high school diploma in that it is not an indication of successful completion of high school study. Therefore, community colleges, including Clinton, are under no legal obligation to accept students under the terms of the New York State Full Opportunity Policy. Students who hold an IEP diploma may apply for admission to CCC if their high school class has already graduated.

Clinton Community College will review the application of IEP applicants based on the same criteria used for students who lack a high school diploma or GED.

Individuals who do not demonstrate the ability to do college level work will not be accepted to the College and will be referred to a GED program.

Individuals who demonstrate the ability to do college level work may enroll in our General Studies Certificate program.

### Admission of Known Ex-Offenders

Applicants who are ex-offenders must request and complete the Application for Ex-offender which is available at the Admissions Office. Ex-offenders must be paroled at least six months after his or her last incarceration. No application will be processed until this supplemental application is completed and returned.

Admission applicants who have disciplinary dismissals from a prior college must complete the Application for Disciplinary Dismissals. No application will be processed until this supplemental application is completed and returned.

## STEP 3:

### Previous College Transcripts

If you previously attended other colleges, you must have official academic transcripts sent from those institutions. Often these request's must be in writing to the previous college's Registrar, and there may be a charge for the service. Failure to provide these transcripts could mean a delay in finalizing your admission to Clinton and/or a delay in the release of financial aid.

### ACT or SAT Test Scores

Clinton does not require these test scores. However, they are recommended for some degree programs as a guide for placement. Also, placement tests may be waived based on SAT and ACT scores (see information regarding College Placement Testing).

## STEP 4:

### Acceptance to the College

Once your application is completed and all necessary documents have been received by the College, you will be notified of your acceptance. Included with your acceptance letter, is a request to pay a nominal fee of intent to enroll at the College. Currently the fee of intent is \$50. Upon receipt of this fee, the Admissions Office will send you placement testing and registration information.

## STEP 5:

### Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and CCC Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$4,366 (includes tuition, fees and books) per year to more than \$12,860 (including tuition, fees, books, room, board etc.)

In general, to be eligible for Financial Aid Programs a student must:

- Have a high school diploma, General Equivalency Diploma or pass a test approved by the US. Department of Education. Clinton will test students prior to being admitted.
- Be US citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not be in default on federal student loan.

### How to apply for FEDERAL Financial aid

1. File the FAFSA form by one of the following methods:
  - a. file electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - b. If borrowing, request a student loan worksheet from the Financial Aid office. Students must apply for financial aid each year and complete an electronic master promissory note at [www.hesc.com](http://www.hesc.com).

### How to apply for State Financial Aid

Clinton Community College participates in the following NYS Financial Aid Programs:

- Tuition Assistance Program (TAP) (Full time students only)
- Aid for Part Time Study (APTS)
- State Special Scholarships such as Children of Deceased or Disabled Veterans, Child of Deceased or Disabled Police Officers or Firefighters etc. For more information on New York State special scholarships contact: New York State Higher Education Services Corporation (NYSHESC) Office of Grants and Scholarships, Albany, NY or check their website at [www.hesc.org](http://www.hesc.org)

### Maintaining your financial aid

Students must meet satisfactory academic progress in order to continue to receive financial aid. There are three components to satisfactory academic progress: qualitative, quantitative and maximum time frame.

The qualitative component requires a student to achieve a certain grade point average based on the number of credit hours attempted.

The quantitative component requires that students complete a certain number of credits based on the number of hours attempted.

The charts on page 10, outline the requirements of federal and state financial aid recipients. Students must meet all components in order to continue to receive their financial aid.

## New York State Academic Progress Requirements

After this financial aid award 1.....2.....3.....4.....5.....6
This many credits must be accrued. 3.....9.....18.....30.....45.....60
This grade point average must be attained. 1.0.....1.5.....1.75.....2.0.....2.0.....2.0
In the semester of this award, this many hours must be completed. 6.....6.....9.....9.....12.....12

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Student are allowed only one (1) waiver during their academic career, regardless of where the student attends college unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

## Federal Financial Aid Academic Progress Requirements

After this many hours attempted 0-15.....16-27.....28-39.....40-51.....52-63.....64-75.....76-90
This many credits must be accrued 3.....9.....18.....27.....39.....51.....63
This grade point average must be maintained 1.0.....1.26.....1.51.....1.76.....2.00.....2.0.....2.0
This many hours must be completed 6.....6.....9.....9.....12.....12.....12
<b>Note:</b> Part-time students need to complete the following percentages of hours attempted: 50.....50.....75.....75.....100.....100.....100

## STEP 6:

### Medical Reports

All students are required to complete immunization records upon admission. According to New York State College Immunization Law, students born on or after January 1, 1957 must provide proof of immunity against measles, mumps and rubella.

Proof of immunity consists of the following:

1. Measles- two doses of live measles vaccine given on or after first birthday, physician documented history of disease or serological evidence of immunity.
2. Mumps- one dose of live mumps vaccine given on or after the first birthday, a physician documented history of disease, or serological evidence of immunity.
3. Rubella (German Measles)- one dose of live rubella vaccine given on or after the first birthday, or serological evidence of immunity.

All students are required to complete a Meningococcal Meningitis response form.

All Residence Hall students must submit proof that they've had a Tuberculosis test done within the past year before they will be allowed to move into their rooms. If a student has had a positive tuberculosis test, proof of a subsequent negative chest x-ray must also be submitted.

Review your immunization record with your health care provider so that he/she can administer any additional doses of vaccine that you may need.

Student accepted for the Nursing or Medical Laboratory Programs must adhere to the standards of the program's affiliated agencies.

## STEP 7:

### Placement Testing

All matriculated students are required to take the placement tests or meet the exemption criteria listed below before they will be allowed to register for classes. There will be no exceptions to this policy. The placement test results will be used to determine the level of English and mathematics at which the students begin their course of study.

Placement test scores are used to determine the level of study a student should pursue during his/her first semester. Students whose placement tests scores indicate that they need assistance in reading, writing, or mathematics will be placed in the appropriate basic skills courses.

Students should contact the Admissions Office for information concerning placement tests and test dates. The placement test is free of charge and offered on campus at a variety of times for the student's convenience. Students may be exempted from placement testing if they have:

1. Successfully completed a college level writing and/or math course at another college.
2. Received a grade of 90 or above in 11th grade Regents English or scored 500 and above on the Verbal SAT or 21 and higher on the English ACT exam. These students are exempt from the English section of the placement test.
3. Received a score of 85 or above on the NYS Math B Regents exam or score 500 and above on the SAT math section or score 20 or higher on the ACT math section. These students are exempt from the mathematics section of the placement test.

## STEP 8:

### Registration

Students who have been accepted to the College and have paid their fee of intent must attend a new student registration session. Course selection and registration occur at this time. Orientation is required of all new full-time students, including transfer students, to Clinton.

Call the Admissions Office at (518) 562-4170 to schedule an appointment to register.

## STEP 9:

### Certificate of Residence

To qualify for the in-state resident tuition fees, a student is required by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions: Active Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes.

Students admitted to the College who are not from Clinton County will be mailed the Application for Certificate of Residence approximately two months before registration. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented to the Bursar's Office at the time of registration.

### Residency Definition

**Clinton County Resident:** A resident of the State of New York for one year and Clinton County for six months immediately prior to registration.

**New York State Resident:** A resident of the State of New York for one year and of a county, other than Clinton, for six months immediately prior to registration, who can present a Certificate of Residence from that county.

**Non-Resident:** Any student who does not fulfill the requirements in either of the above two statements.

## STEP 10:

### Orientation

For more information, see page 41.

# Admissions Requirements & Procedures

## Admission with Advanced Standing

### Transfer Credit

Degree/certificate candidates at CCC may receive credit for similar courses completed at other accredited colleges and universities. See Transfer Procedures/Credit Evaluation in this catalog.

### The College Board Advanced Placement Exam (AP)

The College recognizes credit for Advanced Placement Examinations of the College Entrance Examination Board for college level courses taken by students while still attending high school. Advanced placement scores of three and above will normally earn the student college credit for the corresponding courses required for a degree or certificate at Clinton Community College. Specific degree programs may require higher scores in order to receive credit.

### Dantes

CCC recognizes Educational Testing Services (ETS) Defense Activity for Non-Traditional Education Support (DANTES) exams. Consult the Registrar's Office.

### Armed Forces Credit

Credit may be awarded for courses evaluated for credit by the American Council on Education (ACE).

### College Level Examination Program (CLEP) Standardized Examinations

A student may have acquired knowledge through prior learning experiences, which can be validated by passing a standardized test. College Level Examination Program Services, Defense Activity for Non-Traditional Education Support and Regents College Examinations are testing services, which offer college proficiency exams in many academic subjects. CLEP/Dantes/Regents College Exams have testing centers throughout New York State and one is located at Plattsburgh State University in the Center for Adult Learning Services (518-564-2050). Questions concerning Regents College Examinations can also be directed to the central office: Regents College Examinations, Cultural Education Center, Albany, NY 12230 (518-474-3703).

### International Students

Clinton welcomes students from countries other than the United States who qualify for study. Applicants who are not United States citizens, whether they are enrolled in school in the United States or another country, should request international student application forms from the Admissions Office ([www.clinton.edu/admissions](http://www.clinton.edu/admissions)). International applicants must meet the academic standards for admission, show proficiency in English, and certify that they will have the necessary amount of financial support needed for each year of study. Applicants who meet these three requirements are issued an I-20 form, Application for Student Visa. To certify English proficiency, international applicants whose native language is not English must submit an English language proficiency report along with their application. Depending on enrollments, Clinton offers English as a Second Language courses at the intermediate and advanced levels; student should contact Admissions Office for more information. Applicants should take the Test of English as a Foreign Language (TOEFL) and submit those scores. Information about the TOEFL examination may be obtained at [www.toefl.org](http://www.toefl.org) or in writing: TOEFL, Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA.

## Competitive Degree Programs

Nursing requires students to have previous coursework that makes these programs selective in nature. The Admissions Office handles acceptance into these programs separately. Also, additional applications and paperwork may be required in order to determine admission.

If a student does not have the required coursework for immediate admission to a competitive degree program, they will be offered the opportunity to enroll in a general course of study to prepare for admission into the competitive degree. Call or write the Admissions Office for more information about these programs.

### Nursing Program

Admission to this program is selective. Decisions will be made by the Nursing Admissions Committee. In addition to the general college admission procedures, applicants must file a separate nursing application directly with the Admissions Office. The process includes:

1. Completion of a college preparatory high school program which must include four (4) units of English, three (3) units of social science, two (2) units of mathematics and three (3) units of natural laboratory science (biology and chemistry required) OR satisfactory achievement in equivalent college level courses. An overall high school average of 80 or better is expected.
2. Completion of the college's placement test, unless the exemption criteria has been met.
3. Submission of ACT or SAT results if available.
4. Three letters of character reference from other than a relative.
5. Official transcript of a prior post-secondary education.
6. A personal interview may be required.
7. Ability to meet New York State statutory regulations which mandate persons licensed to practice nursing must be emotionally and physically sound.
8. Students who have attended other nursing schools must arrange to have a letter sent from that school concerning the reasons for withdrawal.
9. Credit for prior science courses (Anatomy & Physiology and Microbiology) will be recognized if course(s) have been taken within five (5) years of admission to Nursing and a grade of "C" or better was earned.
10. Must be eligible for MAT 101 or higher.

Candidates admitted to the Nursing Program must provide a satisfactory health report, using a form provided by the College.

Students enrolled in nursing are expected to abide by the rules and regulations listed in the Handbook for Students in the Department of Nursing: which is distributed to all new entering nursing students. All nursing students are expected to attend Nursing Orientation and Registration sessions.



## Transfer Procedures

### Credit Evaluation

The amount of transfer credit accepted varies according to the curriculum requirements of the program being pursued; however, in every case a minimum of fifteen (15) credit hours must be completed at Clinton Community College to qualify for a degree or certificate. Transfer credits may be awarded, at the discretion of the Registrar, for the following reasons:

1. Academic credit earned at a post-secondary institution which is authorized by a state Department of Education to grant an Academic Degree. Grades of "C" or better will be transferred in to CCC. For grades less than 'C', see policy on transfer of "D" grades below. "Pass" grades will be transferred in to CCC for credit, providing that the course and higher education institution in question meet transfer criteria.
2. Credit earned through military service schools, based upon the recommendation of the American Council on Education regarding collegiate level courses.
3. Credit earned through United States American Forces Institute (USAFI) courses, based on the recommendation of the American Council on Education.
4. Credit by examination through the College Level Examination Program (CLEP) when results meet the recommendations of the American Council on Education.
5. Credit by examination through the College Proficiency Examination Program with a minimum grade of C.

Transfer credits do not affect the quality point average earned at Clinton Community College. Only credit hours are transferred, not grades or quality points.

#### **Exception to transfer procedures:**

The Nursing program will accept transfer credit for BIO 226 - Anatomy and Physiology I, BIO 227 - Anatomy and Physiology II, and BIO 204 - Microbiology, if the course was taken within the past five (5) years.

### Policy on Transfer of "D" Grades

Clinton Community College will accept for credit a maximum of three (3) courses (not more than twelve credit hours) for which a student had earned a grade of "D" for transfer credit.

The "D" grade course(s) from the transfer college have been earned within five (5) years from the date of application for transfer of "D" credit AND either A or B below:

- A. The student has completed a minimum of twenty-four (24) credit hours of study elsewhere with a grade of C or better for at least twelve (12) of the twenty-four (24) hours; OR
- B. The student has satisfactorily completed one full semester at Clinton Community College with the grade of C or better for at least twelve (12) credit hours of study.

### Undeclared Student Status

Students may choose to remain in the "undeclared major status" for a period of time upon entry to the College in order to allow them time to decide on a career path and major field of study. All students must declare a curriculum or major at Clinton Community College by the time they have completed 24 credits of study at the College. The major may be either one of the formal curricula listed in this catalog or an approved individualized studies degree program.

### Non-Matriculated (Non-Degree Seeking) Status

This status is reserved for students who are not seeking a degree or certificate at the time of admission, are not interested in receiving financial aid, and who wish to waive placement testing and academic advisement which would normally determine the suitability of their courses for degree fulfillment or transfer credit.

Because of these conditions, enrolling for classes under this status is streamlined. The Non-Matriculated Student Status is designed to allow any interested individual to attend college credit courses without declaring a major or seeking a degree.

Students who register under this status for a given semester may not matriculate until the following semester.

This status is most suited to students who wish to enroll in courses for the following reasons: personal enrichment, learning/upgrading job skills, fulfilling degree requirements for another institution.

### Direct Conversion Guidebooks

Nationally recognized guidebooks (American Council on Education or Program on Non-Collegiate Sponsored Instruction) have established recommended credit conversion for civilian or military jobs. To have potential credits actually evaluated (converted by guidebook and placed on college transcript), the student must make an appointment with the Registrar and provide documentation.

### College Proficiency Test

Faculty/department prepared proficiency examinations may be available for selected courses offered at Clinton Community College. A student can challenge any specific course if a faculty member makes an exam available. After paying the required examination per credit hour fee and passing the examination a student will earn credit for the course. The student should contact the Life Experience Credit Program Coordinator at 518-562-4142

### Senior Citizen Auditing

Persons who have reached the age of sixty may register free as auditors in credit or non-credit courses. Registrations for credit-bearing courses will be accepted on a space available basis. No credit will be granted to auditors, no examinations will be required, and no outside work will be assigned to them. Non-credit courses and workshops must have the required minimum of paying students, and senior citizen auditors cannot be counted when determining whether or not a course has the minimum enrollment. Lab fees or other fees may be charged.

### Special Notice for Veterans

Veterans with more than one year of active duty in the armed service may petition for two credit hours of Health/Physical Education (HPE) credit. This credit may be awarded on the basis of verified participation on active duty in the U.S. Armed Forces which includes a concentrated period of physical education activities (basic training).

# How to Register for Classes

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Certain procedures are necessary in order to register for courses. Students wishing to enroll should follow the process given according to their enrollment status.

## **New Students**

Please refer to pages 8-10 for information.

## **New and Transfer Students**

Students who are new to Clinton but have attended a prior college (s) and wish to enroll in a degree or certificate program need to:

1. Apply to CCC by completing the free application available at the Admission's Office (562-4170) or by completing the application via the web at [www.clinton.edu](http://www.clinton.edu).
2. Official transcripts from High School and all prior colleges must be sent to the Admission's Office.
3. Submit immunization records to the College Nurse (562-4129).
4. Contact Counseling & Advisement for an appointment with an advisor (562-4199) and to sign up for a placement test (if needed).
5. Pay for classes by due date specified on bill.
6. Attend Orientation.

## **Continuing Students**

Full-time or part-time students who will return to Clinton the next semester (no break in attendance) and are working towards a degree or certificate need to:

1. See your assigned advisor during the registration period to complete a registration card.
2. Submit the registration card to the Registrar's Office (in person) to update contact information and data entry of course (s).
3. Pay for classes by due date specified on bill.

## **Returning Students**

Full-time or part-time students who have had a break in their attendance at Clinton (excluding summer semester) and are working towards a degree or certificate need to:

1. Contact Counseling & Advisement for an appointment with an advisor (562-4199) .
2. Submit official college transcripts to the Admissions Office if another college (s) was attended since last attending CCC.
3. Pay for classes by due date specified on bill.

## **Non-Matriculated Students**

Students who are not seeking a degree or certificate and are not interested in receiving financial aid (student loans included) need to:

1. Go to the Registrar's Office to complete a non-matriculated registration form and register for class (es).
2. Submit immunization records to the College Nurse, if applicable (562-4129).
3. Pay for classes by due date specified on your bill.

# Online Learning

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The College offers credit courses and academic programs via the Internet in two different formats. Asynchronous courses are taught entirely on the web, and students can take the course without ever coming to campus. A hybrid course is taught almost completely online but requires some on-campus meetings per semester. The course content in either format is identical to on-campus courses. In addition, the quality of teaching and learning online is as high as on-campus courses. Students take tests, write papers, complete homework assignments, and participate in discussions, via the Internet. Students can work on class assignments any time of night or day that is appropriate for them. Books and other class materials can also be ordered via e-mail.

The technology requirements for a computer with:

- Processor; Pentium II (PC) or G3 (Mac)
- Operating systems: Windows98 (PC) or Systems 8 (Mac)
- RAM: 64 MB
- Modem: 56K
- Internet access
- Web browser: Internet Explorer 5.5 (PC) or 5.2 (Mac), Netscape 6.2 (PC or Mac) with cookies allowed from suny.edu domain
- Valid working email address that accepts email from SLN
- Word processing software that allows you to save files in Microsoft Word 6.0 or Rich Text Format (RFT)

Some good reasons to take courses on the Web:

- You live a long distance from campus.
- You work during the day.
- You have children that keep you at home.
- The course you need isn't offered at a time you can take it.
- You're a highly motivated student who wants to try something new.

Some courses may require additional software.

Current online course offerings are listed on CCC's website. For more information, call the Online Learning Coordinator at (518) 562-4281 or [onlinelearning@clinton.edu](mailto:onlinelearning@clinton.edu).

## **Business Administration (Transfer)**

This Associate in Science degree is intended for students who wish to transfer to a four-year college or university in Business Administration.

## **Business Administration (Career)**

The Business Administration career program has been developed for students contemplating careers in the expanding field of marketing, sales, retailing, advertising, personnel, office management and other related fields.

## **Liberal Arts: Humanities/Social Science**

This Associate in Arts degree prepares students for transfer to four-year programs in many professional fields, including history, art, psychology, sociology, communications, and many others.

## **Liberal Arts: Math/Science**

This Associate in Science degree prepares students for transfer to four-year programs in many professional fields, including math, biology, chemistry, environmental science, and many others.

You can complete most General Education Requirements for other CCC degree programs online.

You can complete the first two semesters of most CCC degree programs online.

Online learning courses have the same content and standards as on-campus courses. The quality of teaching and learning online is as high as on-campus courses. Students take tests, write papers, complete homework assignments, ask and answer questions, and participate in discussions via the internet.



# Alternative Educational Options

## College Advancement Program (CAP)

The College Advancement Program exists to better serve the needs of the local high school student population. The CAP Program enables high school students to receive, simultaneously, both high school and college-level course credit. The objective of this program is to provide high-performing high school students an affordable opportunity to experience college-level courses, and, as a result, improve their chances of being successful in their transition from secondary to post-secondary education. Students participating in the CAP program are non-matriculated (non-degree seeking) students of CCC. However, students enrolled in CAP must meet the same placement requirements as matriculated students.

A Clinton Community College Dual Credit high school course has the same academic rigor as our on campus courses. CAP gives students the opportunity to get a “jump start” on earning college credit at one-third the cost.

## Who Participates in the CAP Program?

Admission to the CAP program is designed to ensure student success. Students who wish to enroll in the CAP/Dual credit courses through their high school must:

- Have completed their sophomore year of high school
- Be recommended for admission by a high school counselor, principal, assistant principal or superintendent
- Meet the same placement requirements as on-campus students (i.e. English, Math)

## Who teaches CAP Courses?

Instructors teaching in the CAP Program have CCC adjunct faculty status, and as such, hold appropriate credentials.

## How can the CAP Program Help Students?

Students will:

- Get a head start on their college education
- Gain self-confidence in their ability to do college-level work
- Enrich high school curriculum
- Receive an official College Transcript verifying completion of college-level work

## What about transferability?

Credits will transfer to most other colleges and universities; however, each institution has its own policies and regulations concerning the transfer of credits. Students are advised to check with the college(s) they are considering regarding transferability.

## For more information on Alternative Educational Options, including:

- Basic Skills Program
- Independent Study
- Directed Course Study

see **Addendum 1** on page 142.

## Life Experience Credit Program

Clinton Community College recognizes that college level learning may be acquired outside the traditional classroom setting. Students may be awarded college credit for prior work experiences in which college level learning occurred. The most important point is that Life Experience Credit is awarded for learning, not for experience. Many students have prior learning experiences that are extremely valuable and worthwhile, however, these experiences may not convert into college credit. In order to be awarded Life Experience Credit, the learning outcomes must be shown to be equal to a similar college classroom experience. Awarding college credit for experience requires identifying and documenting the college learning gained outside the classroom.

There are four methods available for demonstrating prior learning experience equals college level credits and each method has its own special procedures and advantages/disadvantages. Interested students should schedule a meeting with the Life Experience Credit Coordinator and should be ready to discuss any significant prior learning experiences. The coordinator can then advise the student whether or not to pursue Life Experience Credit, and which method is most appropriate.

## College Track/GED-ATB Program

The College Track/GED Program is for students who did not complete High School Degree. Students pursue their College Degree and GED at the same time. Upon successful completion of 24 credits in the general studies area, GED Certificate is awarded without having to take a GED examination. Once the 25 general education credits are achieved and GED is earned, the student is almost half way towards completion of a College Associate's Degree.

## Internships/Practicum

An internship is a college course that occurs, not in the classroom but in a work-based environment that is directly related to your area of study. These college courses award credit hours toward a degree for graduation and students will receive a grade for the course. The three components of an internship are the student, the academic advisor (class instructor) and the site sponsor (work supervisor). An Intern must complete a minimum of contact hours during a 15-week semester (or 10 weeks over the summer) at a sponsor site. Students also need to develop a soft-skill foundation essential for success in the workplace by attending one-hour class seminars each week.

A student must be enrolled in a degree program at Clinton Community College that supports an internship or practicum. A student must have completed at least one half (30 credit hours) of their program curricula (degree requirements). In addition to the credit hour requirements, a student must have a Q.P.A. of 2.0 (C) or higher to participate in an internship. The student also needs permission from their academic advisor who agrees that the student is ready for this type of experience. Students must consider their availability to this type of commitment. Frequently students are attending school, have significant social or family commitments and might be working simultaneously. It may be difficult to find the time required to fulfill the obligations of this course. Setting up internship placement takes some preparation before the class begins. The process requires finding an appropriate placement site for each student's academic interest and career aspirations. Contact with the internship coordinator's office in the semester prior to a student's internship is recommended.

# Tuition & Fees

Tuition and Fees are subject to change, without notice, at the discretion of the College. Tuition and fees are set each year by the Board of Trustees and published in a separate document. Tuition and fee schedules are available at the Bursar's Office or the college website at [www.clinton.edu/bursar](http://www.clinton.edu/bursar).

## 2007-2008

### Full-Time Students (per semester)

Students earning 12 or more credit hours are considered full-time. Students registering for more than 18 credit hours per semester will be charged \$134 (NYS resident), \$335.00 (out of state resident) for each additional semester hour in excess of 18 credit hours.

*Fee of Intent (non-refundable deposit)	\$50.00
**Tuition, New York State Residents	1,610.00
Tuition, Non-Residents	4,025.00
Student Activity Fee	65.00
Alumni Fee (optional)	5.00
Insurance, Mandatory Accident	18.00
Records/Portal Fee	40.00

\*Full time, first time students admitted to selective admissions programs (e.g. Nursing)

### Part-Time Students (per semester)

Fewer than 12 credits per semester

**Tuition, New York State Residents	\$134.00 pchr
Tuition, Non-Residents	335.00 prchr
Student Activity Fee	5.00 pchr
Alumni Fee (optional)	5.00
Records/Portal Fee	20.00

College Advancement Program	
Tuition, New York State Residents	50.00 pchr

\*\*In order to qualify for New York State resident tuition rates, students must submit a valid Certificate of Residence along with their payment.

### Course Cancellation Policy

The college reserves the right to cancel a scheduled course. When this occurs, every effort is made to inform students in a timely manner. In the case of a canceled course, all tuition and fees related to the course will be refunded in full.

### Fees

Art Lab	42.00
Biology Lab	48.00
Chemistry Lab	48.00
Computer Science	48.00
Distance Learning	\$20.00/cr hr
Electronics Technology Lab	48.00
Environmental Science	48.00
Geology Lab	48.00
Industrial Technology Lab	48.00
Nursing Lab	55.00-75.00
Nursing Malpractice Insurance	22.00/Year, 11.00/Semester
Physics Lab	48.00
Proficiency Examination or Portfolio Review	45.00/cr hr

Note: A student whose records are impounded due to an outstanding obligation owed to the College will not be allowed to register and attend classes. (Examples of outstanding obligations include prior account balances, parking tickets, library fines, etc.)

### Certificate of Residence

To qualify for the resident tuition fees, a student is required by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions: Active Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes.

Students admitted to the College who are not from Clinton County will be mailed the Application for Certificate of Residence approximately two months before registration. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented at the time of registration to the Bursar's Office.

### Residency Definition

**Clinton County Resident:** A resident of the State of New York for one year and Clinton County for six months immediately prior to registration.

**New York State Resident:** A resident of the State of New York for one year and of a county, other than Clinton, for six months immediately prior to registration, who can present a Certificate of Residence from that county.

**Non-Resident:** Any student who does not fulfill the requirements in either of the above two statements.

### Payment

It is important to understand that to be a registered student at Clinton Community College, you must return your bill with full payment\* and a Certificate of Residence form to the Bursar's Office by the due date specified on your bill.

\*The payment may consist of cash, check, VISA, MasterCard, financial aid awards, and/or completed deferral obligations.

### Refund of Tuition and Fees

To obtain a refund, it is necessary for the student to complete the appropriate Add/Drop form and submit it to the Registrar's Office. Refunds will be received from 4 to 6 weeks after withdrawal.

### Section 602.11 of the Code of Standards and Procedures for Community Colleges Operating Under the SUNY Program States:

(a) A student who is given permission to cancel registration shall be liable for payment of tuition and refundable fees in accordance with the following schedule:

### Schedule of Student Tuition Liability

Liability	Semester	10-Week Term	8-Week Term or less
Prior to 1st Day	0	0	0
During 1st Week	25%	50%	75%
During 2nd Week	50%	75%	100%
During 3rd Week	75%	100%	100%
After 3rd Week	100%	100%	100%

(1) Approval of the cancellation with the date it becomes effective must be certified by the chief executive officer of the College or his duly designated representative. No money shall be refunded unless application for the refund is made within one year after the end of the term for which the tuition requested was paid to the College. The first day that classes are offered, as scheduled by the College, shall be considered the first day of the semester, quarter or other term, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.

(2) A tuition liability schedule for any term other than those listed in the schedule above shall be determined by the chief executive officer of each college subject to the approval of the Chancellor of State University.

**(b) Exceptions.**

(1) There shall be no tuition or refundable fee liability established for a student who withdraws to enter military service prior to the end of an academic term for those courses in which he does not receive academic credit, provided the student submits proper certification of such military service from an appropriate military official.

(2) A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.

(3) Tuition and fees collected in error, or in amounts in excess of the required amounts may be refunded. The request for refund shall include the reason for and the amount of the refund.

(4) A student who is receiving Veterans Administration benefits under the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), see subdivision (d) of this section, and is enrolled in a nonaccredited program may not be charged on withdrawal in excess of the approximate prorated portion of the total charges that the length of the completed portion of the program bears to its total length and shall be entitled to a refund of any amount paid in excess thereof.

(5) A student who withdraws while receiving Federal financial assistance under Title IV of the Higher Education Act of 1965, as amended, under section 668.22 of title 34 of the Code of Federal Regulations (34 CFR 668.22), shall receive a calculation of earned vs. unearned financial assistance based on the withdrawal date and determined on a pro rata basis of completion of the enrollment period. If the student withdraws on or before the completion of 60% of the enrollment period and has received more grant or loan assistance than he/she has earned, the institution and/or the student is responsible for the return of the unearned funds to the Title IV program as the law specifies. This return may result in additional charges assessed to the student's account.

(6) Notwithstanding any other provisions for refund, when a student has withdrawn through circumstances beyond his or her control, under conditions in which the denial of refund would cause undue hardship, the chief executive officer of the College may, in his or her discretion, determine that no liability for tuition and fees has been incurred by the student, provided the student has not received or will not receive academic credit for the term. Such action, including the reason therefore, shall be in writing. (c) Military personnel withdrawing from any program or term because of changes of assignment beyond their control and upon proper certification of such change from a base education service officer or other appropriate military official shall be deemed to have incurred no liability for tuition and fees due from such personnel, as opposed to tuition and fees paid by the Federal government in their behalf. (d) Section 668.22 of title 34 of the Code of Federal Regulations, revised as of July 1, 1997, the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), and sections 1070, et seq. of title 20 of the United States Code, as amended by Pub. L. No. 105-33, 111 Stat. 648 (1997), which have been incorporated by references in this section are on file in the Office of the Secretary of State of the State of New York, 41 State Street, Albany, NY 12231-0001. They are also available for public inspection and copying in the State University of New York Office of the Vice Chancellor for Finance and Business, State University Plaza, Albany, NY 12246. The Code of Federal Regulations and the United States Statutes at Large are published by The National Archives and Records Administration's Office of the Federal Register. The United States Code is published by the Office of the Law Revision Counsel of the United States House of Representatives. Copies of the publications

may be obtained from the United States Government Printing Office Superintendent of Documents Sales Service, Washington, DC 20402.

**Return of Federal Title IV Funds Policy**

Section 484B of the Higher Education Act of 1965 as amended by the Higher Education Amendments of 1998 (Public Law 105-244) requires a return of Federal Title IV funds for students who withdraw from school on or before the completion of 60% of the payment period.

The institution will make a determination of the percentage of grant or loan assistance earned for the period the student attended during the payment period. If the student has received more grant and/or loan assistance than the amount earned, the institution, the student or both are responsible for returning the unearned funds as the law specified. The amount of unearned Title IV aid due from the institution will be calculated by multiplying the percentage of Title IV aid unearned times the institutional charges for the payment period.

The student, or parent for a PLUS loan, is responsible for returning the difference between the unearned aid disbursed and the amount the institution will return. Loan funds that a student must return, or parent for a PLUS loan, are repaid in accordance with the terms of the promissory note. In the case of grants, PELL and FSEOG, the law provides that the student's responsibility for returning funds is reduced by 50%. Arrangements can be made for returning grant overpayments by contacting the Department of Education.

Funds are required to be returned to the Title IV programs, up to the total net amount disbursed from each source, in this order:

1. Unsubsidized FFEL/Direct Stafford Loan\*
2. Subsidized FFEL/Direct Stafford Loan\*
3. Perkins Loan\*
4. FFEL/Direct PLUS\*
5. Federal PELL Grant
6. FSSEOG
7. Other Title IV programs

\*For students and parents, loan amounts are returned in accordance with the terms of the promissory note.

The school will advise the student, or the parent in the case of a PLUS loan, in writing, if they are eligible for a post-withdrawal disbursement for grant or loan assistance earned and not credited to outstanding charges on the student's account.

The student, or parent in the case of a PLUS loan, may accept or decline some or all of a post-withdrawal disbursement. To accept all or some of the post-withdrawal disbursement, the student or parent, in the case of a PLUS loan, must respond to the institution's notification within 14 days of the date that the institution sent the notification. If a student, or parent in the case of a PLUS loan, does not reply within 14 days of the date that the institution sent the notification, the school will assume that the post-withdrawal disbursement has been declined and no further disbursements will be made.

**Workshop Refunds**

Before First Class .....	100%
After First Class .....	0%

Refunds should reach you from four to six weeks after you have reported your withdrawal.

**Tuition Appeals**

A Tuition Appeals Committee reviews requests for refunds not meeting the Refund Policy criteria. Appeals must be submitted to the Tuition Appeals Committee, utilizing the form available at the Bursar's Office and the Continuing Education Office. Request for refunds must be made within one year after the end of term for which the tuition was paid.

**Course Cancellation Policy**

The College reserves the right to cancel a scheduled course. When this occurs, every effort is made to inform students in a timely manner. In the case of a canceled course, all tuition and fees related to the course will be refunded in full.



# Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and CCC Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$3,780 (includes tuition, fees and books) per year to more than \$11,296 (including tuition, fees, books, room, board etc.)

## Sample Annual Budgets 2007/2008

	Commuter	Residents in CCC housing
Tuition & Fees*	\$3,566	\$3,566
Room & Board	1,500	7,100
Transportation**	1,894	650
Books	800	800
Miscellaneous	750	744
Totals	\$8,510	\$12,860

\*Based on in-state tuition. \*\*May vary based on distance.

Students wanting to be considered for financial aid at CCC (including student loans) must complete the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA not only determines student eligibility for all federal aid including the PELL Grant program, but it also is the generating document for the New York State Tuition Assistance Program (TAP). A student who lists a NYS address on the FAFSA and at least one college located in NYS will have an EXPRESS TAP Application (ETA) sent to them as a result of filing the FAFSA. The separate ETA must be completed, signed and returned in order for the student to be considered for a TAP award. Financial aid at CCC is awarded based on student eligibility, need and the availability of funds.

### Steps for filing for Financial Aid:

- File the FAFSA form by one of the following methods:
  - file electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - complete the renewal FAFSA
  - Complete the Express TAP Application (ETA) and mail in the envelope provided.
- If borrowing, request a student loan worksheet from the Financial Aid office. Students must apply for all financial aid each year and complete an electronic Master Promissory Note at [www.hesc.com](http://www.hesc.com).

### Federal Aid

In general, to be eligible to receive federal aid students must:

- Show financial need based on the information provided on the FAFSA.
- Complete the verification process with appropriate corrections (if required) prior to aid being processed.
- Have a high school diploma, General Equivalency Program or pass a test approved by the US. Department of Education. Clinton will test students prior to being admitted.
- Be US citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.

- Not owe any refunds on a PELL Grant or other federal funds received.
- Not be in default on federal student loan.

Clinton Community College participates in the following federal Financial Aid Programs:

- Federal Pell Grants
- Federal Stafford, subsidized and unsubsidized, Federal Parent Loan for Students
- Federal Supplemental Educational Opportunity Grant - FSEOG
- Federal Work Study - FWS
- Aid to Native American Students

Federal Pell Grant is designed to provide financial assistance to full and part-time students. Amount: During the 2008/2009 academic year the awards will range between \$523 and \$4,731 for eligible students.

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA) Clinton's code is 006787.

Notification: Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will then calculate the PELL award based on that document, or request more information as needed. Eligible students will be notified in writing of their awards.

The Federal PELL Grant will be credited to the student's account and will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

### Campus Based Aid

Students are evaluated for campus based aid on the basis of information provided on the Free Application for Federal Student Aid (FAFSA). Awards are based on student financial need as well as availability of funds.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Eligibility: Recipients must have exceptional financial need and be in an approved program.

**Amount:** FSEOG awards at Clinton range from \$300-\$1,000 per year depending on financial need and the availability of funds.

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA). The established cutoff date for consideration of FSEOG funds is May 1st. All applications received/processed prior to this date will be considered for these funds. Applications received/processed after this date will only be considered if funds are still available.

Notification: Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will then award aid as indicated, or request more information as needed. Applicants awarded FSEOG will be notified in writing of their awards.

FSEOG awards will be credited to the student's account and will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

### Federal Work Study Program (FCWS)

Eligibility: Recipients must be enrolled at least half-time and have financial need as determined by the FAFSA.

Amount: Federal Work Study positions pay not less than minimum wage and average 6 - 10 hours per week.

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Notification: Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will determine if the applicant is eligible for Federal Work Study, or requests more information as needed. Eligible students select a job from a list of eligible positions. Once the student has been interviewed by the job supervisor, and hours have been set, the student returns to the Financial Aid Office to pick up their student appointment form. The student is then sent to the Payroll Office to complete payroll paperwork.

Federal work study will be disbursed in accordance with the College payroll schedule, based on approved time sheets submitted.

### Federal Family Educational Loans Program

The loan program allows students to borrow money from a bank or other participating lender. Applicants must complete the FAFSA, a loan worksheet and a Master Promissory Note. The loan worksheet and instructions for completing an electronic Master Promissory Note are available at the Financial Aid Office or [www.clinton.edu](http://www.clinton.edu).

Each first time student loan recipient will be required to complete an electronic entrance interview prior to receiving their student loan disbursement. In addition, first time borrowers at Clinton will have a 30 day delayed disbursement of their loan. Prior to receiving their loan proceeds, students may need to get instructor's signature indicating that they have been attending classes on a regular basis. All borrowers must attend an exit interview when graduating or withdrawing from school.

The Federal Family Educational Loan will be credited to the student's account. Loan proceeds will be applied against outstanding tuition, fees, and authorized charges and the remaining student loan proceeds will be refunded to the student, in accordance with the College's disbursement schedule available at the Bursar's Office. Refund payments are made by check and must be picked up in person with identification.

### Federal Subsidized Stafford Loan

This is a subsidized loan with the interest being paid by the government until 6 months after you leave college or attend less than half time.

Eligibility: Eligibility is determined using the following: cost of attendance, other financial aid, and expected family contribution as determined by the FAFSA.

Amount: A first year student (less than 30 credit hours towards their degree) may borrow up to \$3,500 per year. Second year students (30 or more credit hours towards their degree) may borrow up to \$4,500 per year. Undergraduate students may borrow an aggregate limit of \$23,000.

Interest: Depends on date of first disbursement.

Notification: After processing the loan application, the Financial Aid Office notifies the student as to the amount of the loan and the approximate disbursement date. Loans are subject to the approval of the Guaranty Agency and participating lender. Students will receive an official approval from the Guaranty Agency.

### Federal Unsubsidized Stafford Loan

This loan has all the same terms as a Federal Subsidized Stafford Loan except: you are responsible for the interest while in school and you do not need to prove financial need to receive the loan.

Eligibility: Is determined using cost of attendance and other financial aid.

Amount: A first year student (less than 30 credit hours towards their degree) may borrow up to \$3,500 per year. Second year students (30 or more credit hours towards their degree) may borrow up to \$4,500 per year. Independent undergraduates are eligible for additional amounts. Check with the Financial Aid Office to determine your eligibility. Undergraduate students may borrow an aggregate limit of \$23,000.

Interest: Depends on date of first disbursement.

Notification: Loans are subject to the approval of the Guaranty Agency and participating lender. Students will receive and official approval from the Guaranty Agency.

### Federal PLUS (Loans for Parents)

Eligibility: A parent of a dependent student must apply, must be a U.S. citizen or eligible non-citizen, may not be in default on any educational loan or owe a refund on an educational grant, and is subject to a credit check.

Amount: Cost of attendance minus financial aid.

How to Apply: Submit PLUS loan application to the Financial Aid Office.

Interest: The interest rate is variable and changes annually with a cap at 9%.

Repayment: Begins 60 days of last disbursement for loan period.

Notification: Loans are subject to the approval of the Guaranty Agency and participating lenders. Parent will receive notification of approval from the Guaranty Agency.

## FINANCIAL AID REQUIREMENTS

### To Maintain Federal Financial Aid

Students must meet satisfactory academic progress in order to continue receiving federal financial aid. Satisfactory academic progress for Federal Financial Aid Programs (Pell, SEOG, Work Study, Stafford Loans, and PLUS) includes qualitative and quantitative components.

#### Qualitative component:

Students must achieve a certain grade point average based on the number of credit hours attempted.

#### Quantitative components:

Passing Grades: Students must complete a certain number of credits based on the number of hours attempted.

Maximum Time Frame: Students must complete their degree after they have attempted semester hours equal to 150% of the published time frame for their program. Non-credit course work (during the first semester) is not considered when calculating hours attempted for the 150% of maximum time frame.

The chart below outlines satisfactory academic requirements for Federal Financial Aid recipients. Students must meet the qualitative and both parts of the quantitative components in order to continue receiving their Federal Financial Aid.

### Federal Financial Aid Academic Progress Requirements

After this many hours attempted  
 0-15.....16-27.....28-39.....40-51.....52-63.....64-75.....76-90

This many credits must be accrued  
 3.....9.....18.....27.....39.....51.....63

This grade point average must be maintained  
 1.0.....1.26.....1.51.....1.76.....2.00.....2.0.....2.0

This many hours must be completed  
 6.....6.....9.....9.....12.....12.....12

**Note:** Part-time students need to complete the following percentages of hours attempted:

50.....50.....75.....75.....100.....100.....100

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Student are allowed only one (1) waiver during their academic career, regardless of where the student attends college.

Students who do not have documented, extenuating circumstances and who have not been academically dismissed from Clinton Community College may attend at their own expense until they have reached the minimums listed in the above chart.

### NYS Financial Aid

In general to be eligible for New York State Financial Aid Programs a student must:

- Have a high school diploma, General Equivalency Program or pass a test approved by the US. Department of Education. Clinton will test students prior to being admitted.
- Be US citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not be in default on federal student loan.

Clinton Community College participates in the following NYS Financial Aid Programs:

- Tuition Assistance Program (TAP) (Full time students only)
- Aid for Part Time Study (APTS)
- State Special Scholarships such as Children of Deceased or Disabled Veterans, Child of Deceased or Disabled Police Officers or Firefighters etc. For more information on New York State special scholarships contact: New York State Higher Education Services Corporation (NYSHESC) Office of Grants and Scholarships, Albany, NY or check their website at [www.hesc.org](http://www.hesc.org).

### New York State Tuition Assistance Program (TAP) (Full-Time only)

Amount: A student's award is limited to the maximum award from the applicable award schedule or tuition, whichever is less.

How to Apply: Complete the FAFSA listing a NYS address and indicating at least one college in NYS to which you want the information sent. An Express TAP application will be mailed to the student after the FAFSA has been processed. Complete, sign and return this application in the envelope provided. Individual TAP applications are not available, the FAFSA must be filed. Apply online at [www.hesc.com](http://www.hesc.com).

Notification: NYS Higher Education Services Corporation will notify student of their award.

The Tuition Assistance Program is subject to the final passage of the New York State Budget.

### Part-Time TAP for Student with Disabilities

Eligibility: Same as TAP eligibility except students do not have to be full-time and must have a documented disability under the 1990 Federal Americans with Disabilities Act. Students will need to have eligibility verified by CCC's Disability Specialist.

How to Apply: Complete the FAFSA listing a NYS address and indicating at least one college in NYS to which you want information sent. An Express TAP application will be mailed to the student after the FAFSA has been processed. Complete, sign and return this application in the envelope provided.

Notification: NYS Higher Education Service Corporation will notify the student of their full-time Tap Award. The Certifying Official at Clinton will notify HESC of the student's status as part-time with documented disability. HESC will issue an official award notice based on part-time attendance.



## Aid for Part-Time Study (APTS)

Eligibility: The student must:

- Be working toward an undergraduate degree as a part-time student enrolled for 3-11 credit hours per semester.
- Have completed 6 credit hours at Clinton Community College with at least a 2.5 GPA.
- Retain good academic standing (students must maintain a minimum 2.5 GPA at Clinton).
- Be a resident of New York State.
- Be either a U.S. citizen, or eligible non-citizen.
- Meet income limits as set forth by NYS.

Amount: Awards will vary based on available funding.

How to Apply: Applications may be picked up at the Financial Aid Office, completed, and returned to the office with a copy of the appropriate NYS tax return.

Notification: The Financial Aid Office will notify the student of their approval or denial of APTS Awards.

New York State Financial Aid (TAP & APTS) will be credited to the student's account and disbursed according to the College's disbursement policy.

## Financial Aid Requirements To Maintain New York State Financial Aid

Students must meet satisfactory academic requirements in order to continue receiving state financial aid. Satisfactory academic progress for New York State programs includes Pursuit of Program and Academic Progress.

Pursuit of Program requires a completion grade in a percentage of a full time course load. Grades of A, B, C, D, F, I, R, and P constitute completed courses. Grades of W, WF and WY do not count as completed courses. Non-credit coursework is not considered a completion for NYS financial aid unless it is taken during the first full time enrollment period.

Academic Progress requires that the student achieve a certain grade point average based on the number of semesters attended. The chart below outlines satisfactory academic requirements for NYS financial aid recipients. Students must meet both Pursuit of Program and Academic Progress requirements.

### New York State Academic Progress Requirements

After this financial aid award
1.....2.....3.....4.....5.....6
This many credits must be accrued.
3.....9.....18.....30.....45.....60
This grade point average must be attained.
1.0.....1.5.....1.75.....2.0.....2.0.....2.0
In the semester of this award, this many hours must be completed.
6.....6.....9.....9.....12.....12

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college, unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

Students who do not have documented, extenuating circumstances and who have not been academically dismissed from Clinton Community College may attend at their own expense until they have reached the minimums listed in the above chart.

# List of Financial Aid

The following chart is a list of Financial Aid available at Clinton.

Federal Pell Grant	Students who take at least 3 credit hours a semester and demonstrate financial need. Up to \$4,437 depending on cost of attendance. Use FAFSA to apply.
New York State Tuition Assistance Program (TAP)	Students who have to pay at least \$200 a year in tuition and attend full time (at least 12 credits). Students must have a C average after receiving 2 annual payments. Graduate and professional students are also eligible. \$500-\$5,000 for first-time recipients (undergraduates), depending on their family's NYS net taxable income, the tuition amount, type of school attended, and other factors. Use FAFSA and TAP Application to apply. Apply as soon as possible, but no later than May 1 of the academic year for which you want aid. Part-Time TAP Students taking 6 to 11 credits who in the previous academic year have earned two consecutive semesters of 12 credits each (24 credits total) and maintained a "C" average. Available beginning in 2007-08 for students who have completed requirements as first-time freshmen in 2006-07.
Federal Subsidized Stafford Loan (Subsidized)	Eligibility based on financial need. Graduate and professional students are also eligible. For undergraduates, up to: \$3,500 (1st year) - \$4,500 (2nd year) - \$5,500 (each remaining year). Maximum undergraduate total: \$23,000. U.S. government pays all the interest while you're enrolled at least half time (plus the grace period after you leave school or drop below half-time attendance). Apply using FAFSA and e-Master Promissory Note.
Federal Stafford Loan (Unsubsidized)	You must use your maximum eligibility for subsidized Stafford Loans first. For financially independent undergraduate students; graduate and professional students are also eligible. No financial need requirement. For independent undergraduates, additional amounts are available with unsubsidized loans: \$4,000 (first 2 years) - \$5,000 (each remaining year). You're responsible for the interest while you're in school; you can simply make the interest payments or have them added to the principal balance. Apply using FAFSA and e-Master Promissory Note.
Federal PLUS Loan	You must: Be the natural or adoptive parent or stepparent of a dependent student. – Not have an adverse credit history – Not be in default on any educational loan, or owe a refund on any educational grant. (This rule also applies to your child.) Cost of attendance minus any financial aid that the dependent student is expected to receive. Fixed interest rate of 8.5%. Repayment begins within 60 days after the full loan amount is disbursed. Contact lender for application.
National Academic Competitiveness Grant (ACG)	U.S. citizen and Pell Grant-eligible students who have completed a rigorous high school program. Up to \$750 for 1st year and up to \$1,300 during 2nd year if enrolled full-time and maintaining a 3.0 GPA. Use FAFSA to apply.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Priority is given to: Students with exceptional financial need - Students who receive federal Pell Grants. For undergraduates, up to \$4,000 a year, with a maximum total grant of \$20,000. Use FAFSA to apply.
NYS Aid for Part-Time Study (APTS)	NYS residents who: Attend a NYS college – Take 3-11 credits per semester – Pay at least \$100 a year in tuition Up to \$2,000, depending on NYS net taxable income. Awards determined by college. Contact the college financial aid office for an APTS application. FAFSA may also be required.
New York Lottery Leaders of Tomorrow Scholarship	U.S. citizen and a graduate of a NYS high school. Have maintained a B average for 7 semesters of high school. Demonstrate leadership skills and document experience in extracurricular and community activities. Must attend a NYS college full time and maintain a B average. Each high school principal will recommend 2 seniors. One senior from every private and public high school will be selected. Awards are \$4,000 payable in increments of \$1,000 per year. Must complete studies within 5 year period. Contact your high school guidance office. Apply no later than March of the academic year for which you want aid.
NYS Scholarship for Academic Excellence	Students who are enrolled for 12 credits or more at a NYS college. Awards are: \$1,500 to the top graduating senior of each high school in NYS. - \$500 to other academically gifted students. Contact your high school guidance office.
Federal College Work Study	Schools give priority to students with exceptional financial need. Graduate students are also eligible. Varies according to school policy. FAFSA required.
NYS Tuition Tax Credit Deduction	Taxpayers with an adjusted gross income below \$100,000. Up to \$2,000 (20% of up to \$10,000 of college costs, less certain financial aid) after the first 2 years of undergraduate, graduate/professional, or part-time postsecondary study.

Aid to Native Americans	Members on the official tribal roll of a NYS tribe – Children of those members \$2,000 a year for 12 or more credits per semester; prorated amounts available for students taking fewer than 12 credits. Native American Education Unit, NYS Education Department, Education Building Annex, Room 475, Albany, NY 12234 – (518) 474-0537. Apply by July 15 for fall semester, December 31 for spring semester, May 20 for summer session.
Aid to Native American Indians	Needy applicants who are: At least one-quarter American Indian, Eskimo, or Aleut – An enrolled member of a federally recognized tribe – Attending college full time Bureau of Indian Affairs/Education, South & Eastern States Agency, MS2559-MIB, 1849 C Street NW, Washington DC 20240, (202) 208-3478.
AmeriCorps Education Award	Members of AmeriCorps programs who have completed their community service. \$4,725 after completing 1,700 hours of service; \$2,363 upon completing 900 hours. Living allowances, health insurance, and child care may be included. Visit <a href="http://www.nyscnscs.org">www.nyscnscs.org</a> , or contact NYS Office for National and Community Service, Division of Budget, State Capitol, Albany, NY 12224.
Flight 587 Memorial Scholarship	Children, spouses and financial dependents of individuals killed in American Airlines Flight 587's crash in Queens, New York on Nov. 12, 2001. Must be full-time undergraduate student in an approved program in NYS. Students already enrolled in undergraduate institutions outside New York on Nov. 12, 2001 are also eligible. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Also provides for nontuition costs in combination with other programs. Call the Higher Education Services Corporation at 1-888-NYSHESC (1-888-697-4372). FAFSA required.
NYS Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers and Emergency Medical Service Workers.	Children or spouse of a police officer, firefighter, or emergency medical service worker who died as a result of injuries sustained in the line of duty. Students must attend full time. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Also provides for nontuition costs in combination with other programs. Call the Higher Education Services Corporation at 1-888-NYSHESC (1-888-697-4372). FAFSA required. Apply by May 1 of the academic year for which you want aid.
NYS Volunteer Recruitment Service Scholarship	Active volunteer recruits who join volunteer fire departments and ambulance squads in NYS. One scholarship application per organization. A limited number of scholarships are selected from all applications submitted. Up to \$4,350 a year for eligible candidates to attend a public or private college in NYS. For more information, visit <a href="http://www.hesc.org">www.hesc.org</a> .
NYS World Trade Center Memorial Scholarship	Children, spouses and financial dependents of deceased or severely and permanently disabled victims of the Sept. 11, 2001 terrorist attacks on the United States or the subsequent rescue and recovery operations.  This includes victims at the World Trade Center site, Pentagon or on flights 11, 77, 93 or 175 and in the attacks of rescue and recovery operations. New York State residency and U.S. citizenship not required. Up to the published cost of attendance at a SUNY or CUNY college or an equivalent amount at a private/independent college. Apply using form at <a href="http://www.hesc.org">www.hesc.org</a> , or contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372).
Children of Veterans Award	Students whose parents served in the U.S. armed forces during specified time periods and died as a result of such service, were discharged honorably and suffer 40% or more disability as a result of service, are deceased and suffered 40% or more disability as a result of service, are former POW's or are MIA. \$450 per year. Contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail <a href="mailto:militarycorner@hesc.org">militarycorner@hesc.org</a> .
Military Service Recognition Scholarship	Children, spouses and financial dependents of those who while NYS residents serving in the U.S. armed forces or state militia on or after 8/2/90 died, became severely or permanently disabled or were classified MIA. Contact the HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail <a href="mailto:militarycorner@hesc.org">militarycorner@hesc.org</a> .
Veterans Affairs	Programs for: Eligible veterans – Children and spouses of deceased veterans – Children of service-connected disabled veterans. Call 1-800-827-1000, or contact any regional Department of Veterans Affairs office or visit <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> .
Veterans Tuition Award	Eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved NYS vocational training program. Up to \$1,000 per semester for full-time study or \$400 per semester for part-time study. Contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail <a href="mailto:militarycorner@hesc.org">militarycorner@hesc.org</a> .
Vietnam/Persian Gulf/Afghanistan Veterans Tuition Awards	Vietnam veterans, Persian Gulf veterans and veterans who served in Afghanistan during designated periods, take at least 3 credit hours, and meet other requirements. Graduate students and students in vocational programs are also eligible. \$1,000 per semester for full-time study, \$500 per semester for part-time study. Call HESC at 1-888-NYSHESC (1-888-697-4372). Apply by May 1 of the academic year for which you want aid.



Future home of the Clinton Community College Alumni Association

## Alumni Association & Foundation

"Thank you for choosing to award me the John Adams Memorial Scholarship. For the last year I was working full time, going to school full time, and donating my extra time to Hospice of the North Country. I still managed to make President's List for the spring '07 semester. Now, I also have received this scholarship, which has added to my pride of being able to do what some people would say is impossible. Thank you so much for recognizing my hard work and dedication to Clinton Community College and our community".

-Chrystal N. Theisen



# Alumni Association & Foundation

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## Alumni Association

Exciting things are happening for the CCC Alumni Association, as a dream becomes a reality. The goal of the Alumni Association to restore one of the original Hotel Champlain Cottages of 1890 to its historic beauty. The cottage will serve as the new home to the Alumni Association and Development offices. In staying true to the mission of keeping education affordable, the initial goal of completing all renovations without diverting any funding from invaluable scholarship programs is well underway. The cottage project is now entering phase 2 of a 5 phase plan to completion, which includes 100% in-kind labor and material resources.

## Art Gallery

Come visit the Alumni Art Gallery on the first floor of the George Moore Main Academic Building. The gallery space houses the work of local artists and many of the pieces are available for sale. Each exhibition features an artist reception, which is an event that is free and open to the public.

## Dues

Become a life member of the CCC Alumni Association by paying your Alumni dues in the amount of \$40. The benefits of your lifetime membership include:

- 20% discount on purchases at the College Bookstore (excluding textbooks and food).
- FREE use of the William B. Forrence Health, Physical Education, and Recreation Center for one year and a significantly reduced membership fee for all subsequent years (\$75 gift to the CCC Foundation).
- Access to the College Learning Resources Center, career planning and placement services, and Library computer lab services.
- Annual, semi-annual, and quarterly College publications and newsletters (Please to keep us informed of any address changes).
- Opportunities to serve on advisory committees, blue ribbon panels and the Alumni Association Board of Directors.
- The satisfaction of knowing you are permanently and forever connected to Clinton Community College and its future generations of students.

## Foundation

The Clinton Community College Foundation, Inc. is a separate, yet affiliated, organization that raises private funds annually and awards those funds to Clinton students through various scholarships and financial assistance programs. The Foundation was organized in 1971 as a not-for-profit corporation, organized under the laws of New York State and granted tax-exempt status by the Internal Revenue Service. The Organization is governed by an independent Board of Directors and day-to-day operations are managed by the Dean of Development and Alumni Affairs. The Board is comprised of community and college leaders committed to the common belief that quality, affordable higher education ought to be within reach of all who desire to learn, excel, and succeed. From its humble beginnings, the Foundation has grown into a financially sound and integral part of the college community.

The Foundation works closely with the Financial Aid Office to publicize, coordinate, and award scholarships. Most awards are made for the fall semester with some additional funds available for the spring semester.

The CCC Foundation holds numerous fundraising events throughout the year to make such scholarships available. The Paul Titherington Memorial Golf Tournament and the Foundation Annual Raffle are among the most popular.

Paul Titherington Memorial Golf Tournament 2007



Steven Frederick, Dean of Development and Alumni Affairs



Volunteers working on the Alumni Cottage Restoration Project



Window installation at the Alumni Cottage



(From Left) Dr. Fred Woodward, Steven Frederick with Perry Kurtz and David Champaign of Wyeth at the Wyeth Legacy Endowment Scholarship Donation Presentation.

# Endowments, Grants & Scholarships

## **Agnes Pearl Nursing Endowment**

(The criteria for this new endowment was pending at the time of this publication. Please check the college web site at [www.clinton.edu](http://www.clinton.edu) for an update.)

## **Barbara McDowell Memorial Endowment**

Preference will be given to Clinton, Essex and Franklin County students enrolled in the Nursing Program, but all other students are eligible. Applicants must demonstrate financial need.

## **Cadyville Civic Association Endowment**

Applicants must be residents of Cadyville Union Free School District #13 as determined by the Administrators and the Scholarship Committee. Applicants or parent(s) must have been involved with community activities within the Cadyville Union Free School District #13 (e.g., CCA activities, youth commission activities, scouting, etc).

## **CCC Alumni Association Endowment**

Preferences given to Lifetime Association Members or immediate family, enrolled full-time, have a "C" average (2.00 GPA) and demonstrate financial need. Scholarship will be applied to recipient's second semester tuition following successful completion of first semester.

## **Champlain Valley Business & Professional Women's Endowment**

Applicants must be Clinton County residents for at least three years, female, 25 years of age or older, and returning to college. Applicants must demonstrate a financial need. Applicants are required to include a separate letter with application outlining educational and career goals, financial need, and other special circumstances. Applicants must have a 2.50 GPA and be a full-time matriculated student. Recipient(s) will be honored at BPW's Annual Meeting and be required to speak briefly on educational experiences and the positive value of this scholarship.

## **Dulcie Sherman Nursing Endowment**

This scholarship is available to two nursing students entering their second year of the program with minimum of a 2.5 GPA, can demonstrate financial need and must be recommended by a CCC nursing faculty member.

## **Florence Wilson Godwin Memorial Endowment**

Preference will be given to students enrolled in the Nursing Program, have at least a "B" high school average, and demonstrate financial need. Applicants must outline their educational and career goals.

## **George & Doris Riley Memorial Endowment**

Applicants must be graduates of Clinton County high schools with preference given to graduates of the Peru Central School District, enrolled full-time at CCC, have at least a "B" average and demonstrate financial need. Scholarship will be applied to recipients' second semester tuition following successful completion of their first semester.

## **Herbie Rock Memorial Endowment**

(New Students Only)

Applicants must be full-time students, Clinton County residents, and demonstrate a financial need. Scholarships are awarded for the fall semester.

## **Jessica Rocque Childcare Grant**

This scholarship is available to parents enrolled full-time at CCC, with a child enrolled in the CCC Child Care Center, who can demonstrate financial need.

## **John P. Adams Memorial Endowment**

Applicants must be adult students (25 or older) and must have completed 24 credit hours at Clinton Community College with at least a 3.0 GPA. Applicants must be enrolled for a minimum of 6 credit hours and be actively involved in community service activities and/or activities at CCC.

## **LeRoy M. Douglas Sr. Memorial Endowment**

Applicants must be residents of Clinton County with preference given to Ausable Valley School District residents. Students enrolled in the Nursing Program shall be given preference; however, monies may be awarded to students enrolled in other areas of study. Applicants must demonstrate personal integrity and community service. Financial need is also a prime consideration.

## **Marilyn Luck Memorial Endowment**

Applicants must be residents of Clinton, Essex or Franklin Counties interested in pursuing a career in journalism, have at least a "B" high school average or 3.0 GPA, and demonstrate financial need. In the event no qualified applicants exist at outlined above, awards may be made to other applicants in Humanities/Social Sciences.

## **PARC Business Endowment**

Applicants must be a resident of Clinton County pursuing a business related degree. This endowment is available to students who have an established GPA of 2.5 or better. If the student is new and does not have an established GPA, then a high school average of 80 is required.

## **Plattsburgh Lion's Club Endowment**

Applicants must be Clinton County residents, must have completed 24 semester hours with at least a 2.50 GPA, must demonstrate a financial need, and must demonstrate service to the college and/or community. No one may receive this scholarship more than once.

## **Robert Sawicki Memorial Endowment**

This endowment is available to graduates of Northeast Clinton Central School and enrolled in the Criminal Justice program at CCC. Applicants must have a history of extra-curricular activities while in high school. A 250-word essay outlining future career goals in the field of criminal justice must accompany the application. The endowment shall be awarded as one \$250 Book Store Grant for the fall semester of the recipient's first year.

## **Roger P. Kennedy Memorial Endowment**

Applicants must be Clinton, Essex, or Franklin County residents who can demonstrate financial need.

## **Steve Martin Memorial Endowment**

Applicants must be residents of Clinton or Essex Counties and demonstrate financial need. Preference will be given to current or retired employees of New York State Electric and Gas and their immediate families. Scholarship will be applied to recipient's second semester tuition following successful completion of first semester.

**William J. Manion Memorial Endowment**

Applicants must be residents of Clinton, Essex or Franklin Counties and demonstrate financial need. Applicants who are enrolled in good academic standing in the Electrical Technology degree program at CCC will be given preference. Consideration will be given to applicants in other areas of academics if no qualified students exist in Electrical Technology. Scholarship award will be applied to recipients' second semester tuition following successful completion of first semester.

**Direct Scholarships**

(Awards Made Pending Receipt of Donor Contribution)

**Ann Kennedy Health Care Scholarship**

This scholarship is available to second year students pursuing a degree in nursing or medical lab technology (MLT), can demonstrate financial need, and is from Clinton, Essex, or Franklin County.

**CCC Student Senate Scholarship**

Applicants must be entering their third semester with at least 24 credit hours, a minimum of 2.5 GPA, and have contributed significantly to the college through volunteerism and/or college activities. A letter of verification from an advisor/supervisor is required. Applicants with moderate to severe financial need will be given preference.

**Clinton County Tobacco Scholarship**

This scholarship is available to students enrolled in the CCC Nursing Program who agree to work for two years as RNs in Clinton County upon successful completion of the Nursing Program. Students who do not successfully complete the RN program agree to reimburse any scholarship amounts paid.

**Dan Padula Memorial Scholarship**

This scholarship is available to second year students enrolled in the Nursing Program and in good academic standing. Preference will be given to those students returning from active duty in the military, working on a volunteer basis in emergency medical care, dedicated to community service and/or participating in an intercollegiate sport.

**Della Honda Scholarship**

Applicants must be enrolled in the business administration program and demonstrate financial need. Preference is given to Clinton, Essex, or Franklin County residents.

**Doreen Boynton Memorial Scholarship**

Recipients must be returning students who have completed a minimum of nine credits in Social Sciences with a GPA of 3.0 or higher, have aspirations of social work and helping others, and demonstrate financial need. This award will be made at the Academic Awards Convocation each year.

**Foundation Public Service Scholarship**

These unique scholarships provide students the opportunity to earn a \$2,500 tuition/bookstore credit through various community service experiences. Awards are very competitive and are based upon scholastic achievement, past community service, and financial need.

**JCEO Scholarship**

Applicants must be Clinton County residents, and demonstrate a financial need. This scholarship is awarded as a bookstore grant.

**Julius O. Schwartz Memorial Scholarship**

Applicants must demonstrate a financial need and a history of or commitment to community service with special emphasis toward assisting and working with senior citizens. Applicants enrolled in Community Service or Nursing Programs shall be given preference, but other areas of study may be considered. This scholarship is awarded for the spring semester only.

**Katie Sames Meadowbrook Healthcare Scholarship**

Applicants must be a second year nursing student from Clinton County or the surrounding area. Recipients must be recommended by the CCC nursing faculty.

**L.G. Robinson Foundation Scholarship**

A limited number of scholarships are available to students who reside in the hamlet of West Chazy or the Beekmantown Central School District. Applicants must demonstrate a financial need.

**Nik Michaud Nursing Scholarship**

(The criteria for this new scholarship was pending at the time of this publication. Please check the college web site at [www.clinton.edu](http://www.clinton.edu) for an update.)

**North Country Home Services Scholarship**

This scholarship is available to an academically sound student who has shown an interest, ability, and sensitivity for the care and the needs of the elderly population. The candidate must also be interested in furthering his/her career in geriatric nursing. The student must be enrolled in the first year of the nursing program at CCC or have already completed their first year and be eligible and desirous of continuing onto the second year of Nursing at Clinton Community College.

**Peru Central Federal Credit Union Scholarship**

Applicants must be graduates of the Peru Central or AuSable Valley Central School Districts, demonstrate a financial need, and is maintaining satisfactory academic achievement in a matriculated program at Clinton Community College. Scholarship is available to a full or part-time adult student.

**Phi Theta Kappa Scholarship**

Applicants must have completed 30 semester hours at CCC, have a GPA of 3.50 or better and demonstrate "hardship" (i.e. financial, employment situation, single parent, etc.) and/or be active in organizations, clubs, and community service.

**Plattsburgh AM Rotary Club Scholarship**

Applicants must have been Clinton County residents for the past five years, have at least a 3.0 GPA, and demonstrate a financial need.

**Plattsburgh Noon Kiwanis Club Scholarship**

This scholarship is available to students from the following school districts: Saranac, Beekmantown, City of Plattsburgh and Peru. Preference will be giving to students who practice community service and/or belong to a local Key Club. Applicants must demonstrate financial need. The recipient will accept an invitation to lunch with The Plattsburgh Noon Kiwanis Club members and write a letter of appreciation to The Plattsburgh Noon Kiwanis Club.

**Plattsburgh Noon Rotary Club Scholarship**

Applicants must be enrolled on a full-time basis, Clinton County residents, demonstrate service to the community and/or the college, have completed 24 credit hours at CCC and maintained at least a 3.0 GPA.

**Thomas Raymond Memorial Nursing Scholarship**

This \$1,000 scholarship is available to full-time students enrolled in the Three Year Nursing Program and meets the following criteria: Resident of Clinton County, can demonstrate financial need, have maintained a 2.5 GPA or higher, and receive a recommendation from a CCC Nursing Faculty member. The scholarship shall be awarded in the Fall semester of the student's second and third year as long as a minimum 2.5 GPA is maintained.

**VFW Post 125**

Scholarships are available to full-time students who demonstrate financial need with preference to veterans.



**Warren H. and Maria R. Olmstead Scholarship**

This scholarship is available to a nursing student who has expressed interest in a nursing career in the North Country.

**William Strimel, MD Memorial Scholarship**

This scholarship was created to assist students pursuing a Medical Laboratory Technology degree at CCC and is available to residents of Clinton County.

**Hyman and Frances Krinovitz Endowment**

The scholarship will be awarded annually to students enrolled full-time in any academic program at Clinton Community College.

**George Moore Endowment**

The scholarship will be awarded annually to students from Clinton and Essex Counties who demonstrate financial need.

**Clinton County Medical Society Endowment**

This two-year, tuition paid scholarship is available to a student enrolled in the nursing program at CCC with the expectation the recipient will work as a Registered Nurse in Clinton County either at CVPH Medical Center or for a private practicing physician for a period of two years. Should the recipient not successfully complete the nursing program at CCC or not work for two years as stated above, they agree to fully refund the scholarship money awarded to them. The scholarship shall be applied to the recipient's tuition for a total of four semesters as long as they remain in good academic standing.

**Wyeth Legacy Scholarship Endowment**

The scholarship will be awarded annually to local students pursuing an Associates degree in a science-based program on a full-time basis. Recipients will be considered and selected according to these principles and the following guidelines:

- Student must be a resident of Clinton, Essex, or Franklin County
- Must have a minimum of a 2.75 grade point average (85 HS average)
- Preference given to a "science-based" academic major
- Preference given to a former Wyeth employee or dependant of a former/current employee (must indicate on the application)
- Preference given to students with financial need
- Recipient can retain the scholarship for up to two years as long as they maintain a minimum of a 2.75 grade point average by the end of their spring semester

**Sally Malone Sowley Memorial Nursing**

This scholarship is available to any nursing student enrolled at CCC and can demonstrate financial need.

**Bookstore Grant**

This scholarship is available to any student enrolled in any program.

**Kyle Cartier Memorial Scholarship**

This scholarship is available to any CCC student with a cancer diagnosis who can supply proof of diagnosis.

**Laura Whipple Memorial Nursing Scholarship**

The scholarship is available to residents of Clinton County pursuing a nursing degree and can show financial need. The award can be applied to tuition and/or textbooks.

**Sunrise Rotary Club Scholarship**

Scholarship will be granted to a student who has been a Clinton County resident for the past five years. A minimum 3.0 GPA and demonstration of financial need is required.

**Casella Waste Management Scholarship**

This scholarship is available to students who are transferring into a degree program in the Center for Earth & Environment at Plattsburgh State University. Students must be nominated by a faculty member. The scholarship is a one year award, however, students can reapply for subsequent year funding. A separate essay describing academic achievement and career goals as they relate to the waste management/recycling field must be submitted with a scholarship application.

**Chauvin Nursing Scholarship**

This scholarship is available for those enrolling in or enrolled in the CCC Nursing program. Preference will be given to graduating senior of Northeastern Clinton Central School and second preference will be given to NCCS students already enrolled at CCC who can demonstrate financial need.

**Chauvin Business Scholarship**

This scholarship is available for those enrolling in or enrolled in a CCC business program. Preference will be given to graduating senior of Northeastern Clinton Central School and second preference will be given to NCCS students already enrolled at CCC who can demonstrate financial need.

**John Weldon Nursing Scholarship**

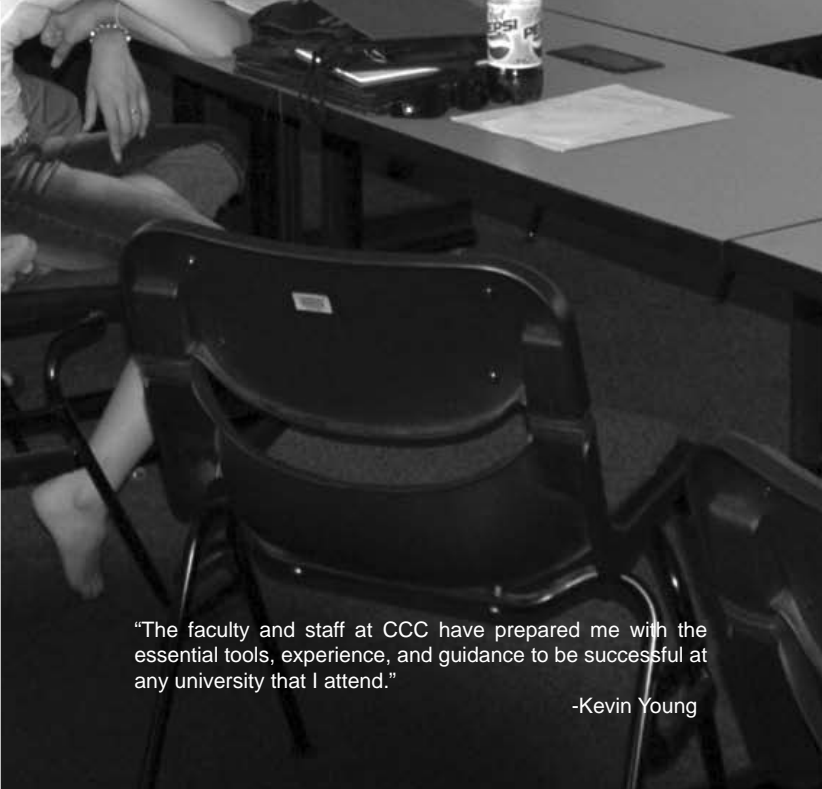
This scholarship is available to Clinton or Essex county residents entering their second year in the CCC Nursing program. Demonstration of financial need is required along with a minimum 3.0 GPA. All recipients of this scholarship must plan to work in the North Country upon graduation.

*Note:*

*All scholarship and endowment awards are made pending funding availability. There may be new endowments and/or scholarships available after this catalog was printed. While every attempt has been made to include all scholarship opportunities available to students, it would be prudent to check the CCC web site at [www.clinton.edu](http://www.clinton.edu) for updates.*



## Academic Information



"The faculty and staff at CCC have prepared me with the essential tools, experience, and guidance to be successful at any university that I attend."

-Kevin Young

# Grading System

The following letter grade and quality points system is used at Clinton Community College:

## Grade Quality Points

A (Outstanding Achievement) .....	4.0
A- .....	3.7
B+ .....	3.3
B (Above Average Achievement) .....	3.0
B- .....	2.7
C+ .....	2.3
C (Average Achievement) .....	2.0
C- .....	1.7
D+ .....	1.3
D (Below Average Achievement) .....	1.0
F (Failure) .....	0.0
WY (Involuntary Withdrawal) .....	No Credit/No Quality Pts
I (Not Completed) .....	No Credit/No Quality Pts
W (Withdrawal) .....	No Credit/No Quality Pts
U (Audit) .....	No Credit/No Quality Pts
CR .....	Credit/No Quality Pts
(Advanced Placement Credit and Credit by Exam)	
P (Pass) .....	Credit/No Quality Pts
R (Repeat Until Proficient) .....	No Credit/No Quality Pts

**W** Official Withdrawal A “W” grade shall be used only when a student officially withdraws from a course no later than the end of the tenth week of the regular semester, or after the tenth week, at the discretion of the instructor.

However, if the student has already been withdrawn by the instructor, the grade of “WY” will stand. (see Attendance Policy)

**WY** Involuntary Withdrawal A grade of “WY” may be given, at the discretion of the instructor, to indicate involuntary withdrawal from a course when a student stops attending class without completing the official withdrawal process. (see Attendance Policy)

**I** Incomplete Faculty member discusses the requirements for completing the course with the student and completes the “I” grade form at that time. Faculty member and student sign the “I” grade form. Faculty member gives student a copy of the form. Faculty member submits “I” grade form to Registrar with grade roster. The Registrar then distributes copy of the form to the student’s advisor. The “I” grade should never be used at midterm.

In the event of student illness or other emergency, the faculty member may explain the requirements for completing the course to the student via phone or e-mail. The faculty member must make a notation on the “I” grade form in lieu of the student’s signature, and a copy of the form must be sent to the student. If the I grade is not complete by the end of the following semester (summer semester not included), the grade will be converted to an F.

**R** Repeat Until Proficient The “R” grade is an optional grade which may be used in certain specific courses at the discretion of the instructor for the student who is unable to achieve the quality of work necessary to pass the course in one semester. The student who receives the “R” grade must re-register for the same course the next semester that course is offered (summer session excepted); otherwise, the “R” grade will become an “F” automatically. To re-register for the course, the student must follow the standard course registration procedure, and pay the regular tuition fee. Use of the “R” grade is restricted to MAT 096, MAT 098, MAT 100, ENG 093, ENG 094.

**U** Audit Students who do not need or want credit for a course may enroll in that course as an auditor. Auditing allows the student to attend all lectures and discussions of the course, but the student normally does not take examinations or prepare papers or other outside work

for the course, and cannot be required to do so.

To enroll as an auditor, the student registers for the course as an auditor and pays the same tuition and fees charged to students enrolling in that course for credit. The auditor does not receive a grade or credit hours for the course, but his/her record will show that he/she did audit the course.

**Pass/Fail** May be given as a midterm grade at the discretion of the instructor. As a final grade, may only be given at the discretion of the instructor with the approval of the Division Coordinator. In order to take a course pass/fail, a student must file a pass/fail form within the first week of instruction. Students should be aware that some colleges may not accept a grade of P for transfer credit and that taking a course pass/fail may affect financial aid.

## Midterm Grades

Midterm grades are issued at midterm and are provided to inform the student of his/her progress to date. The midterm grade is not calculated as part of the final grade and is not entered into the student’s official record.

## Quality Point Average

Quality Point Average (QPA) indicates the student’s level of achievement. It is the average number of quality points earned per credit hour.

The QPA is calculated by multiplying the number of credit hours assigned to each course by the quality points earned in the course and then dividing the total number of quality points by the total number of credit hours. “CR” grade credit and “P” grade credit are not included in calculating the QPA.

## Change of Curriculum

When it becomes obvious that a student’s aptitudes and interests may be better applied to a curriculum other than that in which he/she initially entered, the student should see his/her faculty advisor to apply for a change of curriculum. Should a change of advisor seem appropriate, the student may also complete the necessary form for an advisor change. The requirements the student must meet in a particular curriculum are those in effect when the student enters that particular curriculum, rather than when the student first enrolled at CCC. All courses taken by the student while at CCC shall be used in computing the cumulative quality point average (CQPA).

## Semester Credit Overload

During the Fall and Spring semester, no student may enroll for more than 18 credits without approval from their advisor, Division Coordinator and Vice President for Academic Affairs. During the Summer semester, no student may register for more than 6 credits in any one summer term or more than 12 credits for all summer terms without permission.

## Academic Standing Policy

Clinton Community College students must maintain Good Academic Standing. Good Academic Standing means maintaining an acceptable cumulative quality point average (QPA), as per the Standards of Academic Progress chart on page 32. Students who do not maintain these standards will be placed on Academic Probation or be Academically Dismissed, as outlined in the chart on page 32.

The Academic Standing of students at Clinton Community College is determined based on review of final grades at the end of the fall and spring semesters.

## Academic Probation

Students will be placed on Academic Probation for failing to maintain a cumulative QPA (as per the Standards of Academic Progress chart below) at the minimum standard as defined in the Standards of Academic Progress. Students on Academic Probation are not eligible to receive financial aid, including student or parent loans.

## Academic Dismissal

Students will be dismissed for any of the following reasons:

1. Failure to maintain a cumulative GPA at the minimum standard as defined in the Standards of Academic Progress on chart below.
2. Placement on Academic Probation for two semesters attended in succession.
3. A combination of all F and/or WY grades in one semester.

Students who have been dismissed will not be eligible to receive financial aid, including student or parent loans. Students who wish to resume their studies must appeal to have their good academic standing reinstated, as outlined in the Academic Appeals section.

A first semester student who is registered for at least one non-credit course and successfully completes 6 hours of coursework (based on full-time attendance) or 50% of coursework attempted (for part-time attendance) and whose GPA would warrant dismissal, will not be automatically dismissed from the college based on GPA only. These students will have their records evaluated by the Academic Appeals Committee. The committee will re-evaluate their GPA after averaging in the non-credit coursework attempted. This "unofficial" GPA will be used to determine the students' academic standing.

## ACADEMIC APPEALS

There are two types of Academic Appeals:

### Reinstatement of Good Academic Standing

The granting of this appeal allows dismissed students to enroll for courses which they must pay for at their own expense. When granted, this appeal is often contingent upon the student agreeing to certain conditions, including but not limited to: requiring a student to repeat failed courses and limiting the number of credit hours for which a student may register, students who are granted this appeal will not be placed on Academic Probation, or be Academically Dismissed for academic reasons again as long as they maintain a 2.0 average each semester until their cumulative GPA reaches the levels stated in the Standards of Academic Progress.

### Waiver for Reinstatement of Financial Aid Eligibility

Students who lose their eligibility for financial aid for failing to make program pursuit or failure to maintain satisfactory academic progress may apply for this waiver to have their financial aid eligibility reinstated. Such a waiver can only be granted one time in a student's academic career. Students must be able to demonstrate with outside documentation that serious extenuating circumstances beyond their control contributed to their lack of success. This process will not benefit students who failed to succeed due to an unwillingness to commit to their studies, or who believe they were not mature enough to handle college, or who weren't prepared to succeed, or who say they took on too much at one time with in addition to their job/work, etc. Such students will likely have to attend at their own expense, without benefit of financial aid, until their academic record reaches the standards set forth in this catalog.

### Standards of Academic Progress

Total Credit Hours Attempted	Cumulative GPA Warning	Cumulative GPA Probation	Cumulative GPA Dismissal
0-12	1.0-1.25	NA	0.99 or less
13-24	1.26-1.5	1.0-1.25	0.99 or less
25-36	1.51-1.75	1.26-1.5	1.25 or less
37-48	1.76-1.99	1.51-1.75	1.5 or less
49+	NA	1.76-1.99	1.75 or less

\* Students on probation or dismissal are not eligible for Financial Aid.

## Financial Aid

New York State and the Federal Government have their own standards for maintenance of financial aid awards. These standards are described in the Financial Aid section on pages 18-23.

## Academic Standard for Athletic Eligibility

For a student to participate on a Clinton Community College team in a NJCAA registered sport, the student must meet the following college academic requirements:

1. Must remain registered for a minimum of twelve (12) semester hours while competing. Students who drop below twelve (12) semester hours become immediately ineligible for athletic participation.
2. Must be making satisfactory academic progress. A minimum of a 1.75 GPA for a minimum of twelve (12) semester hours is required each semester to continue participation in the subsequent full-time semester.
3. Must complete and pass a minimum of twenty-four (24) semester hours with a minimum CGPA of 2.00 to be eligible to compete in the second year.
4. Must not have a college record in an impounded status.
5. The student must meet all of the NJCAA eligibility requirements. The requirements are available in the Director of Athletics Office.

## Attendance Requirement

Regular attendance is considered essential for successful study and is expected at all lecture and laboratory periods for which the student is registered.

If, for some unavoidable reason, a student should miss a class, it is the student's responsibility to contact the instructor as soon as possible to determine what measures can be taken to make up the missed work to maintain the continuity of the course. However, the instructor is not obligated to give make-up work, quizzes, examinations or extended due dates for work because of student absence.

When a student misses more than 15 percent of the class meetings for a particular course, his or her absence will be considered excessive. Excessive absence may result in a student being involuntarily withdrawn from the course by the Registrar upon recommendation of the instructor and may in turn affect financial aid. In such cases, the student will receive a grade of "WY".

## Class Decorum

Students are responsible for completing all course requirements as specified in the course outline. They are also obliged to be on time to class and to treat their instructor and fellow students respectfully. Individuals who are disruptive and whose behavior adversely affects the learning of fellow students may be removed from class.

## Fire Precautions

Students should take particular note of exit signs in each building. Specific details on fire instructions are provided within the specific buildings. All faculty, staff, students and visitors must leave the building in the event of a fire alarm.

## Fire Alarms

Notification of a fire emergency within the buildings (and at CCC) is accomplished by both audible and visual warning signs. A series of pulsed horn blasts and strobe lights signals notifies occupants of an emergency. Upon activation of the alarm system:

1. Leave the buildings by the nearest safe exit (Do not use the elevators.)
2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by officials.
4. Handicapped or disabled individuals are to move to the nearest exit. Personnel will assist individuals at these locations.



# Academic Policies

## College Policy on Writing

In all courses, students' written work is evaluated for effectiveness, as well as content. The writing must express ideas clearly, logically, and maturely, using standard English sentence structure, grammar, and spelling. Students must acknowledge all sources of information by following a standard citation format.

## Policy on Repeating a Course

Students may repeat, at CCC, any courses they have previously taken at CCC. However, repeating a course for which they have already earned a passing grade, they must submit a "Request to Repeat a Course at CCC" form which requires the approval of the Registrar and their advisor.

In order to repeat a course taken at CCC at another college, students must:

- 1) Have received a grade of D+, D, F, or WY in the course.
- 2) Submit a "Request to Repeat a Course at Another Institution" form to the Registrar.

The form requires the signature of both the Registrar and the Coordinator of the Division that offers the course, indicating that the course offered by the other institution is equivalent to the CCC course. If the student earns a grade of C or better, CCC will accept the course as transfer credit, and a notation will be made on the student's transcript indicating that the CCC course was repeated at another college.

## Change of Course - Add/Drop

Students are expected to complete the courses for which they register. If a change is necessary, either from or into a different course or section, the student must complete an "Add/Drop Form" obtained from the Registrar's Office. Approval must be secured from the student's advisor, the faculty member(s) involved, and finally from the Financial Aid Office. The form is then turned in to the Registrar's Office no later than the last day to add a course stated in the college calendar, and the change is affected. The college may limit the time and dates during which students can drop and add courses.

## Change of Curriculum

When it becomes obvious that a student's aptitudes and interests may be better applied to a curriculum other than that in which he/she initially entered, the student should see his/her faculty advisor to apply for a change of curriculum. Should a change of advisor seem appropriate, the student may also complete the necessary form for an advisor change. The requirements the student must meet in a particular curriculum are those in effect when the student enters that particular curriculum, rather than when the student first enrolled at CCC. All courses taken by the student while at CCC shall be used in computing the cumulative quality point average (CQPA).

## Removal of Penalty Grades

If a student wishes to change from an A.A.S. or A.S. curriculum and wishes to remove grades that were received in his/her original curriculum from being calculated into his quality point average, the student may do so under the following conditions:

1. The grade to be removed must be required in the major component of the student's previous curriculum and must be D+ or below. The student must file the appropriate form with the registrar after completing 12 or more hours with a 2.00 QPA in the new curriculum. Only grades for courses which are particular to the original curriculum can be eliminated. In general, grades for courses that are applicable to all curricula (e.g. humanities, math, science, social science) may not be removed when determining a student's quality point average.

## Withdrawal from the College

Students who wish to withdraw from the College during a semester should contact the Career and Transfer Counselor prior to withdrawal, so that the reason for withdrawal may be discussed and be accurately recorded in the student's permanent record. (Complete statements regarding the circumstances of withdrawal are frequently required by other institutions and by employers.)

## Transfer Before Degree Completion

When the student transfers to another institution before completing the CCC degree requirements, he or she will be responsible for contacting the Registrar's Office to inform them that they have completed their degree requirements. The student will need to request an official transcript from the transfer institution to be sent to the Registrar's Office at CCC. If the necessary course requirements are successfully completed and verified by transcripts, the student will receive a diploma granting the CCC degree and then may participate in graduation ceremonies.

## Renaissance Program

The Renaissance Program provides an opportunity for students who left CCC because of poor academic performance to "start over" without their previous grades counting against them. Students considering the program are advised to consult a Financial Aid Officer regarding financial aid eligibility.

In order to be considered for the Program, students may not have taken a course at CCC for at least five years. Students may apply for the Program only after they have completed a minimum of 12 hours after readmission with a GPA of 2.0 or better. In order to apply, students must petition the Academic Appeals Committee through the Vice President for Student Affairs.

When a student has been admitted to the Program, his or her previous academic record will be reviewed, and:

1. Participation in the Program will be noted on the transcript.
2. Credit earned for previous courses in which the student earned a C or better and which counts toward the requirements of the current curriculum will be retained.
3. For determining the student's QPA, only course work completed after readmission to the College will be included.
4. All course and grade information will remain on the students transcript regardless of when those courses were taken.

## Academic Honesty Policy

Academic honesty is expected of all Clinton Community College students. It is academically dishonest, for example, to misrepresent another person's work as one's own, to take credit for someone else's work or ideas, to knowingly give or accept help on a test, to obtain advanced information on confidential test materials, or to intentionally harm another student's chances for academic success.

When an instructor believes that a student has failed to maintain academic honesty, the instructor may decide on the penalty he or she believes is warranted.

When a student is penalized by receiving a failing grade on a major assignment or for the course, the instructor must notify his or her Program Coordinator (if applicable) and Division Coordinator and submit evidence that the student has acted dishonestly to the Vice-President for Academic Affairs. The VPAA's Office will send an academic incident form to the student within five working days.

If the student disputes the charge or the penalty, he or she may follow the Academic Grievance Procedure as outlined in the College Catalog.

If the student chooses not to appeal, or the appeal is unsuccessful, the Vice President for Academic Affairs will retain a record of the offense. A student who commits a second offense may be dismissed from the college, and an appeal to return will not be permitted for one full calendar year.

## Academic Achievement

### Dean's List and President's Academic Honors List

Each semester, the College publishes a Dean's List and a President's Academic Honors List. To be eligible for the Dean's List, a student must achieve a grade point average for that semester of 3.25 to 3.749. To be eligible for the President's Academic Honors List, a student must achieve a grade point average for that semester of 3.75 or higher. Only students who have earned at least 12 credit hours that semester will be eligible for either list.

### Academic Achievement Recognition for Part-Time Students

Each semester, the Director of Continuing Education will send a letter of Academic Achievement and a letter of Academic Distinction to part-time students who qualify. To be eligible for a letter of Academic Achievement, a part-time student must achieve a grade point average for that semester of 3.25 to 3.749. To be eligible for a letter of Academic Distinction, a part-time student must achieve a grade point average for that semester of 3.75 or higher. Only part-time students who have earned at least 6 credit hours that semester will be eligible for either list.

## Graduation Requirements

In order to receive an Associate Degree from Clinton Community College, a student must have completed the required number of credit hours and courses according to the curriculum in which he or she is enrolled. A student must have a cumulative quality point average of 2.00 or better, and must have completed a minimum of fifteen (15) credits at Clinton Community College (excludes grade-bearing portfolio or proficiency credits).

The deadline for submitting degree applications is established and announced by the Registrar's Office. Applications for the degree submitted after the deadline will be on file for the following graduation. Only students who have completed all the requirements for their degrees or certificates shall participate in the graduation ceremony. Under certain circumstances, a student lacking 6 or less semester hours may participate. Forms and procedures for obtaining permission to do so are available in the Registrar's Office. In order to participate in the graduation ceremony lacking 6 or less semester hours, the following must apply:

1. Student must complete the course(s) within the following semester from which they are participating in the graduation ceremony. For May graduation, the student must complete their course(s) - either at CCC or another accredited college - by the end of the Summer semester. For December graduation, the student must complete their course(s) - either at CCC or another accredited college - by the end of the Spring semester. In each case, the student must present proof to the Registrar's Office of having registered for the courses prior to the commencement ceremony. The Registrar will set the actual deadline date for the presentation of proof.
2. If the course(s) that the student is required to complete is/are not offered during the following semester, they may, with assistance from their advisor, submit a course substitution form. The course substitution must be approved prior to the Permission to Participate in Graduation form is completed (see #3).
3. Students must complete a Permission to Participate in Graduation request form, which are available in the Registrar's Office. The student, student's advisor, Registrar and Academic Dean must sign the form. This form must accompany the student's graduation worksheet when submitted to the Registrar's Office.
4. Students who participate in the graduation ceremony short 6 or less semester hours are not eligible to be designated as graduating with honors or high honors or to be considered for valedictorian/salutatorian status.

5. If a student is completing the course(s) at another institution, it is the student's responsibility to request an official transcript from that institution to be sent to the Registrar's Office at CCC prior to the beginning Fall semester (for May graduation participants) or the beginning Summer semester (for December graduation participants).

## Valedictorian and Salutatorian

Graduating students who have completed at least 48 credit hours in residence at Clinton Community College are eligible for consideration as valedictorian or salutatorian. Transfer hours and CLEP hours will not be included in this requirement.

Among the eligible students, the student with the highest cumulative GPA will be designated the valedictorian. In the case of identical averages, the student who has completed the greater percentage of his or her degree requirements at CCC will be the valedictorian, and the student with the same GPA but a lower percentage of CCC credits will be named salutatorian.

Otherwise, the student with the second highest cumulative GPA will be named salutatorian. In the case of identical averages, the student who has completed the greater percentage of his or her degree requirements at CCC will be the salutatorian.

If the GPAs and percentages of credits taken at CCC are the same for more than one student, all will be awarded the respective honors.

Such honors may be awarded in absentia and will be noted on the official transcript and diploma. To qualify, a student must meet all degree requirements at the time of graduation.

## Double Degree

It is possible for a student to earn more than one degree, applying credits earned in certain courses toward the total needed for each degree under the following conditions:

1. The full requirements for each degree must be met.
2. Courses may be counted twice, once for each degree, either to meet general education or program requirements.
3. Successful completion of requirements for both degrees will require a minimum of an additional semester of registration and at least 15 additional credits.

## Graduation With Honors and High Honors

Students with a cumulative quality point average of 3.25 but lower than 3.5 at time of graduation will graduate "Cum laude." Students with a cumulative quality point average of 3.5 but lower than 3.75 at the time of graduation will graduate "Magna cum laude." Students with a cumulative quality point average of 3.75 or above at the time of graduation will graduate "Summa cum laude." To be eligible for any of these designations, a student must complete at least one-half the minimum number of credit hours of college study required for the degree or certificate program at Clinton Community College.

## Academic Grievance Procedure Preamble

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community at large. Students should exercise their freedom with responsibility. The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards.

## Definition/Jurisdiction

The term academic grievance as used in these procedures shall mean a complaint by a student of Clinton Community College concerning a faculty member at the college.

1. That the rights and freedoms of the student in the classroom have been violated, or
2. That there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the College.

In keeping with the intent and spirit of these statements, it is expected that all parties involved show respect, restraint, and responsibility in their efforts to resolve perceived grievances. It is incumbent upon faculty members to arrange meetings and conferences with the student in good faith and to communicate decisions to the student promptly.

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

**Protection Against Improper Academic Evaluation:** Students should have protection through orderly procedures against prejudiced or capricious academic evaluation.

**Protection Against Improper Disclosures:** Information about students views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosures is a serious professional obligation. Evaluations of ability and character may be provided under appropriate circumstances.

Disagreements between students and instructors are frequently resolved on an informal basis. However, the college is obligated to provide formal avenues for appeal of grades or academic conduct of an instructor. In fact, these formal procedures are not intended to replace informal channels, and every attempt should be made to explore these avenues prior to escalating to more formalized procedures.

The procedures described are purposefully general, rather than detailed, to insure flexibility for both the student and the instructor in pursuing and/or defending the grievance. Rather than listing specific time limits, it is assumed that reasonable efforts will be made to expedite the process. These procedures in no way reduce the traditional responsibility and authority of faculty members in establishing academic standards and procedures for their courses.

## Informal Level

1. The student with a concern should make the complaint to the instructor within twenty (20) calendar days of the condition on which the dispute is based. For due cause, the Vice-President for Academic Affairs may extend this time requirement. The student and the faculty member should attempt to resolve the difference informally and in a manner acceptable to both.
2. If, after this procedure, the student is still dissatisfied, the student should contact the Vice-President for Academic Affairs concerning the issue. As soon as possible or practical, the Vice-President for Academic Affairs (or his/her designee) shall work as a mediator with the student, the instructor, and, if necessary, the appropriate division coordinator to attempt to resolve the complaint.
3. If the complaint is resolved a written confirmation of resolution will be filed in the Vice-President for Academic Affairs' office.

## Formal Level

If the matter remains unresolved at the end of the meeting referred to in step two, informal level, the following procedures must be initiated:

1. The student will obtain a "Student Academic Grievance Form" from the Vice-President for Academic Affairs. This form will serve as the student's position paper and will be distributed to those indicated on the form. The student may request, through the Vice-President for Student Services, the services of a faculty member (or another college community member) to serve as his/her Academic Grievance Advisor. No person outside the college community may serve this role.

2. The Vice-President for Academic Affairs will request that the chairperson of the Academic Standards Committee appoint a five-person Academic Hearing Committee comprising the following:
  - A. One full-time teaching faculty member from the academic division of the faculty member named in the grievance;
  - B. One full-time teaching faculty member not from the same academic division of the faculty member named in the grievance;
  - C. One full-time faculty member from Student Services;
  - D. Two students chosen from the Student Senate.

The aggrieved student and the named faculty member (the principals) have the right to review the membership of the Hearing Committee before the hearing begins and to request the replacement of any one member of the committee. Any additional request for the replacement of any other member must be made in writing to the Academic Standards Committee.

3. As soon as possible, the Academic Hearing Committee will arrange a meeting to review all positions of the grievance.
4. After investigating and deliberating the matter, the committee will forward all pertinent materials, along with their recommendations, to the Vice-President for Academic Affairs.
5. The Vice-President for Academic Affairs shall review the committee's written proceedings and recommendations, along with the positions of all involved parties.
6. As soon as practical, the Vice-President for Academic Affairs shall render a decision and report the findings to the parties involved. The Vice-President's decision is binding.
7. All materials relevant to the case should be placed on file in the Vice-President for Academic Affairs' Office.

## Guidelines For Cross-Registration

### With Plattsburgh State University and Empire State College

The cross-registration agreement is a cooperative arrangement permitting full-time matriculated students at Clinton Community College to cross-register for up to two courses per year (one per fall and/or spring semester) at Plattsburgh State University or Empire State College. Cross-registration enrollments at these colleges must be in courses not available through Clinton Community College. This program is available during the fall and spring semesters only. Clinton students who wish to cross-register must be full-time matriculated students. No extra tuition charge is assessed (if total credit hours are 18 hours or less), but students are responsible for any fees that may be required by the host institution for a particular course. Credits and grades earned through cross-registration are recorded on the academic record. Cross-registration forms are available at the CCC Registrar's Office.





**General Education**





General education is an integral component of the students' total educational experience. A sound general education program contributes to the development of learned and inquisitive individuals by providing them with a breadth of knowledge and by stimulating academic curiosity. The totality of general education courses affords students opportunities to enhance their skills in effective communication, quantitative literacy, and technology and to broaden their perspectives on cultural, historic, and global issues. A solid foundation in general education prepares students for more specialized study and provides them with the skills to adapt and contribute to an ever-changing workforce.

## Statement of General Education Mission

Clinton Community College is committed to General Education, to learning which promotes the intellectual, social, and personal development of each student. Through its degree programs, the College provides students with the skills and knowledge they will need to fulfill their academic goals and to succeed in their careers. The General Education Program of the College mirrors the program adopted by the State University of New York Trustees, with modifications by curricula.

The General Education Program of the College consists of ten knowledge areas and two competencies. They are as follows:

## I. KNOWLEDGE AND SKILL AREAS

### American History

Students will demonstrate:

- Knowledge of a basic narrative of American history; political, economic, social, and cultural, including knowledge of unity and diversity in American society;
- Knowledge of common institutions in American society and how they have affected different groups; and
- Understanding of America's evolving relationship with the rest of the world.

### Basic Communication

Students will:

- Produce coherent texts within common college-level written forms;
- Demonstrate the ability to revise and improve such texts;
- Research a topic, develop an argument, and organize supporting details;
- Develop proficiency in oral discourse; and
- Evaluate an oral presentation according to established criteria.

### Foreign Language

Students will demonstrate:

- Basic proficiency in the understanding and use of a foreign language; and
- Knowledge of the distinctive features of culture(s) associated with the language they are studying.

### Humanities

Students will demonstrate:

- Knowledge of the conventions and methods of at least one of the humanities (Art, English, Languages, Music, or Philosophy) in addition to those encompassed by other knowledge areas required by the General Education program.

### Mathematics

Students will demonstrate the ability to:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics;
- Represent mathematical information symbolically, visually, numerically and verbally;
- Employ quantitative methods such as, arithmetic, algebra, geometry, or statistics to solve problems;
- Estimate and check mathematical results for reasonableness; and
- Recognize the limits of mathematical and statistical methods.

### Natural Sciences

Students will demonstrate:

- Understanding of the methods scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis; and
- Application of scientific data, concepts, and models in one of the natural sciences.

### Other World Civilizations

Students will demonstrate:

- Knowledge of either a broad outline of world history, or
- The distinctive features of the history, institutions, economy, society, culture, etc., of one non-Western civilization.

### Social Sciences

Students will demonstrate:

- Understanding of the methods social scientists use to explore social phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis; and
- Knowledge of major concepts, models and issues of at least one discipline in the social sciences.

### The Arts

Students will demonstrate:

- Understanding of at least one principal form of artistic expression and the creative process inherent therein.

### Western Civilization

Students will:

- Demonstrate knowledge of the development of the distinctive features of the history, institutions, economy, society, culture, etc., of Western civilization; and
- Relate the development of Western civilization to that of other regions of the world.

## II. COMPETENCIES

### Critical Thinking (Reasoning)

Students will:

- Identify, analyze, and evaluate arguments as they occur in their own or others' work; and
- Develop well-reasoned arguments.

### Information Management

Students will:

- Perform the basic operations of personal computer use;
- Understand and use basic research techniques; and
- Locate, evaluate and synthesize information from a variety of sources.

## General Education Requirements for Transfer Programs

### For Transfer to SUNY Institutions

The Trustees of the State University of New York have established specific general education learning outcomes that all SUNY baccalaureate degree candidates must have satisfied upon graduation. Successful completion of one course approved in each of the ten Knowledge and Skill Areas and the two Competencies constitutes completion of the SUNY General Education Program. Associate degree candidates who are planning to transfer to a SUNY four-year college or university should complete a minimum of seven of the ten knowledge areas as part of their AA or AS degree programs.

The currently approved CCC courses for each of the general education categories are listed below. See the website for the most up-to-date listing of general education courses: [www.clinton.edu/GeneralEducation/GeneralEducationRequirementCourses.cxml](http://www.clinton.edu/GeneralEducation/GeneralEducationRequirementCourses.cxml).

## I. KNOWLEDGE AND SKILL AREAS

### 1. American History

HIS 101 History of Early America  
HIS 102 History of Modern America

### 2. Basic Communication

COM 101 Public Speaking  
ENG 101 English Composition

### 3. Foreign Language

FRE 102 Elementary French II  
FRE 201 Intermediate French I  
FRE 202 Intermediate French II  
SPA 102 Elementary Spanish II  
SPA 201 Intermediate Spanish I  
SPA 202 Intermediate Spanish II

### 4. Humanities

ENG 102 Literature and Composition  
PHI 101 Introduction to Philosophy  
PHI 102 The World's Religions

### 5. Mathematics

MAT 103 Finite Mathematics  
MAT 104 College Algebra and Trigonometry I  
MAT 105 Technical Mathematics I  
*Math requirement met by prerequisite\**

### 6. Natural Sciences

BIO 100 Human Biology  
BIO 101 General Biology I  
BIO 204 Microbiology  
CHE 100 Introduction to Forensic Science  
CHE 101 Applied Chemistry  
CHE 111 General Chemistry I  
ENV 101 Environmental Science  
GEL 101 Physical Geology  
PHY 111 General Physics I  
SCI 101 Science Inquiry for Biology & Chemistry  
SCI 102 Science Inquiry for Earth/Physical

### 7. Other World Civilizations

ENG 220 Multicultural American Literature  
ENG 225 19th and 20th Century World Literature  
HIS 132 History of the Modern World  
HIS 250 Twentieth Century World History

*\*If a student places directly into a math course that is at a higher level than the designated general education math courses, the student will have satisfied the general education requirements in mathematics upon successful completion of the course.*

### 8. Social Sciences

ANT 101 Cultural Anthropology  
ECO 100 Fundamentals of Economics  
ECO 101 Principles of Microeconomics  
ECO 102 Principles of Macroeconomics  
PSC 100 Government and Politics in America  
PSC 240 State and Local Government  
PSY 101 Introduction to Psychology  
SOC 101 Introduction to Sociology

### 9. The Arts

ART 100 Art Appreciation  
ART 101 Introduction to Design  
ART 103 Introduction to Drawing  
ART 104 Introduction to Painting  
ART 108 Introduction to Three-Dimensional Design  
ART 110 Introduction to the Arts  
ART 111 Photography I  
MSM 239 Art of the Film  
MUS 101 Music Appreciation  
MUS 115 American Musical Theater  
THE 110 Theater and Performance  
THE 115 American Musical Theater

### 10. Western Civilization

HIS 121 Origins of Western Civilization  
HIS 122 Western Civilization in the Modern Era

## II. COMPETENCIES

### 1. Critical Thinking (Reasoning)

ENG 120 Critical Reading  
Infusion\*\*

### 2. Information Management

CSC 102 Introduction to Microcomputer Applications  
LIB 101 Library Research Skills  
Infusion\*\*

*\*\*Infusion means that this requirement is meaningfully addressed throughout a variety of courses in the General Education program. Students satisfy a General Education Requirement by infusion only if they graduate with an A.A. or A.S. Degree.*

*Note: The 10 Knowledge and Skill Areas and two Competencies comprise the minimum general education requirements set by the State University of New York for baccalaureate degrees. Individual colleges within the State University system may have general education requirements beyond those required by the SUNY Board of Trustees. It is a good idea for students who are planning to transfer to a SUNY college to find out the particular general education program requirements of that college.*

### For Transfer to Non-SUNY Institutions

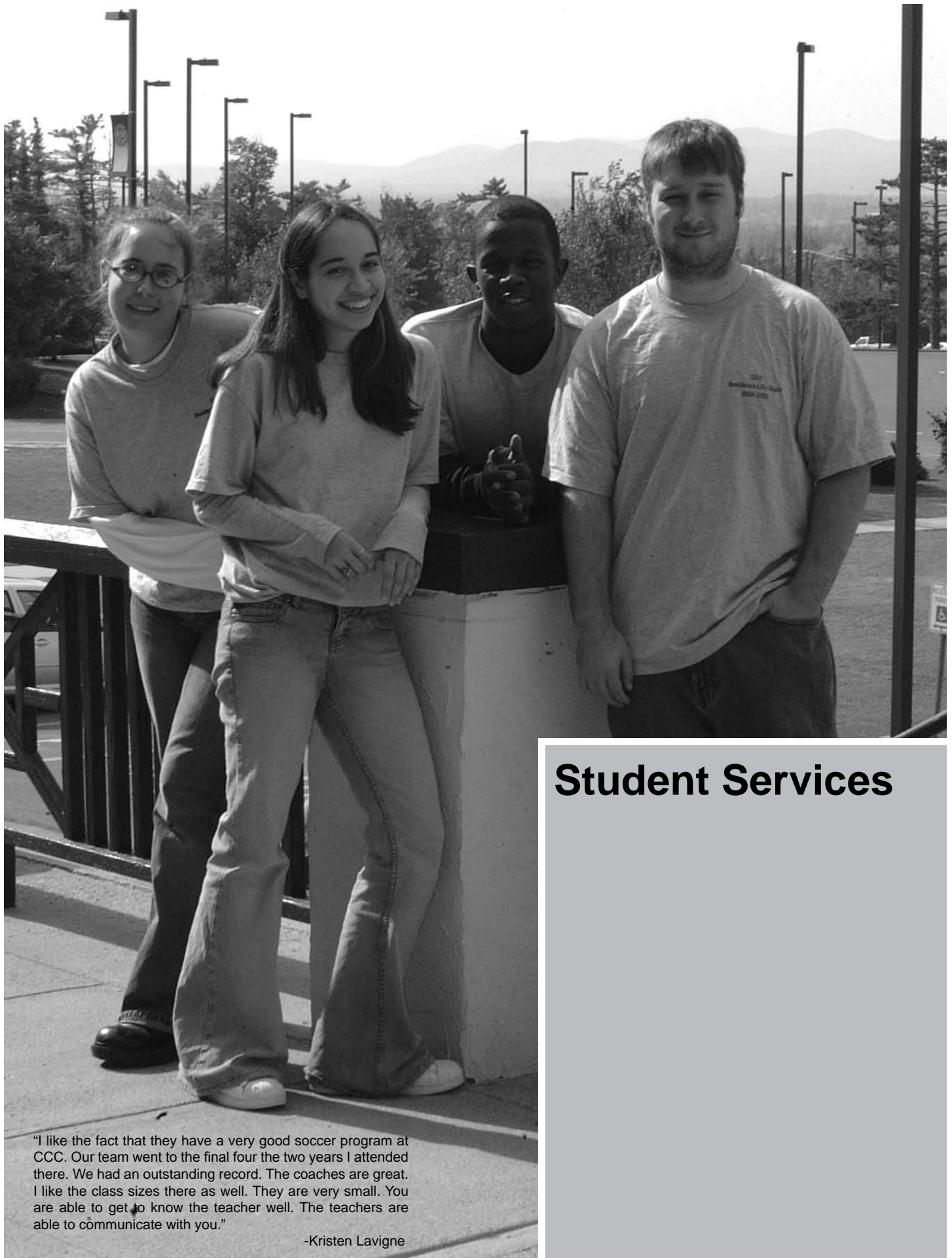
Most colleges stipulate their own general education course requirements. Students who plan to transfer to four-year colleges or universities outside the State University of New York should check with the transfer institution to determine the recommended general education courses. For additional information, contact the CCC Transfer Advisor.

### Assessment of General Education Student Learning Outcomes

In accordance with the guidelines set by the State University of New York, Clinton Community College has developed a comprehensive plan for assessing general education student learning outcomes. Outcomes from each of the 10 knowledge and skill areas and the two competencies are assessed following a three-year cycle.

### Additional Resources

For contact information and additional resources, please visit the General Education website: [www.clinton.edu/generaleducation](http://www.clinton.edu/generaleducation).



## Student Services

"I like the fact that they have a very good soccer program at CCC. Our team went to the final four the two years I attended there. We had an outstanding record. The coaches are great. I like the class sizes there as well. They are very small. You are able to get to know the teacher well. The teachers are able to communicate with you."

-Kristen Lavigne

# Student Services

## The Office of the Vice President for Student Services

The Vice President for Student Services serves as the chief student advocate on campus and acts as the campus ombudsman. The Vice President also coordinates all student support services for the college, and helps students overcome a variety of difficulties that impact their college success.

### Accommodative services

The role of this office is to assist all qualified students with disabilities in pursuing their educational goals. We attempt to coordinate the students' needs with services and resources available within our college system and in the community. In order to assist the students, we offer a number of support services.

### Veterans Affairs

This office supports students who have served or continue to serve in the military.

### Financial Aid

To explore financial aid options, visit our web site at <http://www.clinton.edu/financialaid/> and find links to tuition information, scholarship information, and important financial aid deadlines.

### Athletics

Clinton Community College has six intercollegiate sports from which to choose from. The teams compete in Region III of the National Junior College Athletics Association (NJCAA) and are a member of the Mountain Valley Athletic Conference.

#### Intercollegiate Sports Offered:

- Men and Women's Soccer
- Men and Women's Basketball
- Softball
- Baseball

#### Intramural Sports Offered:

- Indoor Soccer
- Basketball
- Volleyball
- Racquetball

#### Recreation Opportunities:

- Ping Pong
- Tennis Courts
- Racquetball Courts
- Weight Room
- Indoor Track
- Cardio Equipment
- Open Gym

#### Activity Classes Offered Include:

- Indoor Soccer
- Volleyball
- Tennis
- Racquetball
- Cross Country Skiing
- Dance
- Canoeing

#### Past Accomplishments:

11 Northern Independents Conference Championships

#### Women's Soccer

1996-1997  
2001-2002  
2002-2003  
2003-2004  
2004-2005  
2005-2006

#### Men's Soccer

2004-2005

#### Men's Basketball

1998-1999  
2003-2004  
2005-2006

#### Women's Basketball

1994-1995  
2000-2001

For information on participating in Intercollegiate Athletics, please contact, Dr. Todd Roenbeck, Director of Athletics at (518) 562-4220.

William B. Forrence, Health, Physical Education and Recreation Building:

- Classrooms
- Dance Studio
- Faculty and Coaches Offices
- Director Of Athletics Office
- Basketball Court
- Indoor Track
- 2 Raquetball Courts
- Weight Room
- Cardio Equipment
- Locker Rooms
- Tennis Courts

### Health Services

The following services are offered:

- First aid and emergency services
- Health promotion and maintenance
- Referral to local agencies and physicians
- Blood pressure screening
- Rest area
- Accident insurance for full-time students
- Information on health student related topics

### Academic Advisement

Each full-time student is assigned a faculty or staff advisor during the student's initial registration. The advisor assists the student in clarifying educational objectives, planning a program of study and assists in the pre-registration process after a student's initial registration. As much as possible, the advisor will be teaching in the area of the student's major. Part-time students are advised by the Counseling and Advisement Office.



## New Student Orientation

All new students take part in a one-day mandatory orientation program designed to prepare students for making a successful transition to Clinton Community College. Orientation is coordinated by the counseling and advisement Office.

## Counseling & Advisement

The Counseling and Advisement Office is staffed by professional counselors who provide services to students who may experience personal difficulties while attending college. Programs are planned and provided to address the developmental needs of Clinton's diverse populations. Crisis intervention and emergency services are provided. Appropriate referral to area agencies can be made upon request.

Specific areas addressed by the Counseling and Advisement staff include personal counseling, stress management, assertiveness training, problem solving, time management, alcohol and substance abuse issues, and interpersonal communication skills. The Counseling and Advisement Office also provides Academic advisement for part-time students. Individuals needing more information may contact the Counseling and Advisement Office by calling (518) 562-4199.

## Career & Transfer Planning

The Career Planning and Transfer Office offers a variety of services intended to benefit the educational experiences of the entire student population. In a college setting, effective career planning requires students to supplement their understanding of the relationship between Career Exploration and Academic Purpose (CEAP). This involves increasing personal awareness about occupational/personal interests, incorporating a degree program that enhances this interest, and then making a connection between the degree and employment or transfer opportunities.

Career Counseling can identify individual abilities, skills, values and interests, and relate them to the world of work. The Career Planning and Transfer Office provides a combination of career inventories (Myers Briggs Type Indicator® & Self Directed Search) to assist students in clarifying the career/degree decision making process. The results of these inventories can be used to facilitate a discussion about connecting personal interest with academic purpose.

Academic success often depends on the amount of comprehension a student has for the content of their courses. However, it also depends on how well a student understands degree requirements, what their curriculum entails, why those classes are important to educational goals, how those courses will impact them, where they will continue their purpose (transfer or work), and what kind of time frame is involved. The Career Planning and Transfer Office is available for students to discuss these issues so that the decision making process is based on understanding the information.

Additional services & resources include:

- Career planning (resume writing, interviewing skills, job search)
- Choosing/changing majors
- Part-time student advisement
- Returning student advisement
- Undeclared advisement
- On-campus job recruitment
- Career-resource library
- Job announcements
- Transfer process (application, transcripts, transfer credit)
- Transfer recruitment
- Complete Withdrawals
- Orientation planning
- Registration advisement

## Services for Students with Disabilities

In a post-secondary educational setting, it is the responsibility of the student with a disability to request services. Clinton Community College offers a variety of academic support services to qualified students. Students with disabilities are encouraged to identify themselves to the college through the Accommodative Services Office (Room 420M).

Students seeking accommodations are required to meet with the Learning Resource Specialist in the Accommodative Services department to receive information about policies and procedures and to develop an accommodation plan for the semester. The Learning Resource Specialist works with individual students, faculty members, and various outside agencies to coordinate the effort to meet student needs.

## Ombudsman

The President of the College has appointed the Vice President for Student Services as Ombudsman/Student Advocate. The Ombudsman's role is to assist students having problems with college and to intervene where appropriate. Students that have concerns or complaints with any aspect of college are encouraged to contact the Vice President for Student Services.

## Tutoring Center

The Tutoring Center offers:

- Free Tutoring
- Experienced tutors
- Flexible walk-in tutoring schedules
- Computer Lab and study space
- Limited evening and Residence Hall tutoring
- Tutoring in Writing, Humanities, Math, Science, Business, Computers, and Study Skills

The Tutoring Center provides tutoring services for all students enrolled at Clinton Community College. The Tutoring Center encourages students to develop academic skills and gain confidence in an academic environment; offers individual and group tutoring for Writing, Humanities, Math, Science, Business, Computers and Study Skills; provides a computer lab, texts, study guides, and other reference materials; and administers college placement testing in the Tutoring Center computer lab.

All tutors at the Tutoring Center are experienced paraprofessionals, and most are Adjunct Instructors. The combination of teaching classes and tutoring gives the tutoring staff a strong understanding of class material and student needs. Tutoring for the majority of general education classes and some specialized classes is provided. The Tutoring Center staff works with students to develop study skills, goal setting, learning styles, time management, and test-taking strategies in a series of workshops and group discussions.

Tutoring is generally offered without appointment from Monday through Friday. Additional evening hours at the Residence halls are sometimes available.

The Tutoring Center is located in the Main Building on the fourth floor. For more information about how the Tutoring Center can help you call (518) 562-4251 or visit [www.clinton.edu/tutoringcenter](http://www.clinton.edu/tutoringcenter).

# Faculty Student Association

The Faculty Student Association (FSA) offer the following services:

- Child Care
- Campus Store
- Residence Life
- Meal plan & cougar cash administration.

## Child Care

The priority of the Child Development Center at Clinton Community College is to serve the child care needs of the students, faculty, and staff of Clinton Community College. Additionally, the Center is available for the use of community members. The Center does this by providing programs for children ranging in age from 18 months through 5 years of age, thus enabling Clinton students and employee parents the opportunity to work and study while providing the finest quality early childhood experience for their children. Students in child/education related fields of study may use the Center to make observations, complete assignments, and acquaint themselves of the on site resources. All of the meals at the Center meet the nutritional requirements of the Child Care Food Program sponsored by the U.S. Department of Agriculture. Meals are included in tuition fees. The entire staff receives annual training through the State University of New York (SUNY) Child Care Conference. The Center follows the College academic and working calendar.

## Age Groups Served:

Pre School Room 3 - 5 years old

Toddler Room 18 Months - 3 years old

There are a limited number of spaces available in each room each semester.

## 2007-2008 Rate Schedule\*

Pre School Room	Toddler room
Full time: \$136.00/wk.	\$145.00/wk.
Part time: \$96.00/wk.	\$105.00/wk.
Hourly : \$4.50/hr.	\$5.00/hr.

## Half day rates:

2 half days: \$40.00	\$45.00
3 half days: \$55.00	\$60.00
5 half days: \$85.00	\$90.00

Thirty or more hours/week= full day

29 or fewer hours/week= part time

4 hours=half day

\* Rate schedule is subject to change. For most current rates, go to [www.clinton.edu/fsa/childcarecenter](http://www.clinton.edu/fsa/childcarecenter).

Please note: There is a \$30.00 registration fee to enroll your child. Upon registration, an up-to-date immunization record must be presented.

## Campus Store

The Campus Store stocks notebooks, folders, computer disks, three ring binders, and a wide variety of desk supplies. In most cases, if your class has required materials such as calculators or nursing supplies, you'll be able to purchase them at the campus store.

Show your school spirit with Clinton Community College clothing from the Campus Store. You'll find an array of T-shirts, sweatshirts, shorts and baseball caps. In addition to clothing, the store carries a full line of CCC key chains, lanyards, decals, mugs and other accessories. In addition, merchandise for special gift giving occasions is available.

## Regular Store Hours

Monday thru Thursday 7:30 AM- 4:30 PM

Fridays 7:30 AM- 4:00 PM

The College Store follows the college academic and holiday calendar. If you need a textbook and store hours are not convenient please phone (518) 562-4168 and special arrangements will be made to assist you.

During the first week of classes, there will be an opportunity to obtain your student ID. You will be advised of the location and time because it may change each semester. Each day thereafter, members of the college community can obtain an ID from the Campus Store as business allows. ID's are needed to utilize the services of the library and Meal Plan Accounts. There is a \$5.00 fee for all lost, stolen, or misplaced ID's.

## Residence Life

The Office of Residence Life is committed to making the out of class experience at Clinton Community College the best experience for each student. We are a small residential campus, and our primary focus is providing a living/learning environment that directly supports the educational, social, and personal development and growth of each student.

Residential living is one part of the collective college experience that provides a continuing opportunity for personal, social and intellectual development. One of the objectives of the residence hall program at Clinton Community College is to offer our students frequent opportunities to use the skills and knowledge they have garnered in making independent and mature decisions.

Students at CCC have many housing options. However, the only housing option that will provide students with the richest and most fulfilling life experiences is living in the CCC Residence Halls. Our residence halls offer students the big college residential program in a small and comfortable environment.

The FSA has two residence halls, Cumberland Hall and Champlain Hall, and is located minutes from campus, which are supervised by professional and paraprofessional staff members. Situated directly across from the residence halls is the PARC Place Dining Hall. This building also operates as the Residential Student Union. It is here that many programs and social events occur. In addition, this is where student mailboxes are located.

In each residence hall there is a laundry facility (bring lots of quarters) and multiple student lounges. Some lounges are for games (foosball, ping pong, billiards, etc.) while others are for studying or watching television. Residents share a fully carpeted spacious room with one roommate. Single occupancy rooms are also available. Two adjoining rooms share a private bathroom. All rooms include beds, dressers, desks, chairs, High Speed Internet access, basic cable access, and local/911 telephone access.

The room and board contract is for the entire academic year, payable by semester. Financial Aid can be applied to your housing and board bill after the college tuition bill has been paid. The first amounts of aid received at the college is paid to the college, additional aid is then disbursed to the FSA for Bookstore purchases (amounts charged to PELL or TAP) and then to housing and meal plans.

\*Room rates for the 2007 - 2008 academic year

Single Occupancy Room .....\$2,625.00 per semester (\$5,250.00 p/yr)

Double Occupancy Room .....\$1,975.00 per semester (\$3,950.00 p/yr)

\* Rate schedule is subject to change

The residence hall complex has resident assistants, resident interns, and a residence director living and working in the residence halls. The resident assistants are the core of our housing program and live on the floors with students working to assist them in their college experience. The resident interns work as part of the residence life team creating a safe and healthy living/learning environment. The residence director is responsible for the supervision, safety, and security of the residence halls.

As mentioned before, the foundation of our residence hall program is the Resident Assistant (RA) position. RAs are members of a community of student leaders who are dedicated to making a difference in the lives of our residential students. RAs assist in making our residence halls a place students call home. If you become an RA, you will be challenged, but also rewarded in many ways. As an RA you will work as a community developer by assisting and encouraging floor members to develop responsibility, act as a peer counselor and leader in the residence hall community, be an administrator by being on duty and doing rounds in the buildings, be a resource person for students, create both social and educational programs, and be part of an awesome team.

### Transportation

The residential complex is located only two miles from the Main Campus. Ample parking is provided at the residence halls for students that have their own vehicles. Public transportation, through the Clinton County Public Transit (CCPT) bus system, makes scheduled stops every half hour between the residential complex and the main campus, as well as many other locations around the city of Plattsburgh and the North Country region. Students can purchase a bus pass for \$20.00 per month from the campus store. With this in mind, students are responsible for making their own transportation arrangements, and car-pooling is encouraged.

### Meal Plan & Cougar Cash Administration

The Faculty Student Association and Sodexo welcome all new and returning students to Clinton Community College and are here to help you get through the year. If you are a student living on campus, you are required to participate in a meal plan. If you do not reside on-campus, there are many options for you as well. You'll be provide an extensive variety of wholesome food choices, a bountiful salad bar, ice cream, theme nights (a.k.a. Entertainment Events), healthy daily entrees and so much more.

When you arrive on campus, you will be issued a Clinton Community College identification card. This card will allow you to make food purchases in either dining location when you purchase Cougar Cash or a meal plan. Every student, faculty, and staff member is eligible to purchase a meal plan and/or Cougar Cash.

If you have a Cougar Cash account, not only will you be able to buy meals in the dining locations, but you can also use the funds to special order pizza, sandwiches, birthday cakes, buffalo wings and more.

### Hours of Operation:

#### Cougars Den

7:30 AM-6:00 PM Monday - Thursday

7:30 AM- 2:00 PM Fridays

#### PARC Place Dining Hall

Dinner ..... 4:30PM-6:30 PM Monday - Sunday

Brunch .....11:00AM-2:00 PM Saturday and Sunday

#### Meal Plan Hours at Cougars Den\*

Breakfast ..... 7:30AM-10:00 AM

Lunch .....11:00AM-2:00 PM

Dinner .....4:00PM-6:00 PM

(Brunch is offered on Saturday and Sunday only)

\* During non-meal plan hours students may use cash or Cougar Cash for purchases.

#### Resident Meal Plan Equivalencies at the Cougars Den

Breakfast .....\$4.00

Brunch .....\$5.15

Lunch .....\$5.15

Dinner .....\$7.15

Students may only use one meal per meal period. They can however use Cougar Cash in addition to meal plan purchases. This is done in an effort to reduce costs (keep prices down), plan for minimal leftovers (fresher food), and discourage the "sharing" of Meal Plan Accounts (students are not permitted to allow others to use their meals plans). The PARC Place dining hall is an All-you-can-eat location.

\*\*Board Plan rates per semester for the 2007-2008 academic year

10 meal plan per week .....\$1,400.00 per semester

(Usage example- 2 meals per day 5 days per week)

14 meals per week .....\$1,500.00 per semester

(Usage example- 2 meals per day 7 days per week)

19 meals per week .....\$1,625.00 per semester

(This gives students access to every meal offered!)

All meal plans include \$100.00 of Cougar Cash. Be aware that most students will use this amount before the end of the 9th week of classes. There are 15 weeks in a semester. Additional amounts can be purchased at any time.

Commuter Plan 5 meals per week .....\$510.00 per semester

(This includes \$100 per semester in cougar cash)

Additional amounts can be purchased at any time.

\*\*For current Board Plan offerings and rates, contact the Director of FSA at (518) 562-4281.



## Campus Clubs





# Campus Clubs

## Art Club

The art club consists of students who share a fondness of going to museums, Broadway performances and experiencing cultural events by traveling to major cities through the Atlantic and New England regions. Each semester our organization plans a week end stay-over to places such as New York City, Boston, or Montreal. A listing of fine arts venues and attractions that the art club have visited include: the Metropolitan Museum of Art, Museum of Modern Art, the Cloisters, Museum of Natural Science, Boston Museum of Fine Arts, New England Aquarium, Notre Dame Cathedral, Biodome, Musee Des Beaux Arts. No artistic ability is required to become a member, only an interest in experiencing the "cultural cornucopia" that is part of our geographic locale.

## College Chorale

College Chorale is the chorus of Clinton Community College. Students gain experience in singing, music reading, and performance. The Chorale performs for all Commencement exercises and for other ceremonial events as they occur. Chorale presents a concert on campus every semester. Students who join this chorus enroll for MUS 110 and receive one credit hour for participation. Students may enroll for credit for two semesters for a total of two credits.

## Criminal Justice Club

The Criminal Justice Club is a community-based club open to any Clinton Community College student, though most of the members are criminal justice majors. The club is involved in many campus and off-campus community activities throughout the year.

## Drama Club

Your Drama Club presents one full-length production each semester in our 170+ seat theatre in the Stafford Center for the Arts, Science and Technology. The cast and crew are CCC students, staff, faculty and/or alumni.

The club was reactivated in the spring of 1992 under the advisement of Bonnie Black who has been involved as director and/or technical director of each production.

## Future Human Services Professionals Association

The Future Human Service Professionals Association is a student lead group promoting the professional development of the Human Services students at Clinton Community College.

## International Club

The International Club provides educational, social and recreational opportunities for international and local students to interact with one another, to explore and share their cultural heritage, and to build connections with the college and North Country communities. Students engage and participate in activities designed to promote multiculturalism and to assist international students in their adjustment to North American culture. Students conduct fundraisings, present informal cultural forums, organize pot luck lunches, and plan trips to places of local and international (Montreal, Quebec, Ottawa) interest.

## Knitting & Crochet Club

One of the main goals of this club is to give back to the community. We accomplish this by making items for a variety of charity groups in the area. The funding that our group receives directly goes towards materials for charity projects. We teach knitting and crocheting to beginners and help develop the skills of experienced members.

## Movie Club

Exists to expand students' exposure to include movies that aren't mainstream. Discussions of mainstream and other films will be part of the activities. The power of story telling, the effect of movies on social issues are possible sidelines.

## National Science Teachers Association

In 2003 CCC became the first community college in the nation affiliated with the National Science Teachers Association. Our goal is to promote science literacy, to learn more about science in a fun and exciting atmosphere, and to develop leadership skills for members. Science club members have participated in and organized science activities for the college and the community. Each spring a club trip is organized. Past trips include the Boston Museum of Science, Cosmodome in Laval, Biodome/Insectarium/Botanical Gardens in Montreal and ECHO in Vermont. All students within the college community are welcome and encouraged to join.

## Native American Club

The Native American Club takes pride in educating ourselves and others about Native American culture and contemporary Native American issues. We've held Iroquois social dances and educated people during the "Diversity Through the Senses" Celebration. We have presented political issues such as the use of Native American mascots and the effects of it. In the surrounding community we have petitioned for local schools to change their mascots. Throughout the school year we hold many fundraising events so we can take trips, such as the one we made to the Smithsonian Museum of the American Indian in Washington, DC. All students at CCC are encouraged to join. If you have an interest in Native American cultures and issues, then this is the club for you.

## Nursing Club

The Nursing Club is an active group of students who work to promote social, educational and service projects. All nursing students, as well as other students may join. Service projects support various community health initiatives. The club also sponsors open lectures focused on current health issues. Organizing the annual Capping and Pinning Ceremony and the Nursing Banquet to honor both graduating senior nursing students and the advancement of the freshmen nursing students is the capstone activity each year.

## OWLs (Older Wiser Learners)

The OWLs (Older Wiser Learners) was established in 2003 as a group of adult, non-traditional students. The purpose of the group is primarily social. Students meet weekly to discuss issues, have lunch, make new friends and have fun. The group is closely tied to the local community and usually sponsors at least one fund-raiser project a year. All students, regardless of age, are welcome.

## Phi Theta Kappa

### International Honor Society of the Two-Year College

Students who achieve a 3.5 cumulative GPA after completing 12 credits at CCC are invited to join the Alpha Pi Tau chapter of Phi Theta Kappa. The local college chapter provides opportunities for student leadership and participation in campus and community service projects.

### **Residence Hall Council**

Residence Hall Council (RHC) is a student organization dedicated to promoting a positive residence hall environment. Every student who lives in the residence hall is automatically a member of our RHC. The purpose of RHC is to provide our students with numerous learning opportunities. RHC meetings provide residents with the opportunity to discuss residence hall rules and regulations, upcoming campus events, and upcoming RHC activities. RHC has numerous activities for our residence hall students to participate in such as bingo, midnight bowling, midnight breakfast, and residence hall vs. residence hall basketball games.

### **Student Activities Board**

The Student Activities Board (SAB) brings in extracurricular programs for student entertainment. SAB is a student-run organization that strives to provide the campus with recreational, social, and entertainment programs. Any student at Clinton is encouraged to join to help actively plan, promote, organize and facilitate a large number of activities. Past activities have included a psychic fair, game shows, inflatables, and comedians.

### **Student Leadership and Student Senate**

Leaders are people who can influence others in a positive way. Some leaders play formal roles in student clubs, their residence halls and on athletic teams. Other ways of leading include playing an active role in class discussions, standing up for a cause you believe in, or volunteering your time and encouraging your friends to get involved. Our goal at Clinton Community College is to help all students develop their leadership potential by providing opportunities to lead their peers one way or another.

All students are welcome to attend Student Senate meetings and to run for office as a Student Senator. The elected Student Senate is responsible for the development of a student activities program and the disbursement of more than \$100,000 in student activity monies. Activities include academic clubs, special interest clubs, chorus and drama, Honor Society, and intercollegiate athletics. The Student Senate sponsors a wide variety of activities including live performances, picnics, cultural affairs, and intramurals. The college considers the student activities program a vital part of the educational experience at Clinton Community College.

To learn more about Student Leadership at Clinton Community College, please contact the Coordinator of Campus Advising and Student Leadership at (518) 562-4288, or stop by room 154M.

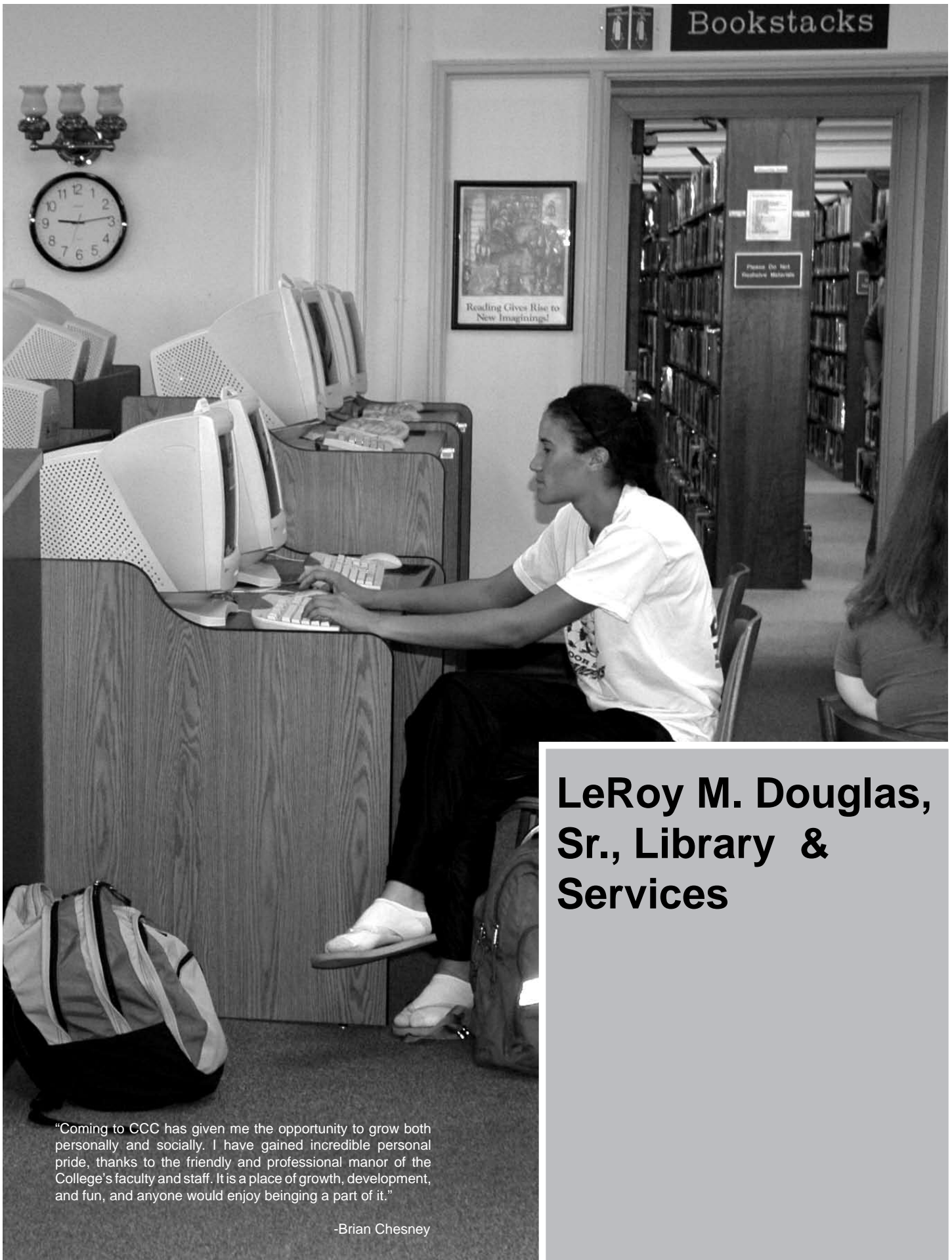
### **Wellness Club**

The mission of the Wellness Club is to provide education and activities that promote overall health to the campus community.

### **Math Club**

The Math Club is open to all students regardless of major and math ability. The purpose is to get students involved in math and to work on projects to help other students, in a fun and informal way. Students will work on a calculator loan program for students in need, celebrate important dates and math concepts, such as an annual pi-day celebration, discuss current events and breakthroughs that are related to math, explore math in other forms of media, such as film and television, work on math challenge problems, and participate in competitions. By participating in the club the students will learn valuable leadership and teamwork skills that will follow them throughout their future education and career, while finding a new appreciation for math and community service.

For more information about any clubs, go to Student Services in Room 227M or visit [www.clinton.edu/student-services](http://www.clinton.edu/student-services)



## LeRoy M. Douglas, Sr., Library & Services

"Coming to CCC has given me the opportunity to grow both personally and socially. I have gained incredible personal pride, thanks to the friendly and professional manor of the College's faculty and staff. It is a place of growth, development, and fun, and anyone would enjoy being a part of it."

-Brian Chesney

# LeRoy M. Douglas, Sr., Library

## Library Services

The Douglas Library's mission is to provide the college community access to the information, ideas, services and environments needed to strengthen teaching and learning. All students are encouraged to make full use of the library and its resources as part of a successful college experience.

The library is where you are. If you are on campus, you will find a library that provides:

- Reference librarians to help you find information;
- Circulation staff to help you borrow library materials;
- Formal instruction, through class visits and the LIB101 course;
- A print library collection including over 39,000 volumes, subscriptions to 120 periodicals and newspapers, specialized collections including the Adirondack and Children's book collections and an archival collection;
- Wireless internet access;
- A state-of-the-art library classroom;
- Photocopiers and printers;
- Comfortable computer workstations;
- A computer lab.

If you are online ([www.clinton.edu/douglaslibrary](http://www.clinton.edu/douglaslibrary)), you will find a library that provides:

- The library catalog with information about libraries all across SUNY;
- Access to thousands of articles in more than 21,000 full-text magazines and journals;
- Digital books;
- Art images;
- Expert guides for finding the best information on the 'net;
- Quick facts in the online reference collection.

## Media Services

Media Services, housed within the library, has a substantial collection of education and entertainment DVDs, CDs, CD-ROMs, software, videotapes, and audiocassettes for individual use and classroom instruction. Media Services staff are available to provide media reserve support, equipment for class presentations, and media development. In addition, a Teaching and Learning Center is available for use by faculty and staff to learn and use digital presentation tools.

Media Services provides classroom technology and educational video support for teaching and learning. Items can be located by searching in our online catalog with more than 3500 videocassettes, DVDs, Software, and CDs.

Services we provide:

- Assistance with Media Production
- Smart Classroom Support
- Equipment Loans & Setup
- Graphics Computer for Students
- Instructional Material
- Listening / Viewing Lab
- Media Reserves
- Entertainment Videos

## General Library & Media Department Policies

- A valid Clinton Community College photo ID card is required to borrow and renew library and media materials.
- Loan periods for students: books are loaned for three weeks; videos & DVDs are loaned for two days. Other media material is loaned for one week. Items may not be renewed over the phone. When returning materials, items may be renewed if they have not been requested by another patron, and are not overdue.
- The library has two photocopiers; copies are \$0.10 per page.

•Reference librarians can help you find information for research projects. Please ask for assistance at the reference desk.

•Interlibrary Loan service is available; please ask for assistance at the reference desk.

•Materials may be borrowed from SUNY Plattsburgh with a valid CCC photo ID card.

•Please be sure to enter and exit the library through the second floor lobby doors. All other door alarms are operational.

•College computer use policies apply to all library computers, including those in Room 209, the library classroom, the main floor, Media, and any other library computer.

## Library Etiquette

We strive to make the library a comfortable place for you to study either alone or in groups. Help us maintain that atmosphere by following these few rules: please go out to the lobby to eat food; please bring your beverages in spill-proof containers only; please hold your cell phone conversations in the lobby; and please speak quietly while in the library or computer lab.

## Network & Information Services

Our mission is to empower students, staff, and faculty to develop, use and manage information effectively by providing them the information and data-management tools they need.

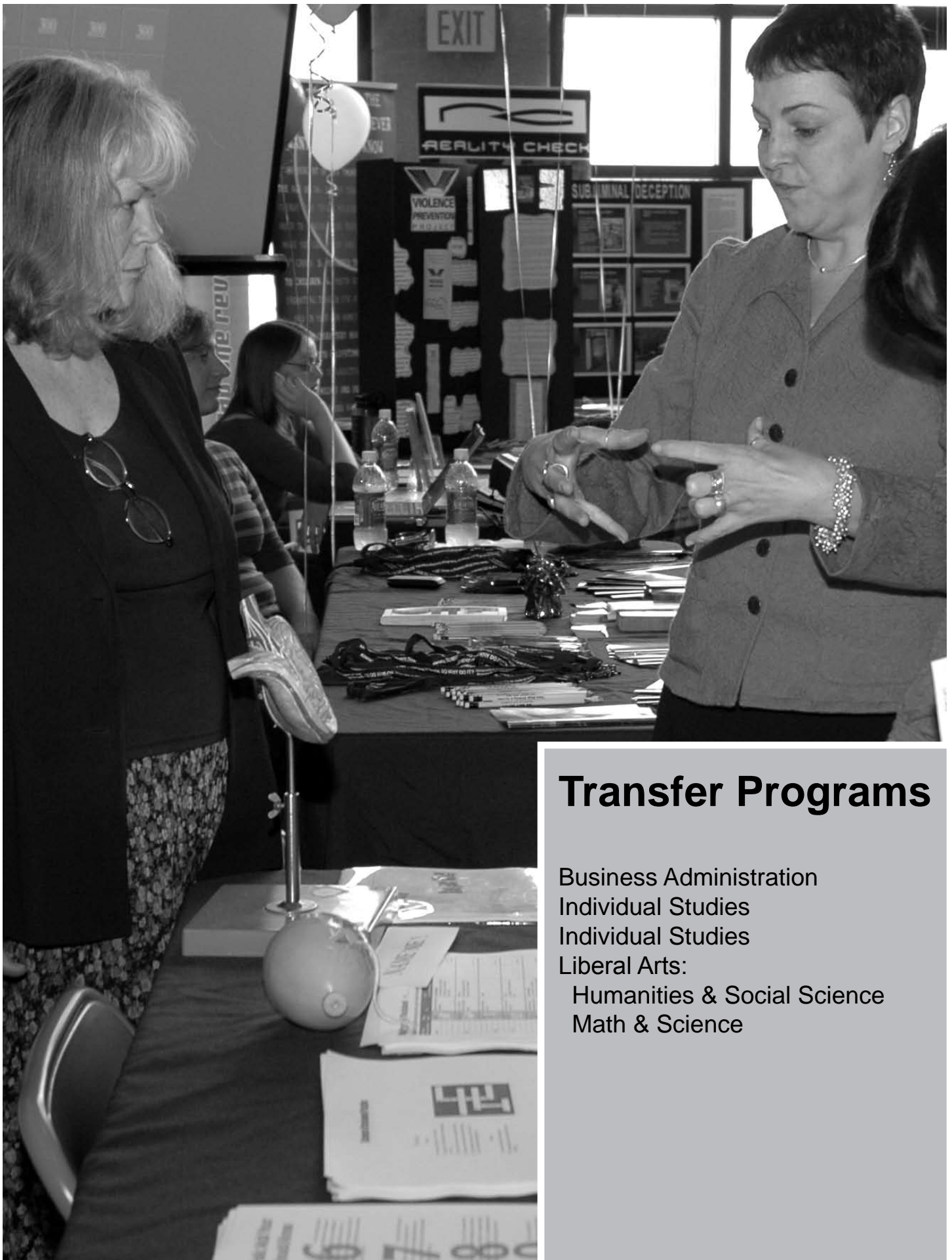
If you need assistance, please try the Knowledge Base or the "Commonly Asked Questions" links available on our website ([www.clinton.edu/NIS](http://www.clinton.edu/NIS)). If you can't find what you need, give the Computer Help Desk Coordinator a call at (518) 562-4261 (campus extension 261) or stop by the Help Desk, room 339M. The Tutoring Center, located at 430M, is another area for additional assistance with software programs.

## Information Technology Resources For Students

Students who are just getting started on campus will find details on the initial password and login, library database access, transcript access and the other services described below at the "orientation" link on the NIS website.

- Computer access - computer labs are located in the library and room 120T; computer classrooms not currently in use by a class are generally open for student use.
- Network storage - all student network accounts have private storage. Access is from any computer on campus.
- Printing - 400 pages initially (warning when down to 100 sheets) Printing is not available from wireless connections
- Student portal - provides web access to your current schedule; transcript; advisor and their contact information.
- Course schedules for current and next semester
- Webmail - includes mail, personal calendar, notes and other tools.
- NYAlert - sign up to receive notifications of emergencies on campus
- Wireless internet hotspots - located in the following areas:
  - Main Building:
  - Douglas Library
  - Lobby I
  - Lobby II
  - The Board Rooms
  - The Stafford Center
  - Atrium Area
  - 206T
  - 230T
  - Champlain Hall (Third floor lounge areas)





## Transfer Programs

Business Administration

Individual Studies

Individual Studies

Liberal Arts:

Humanities & Social Science

Math & Science



# **Business Administration**

Associate of Science

“Completing my A.S. Degree in Business Administration at Clinton Community College gave me the academic skills and confidence necessary to transfer to a four-year college with ease, open my own business called Qualityscapes Lawn and Landscaping, and become a business teacher at Westport Central School.

One of the best things about getting my degree at CCC was being able to take online courses. The whole degree can now be done online, and I took courses from the comfort of my own home. Online and Clinton Community College worked for me!”

-Adam Facticeau, 2004

# Business Administration

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## Associate of Science

The A.S. Degree Program in Business Administration is designed for students intending to transfer to four-year institutions. The program prepares students for a smooth transition frequently as junior-level status to many four-year colleges. Many students transfer to colleges who offer degrees in financial information and analysis; entrepreneurial studies; hotel, resort, and tourism; management; e-business; management information systems, international business, and accounting. CCC has a 2+2 agreement with Plattsburgh State University in several areas including accounting, management, marketing, and international business.

Graduates frequently contact us about their successes in the business world after obtaining a degree at CCC. Please allow us to show you what we have to offer.

### **Minimum Degree Requirements Credits 61:**

#### **Accounting 8 Credits:**

ACC 101 Principles of Accounting I  
ACC 151 Principles of Accounting II

#### **English 6 Credits:**

ENG 101 English Composition  
ENG 102 Literature & Composition

#### **Mathematics & Science 11 Credits:**

MAT 161 Elementary Statistics  
MAT 215 Calculus for Business  
One science elective in biology, chemistry, environmental science, physics or science is required.

#### **Computer Science 3 Credits:**

CSC 102 Introduction to Microcomputer Applications

#### **Business 15 Credits:**

BUS 101 Business Organization & Management  
BUS 210 Principles of Marketing  
BUS 260 Business Law I  
BUS 261 Business Law II  
One business elective in any accounting, business information technology, business or computer science is required.

#### **Social Science 9 Credits:**

ECO 101 Principles of Microeconomics  
ECO 102 Principles of Macroeconomics  
One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

#### **Humanities 6 Credits:**

Two humanities electives in the arts including music, and theatre, literature, public speaking, and foreign languages.

#### **Free Elective 3 Credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.





## Individual Studies

Associate of Arts  
Associate of Science





# Individual Studies

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## Associate of Arts Associate of Science

### Associate of Arts

The Individual Studies degree option provides students with a great deal of flexibility to develop their own course of study. Course concentration is divided mainly among the Humanities, Social Sciences, and Math/Science disciplines with a large number of electives and free electives completing the curriculum. Sixty-four credits are needed to receive the Associate in Arts in the Individual Studies Program. This program can be used either by students who are unsure of their plans and need flexibility to explore educational options, or by those who wish to develop their own personally planned course of study (approved by the College) because of special educational needs and career goals. A.A. Degree students usually emphasize the Social Sciences and Humanities. The A.A. Degree in Individual Studies is also intended to prepare students for transfer to similar four year baccalaureate programs.

### Minimum Degree Requirements:

1. A minimum of 60 credit hours.
2. ENG 093, 094, MAT 098, if indicated by Placement Test.
3. English: ENG 101 and 102.
4. 31 credits distributed among Humanities, Social Sciences and Math/Science disciplines.
5. 15 elective credits in one or more of the following areas: Humanities, Social Sciences, Math/Science.
6. 14 Free Electives in any credit courses approved by the college.
7. Students intending to pursue baccalaureate degree should make sure all courses are transferable.
8. A maximum of 15 credits may be granted for prior work/life experiences if such experiences equal college-level learning. Students must complete 12 credits of college level work before having work/life experiences considered for credit towards degree.

### Associate of Science

The Individual Studies degree option provides students with a great deal of flexibility to develop their own course of study. Course concentration is divided mainly among the Humanities, Social Sciences, and Math/Science disciplines with a large number of electives and free electives completing the curriculum. Sixty-four credits are needed to receive the Associate in Science in the Individual Studies Program. This program can be used either by students who are unsure of their plans and need flexibility to explore educational options, or by those who wish to develop their own personally planned course of study (approved by the College) because of special educational needs and career goals. A.S. Degree students usually have a strong concentration in Math/Science. The A.S. Degree in Individual Studies is also intended to prepare students for transfer to similar four year baccalaureate programs.

### Minimum Degree Requirements:

1. A minimum of 60 credit hours.
2. ENG 093, 094, MAT 098, if indicated by Placement Test.
3. English: ENG 101 and 102.
4. 30 credits distributed among Humanities, Social Sciences and Math/Science disciplines (6 credits in any one area, 9 credits in remaining two).
5. 6 elective credits in one or more of the following areas: Humanities, Social Sciences, Math/Science.
6. 28 Free Electives in any credit courses approved by the college.
7. Students intending to pursue baccalaureate degree should make sure all courses are transferable.
8. A maximum of 15 credits may be granted for prior work/life experiences if such experiences equal college-level learning. Students must complete 12 credits of college level work before having work/life experiences considered for credit towards degree.



# Liberal Arts: Humanities & Social Science

Associate of Arts

"It has been a long dream of mine to continue my education and pursue a career as an elementary teacher in or near my North Country home. I am looking forward to the challenges that attending college will bring and to working toward my future goals."

-Melissa Devan

# Liberal Arts: Humanities & Social Science

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## Associate of Arts

The liberal arts degrees require a student to take a sampling of courses in the various disciplines that make up the overall category of liberal arts: humanities, social sciences, mathematics, and science. Students will select courses in all the categories listed above, but those earning the liberal arts humanities/social sciences degree will take more courses in the humanities (art, music, literature, foreign language) and social sciences (history, psychology, political science, sociology).

The Humanities/ Social Sciences degree is specifically designed to prepare students to transfer into a baccalaureate program in one of the humanities or social science disciplines. Our graduates transfer to numerous four-year colleges and universities throughout the State University of New York (SUNY) system, as well as private institutions, where they can enter with junior status and take additional courses to complete a bachelor's degree in a specific major.

CCC also has specific articulation agreements with several institutions for a number of bachelor's degree programs. By carefully following the sequence of courses listed in the respective articulation agreement (available on CCC's web site by following the links: Current Students; Academics; Degrees/Certificates Offered; 2 + 2 Programs), students will be in a position to transfer into their junior year at the four-year college or university. Some of these agreements require students to cross register and take courses at the transfer institution while they are at CCC.

### **Minimum Degree Requirements:**

A minimum of 60 credit hours is required for the Liberal Arts Humanities/ Social Science Associate of Arts degree. If basic skills courses are required, degree completion will take more than four semesters.

### **Basic Skills Courses:**

Basic skills courses in mathematics and English are required as prerequisite courses if indicated by placement testing. These courses count as credit toward load and financial aid, but not toward graduation.

### **English 9 credits:**

English Composition and Literature and Composition are both required English credit courses, as is one other English elective.

### **Humanities 9 credits:**

Courses in art, music, philosophy, communication, English, theater, Western Civilization, and foreign language may be taken. At least one art course is required for a Humanities/Social Science degree.

### **Social Science 12 credits in three different disciplines:**

Courses in anthropology, economics, geography, history, political science, psychology, sociology, and mass media may be taken.

### **Mathematics 6 credits:**

Two mathematics courses MAT 101 or higher.

### **Science 8 credits:**

Two four-credit science courses with laboratories are required.

### **Health and Physical Education 1 credit:**

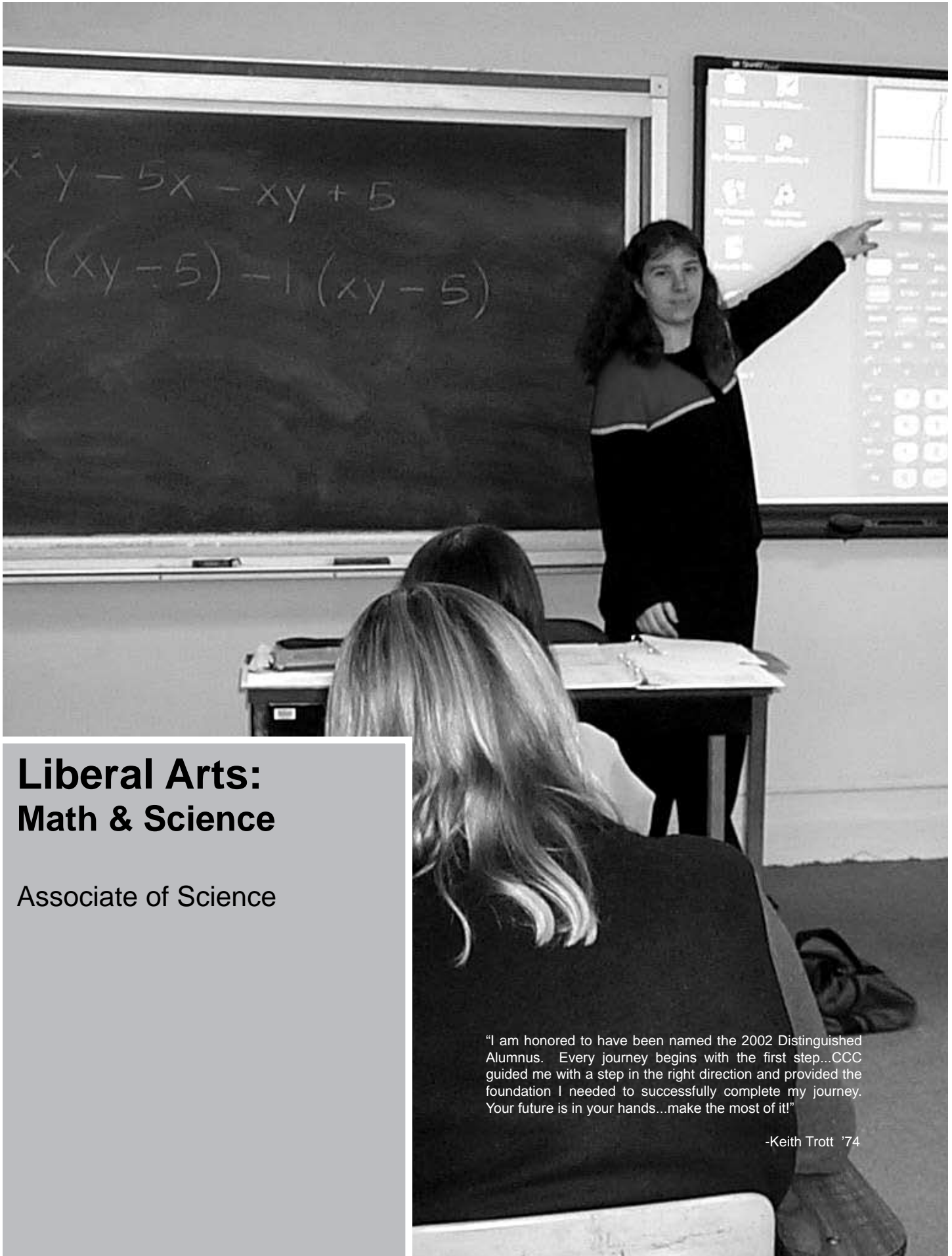
Any course with an HPE prefix fills this requirement.

### **Information Literacy 1 credit:**

LIB 101 Library Research Skills is required.

### **Electives 14 credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.



## Liberal Arts: Math & Science

Associate of Science

"I am honored to have been named the 2002 Distinguished Alumnus. Every journey begins with the first step...CCC guided me with a step in the right direction and provided the foundation I needed to successfully complete my journey. Your future is in your hands...make the most of it!"

-Keith Trott '74



# Liberal Arts: Math & Science

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## Associate of Science

The liberal arts degrees require a student to take a sampling of courses in the various disciplines that make up the overall category of liberal arts: humanities, social sciences, mathematics, and science. Besides sampling courses in all the categories listed above, students earning the Liberal Arts Math/Sciences Degree will take more courses in mathematics (algebra, calculus, statistics) and natural sciences (biology, chemistry, physics, environmental science).

The Math/Science Degree is specifically designed to prepare students to transfer into a baccalaureate program in mathematics, natural sciences, or a related discipline. Our graduates transfer to numerous four-year colleges and universities throughout the State University of New York (SUNY) system, as well as private institutions, where they enter with junior status and take additional courses in one of these specialized areas to gain a strong base of knowledge.

CCC also has specific articulation agreements with several institutions for a number of bachelor's degree programs. By carefully following the sequence of courses listed in the respective articulation agreement (available on CCC's web site by following the links: Current Students; Academics; Degrees/Certificates Offered; 2 + 2 Programs), students will be in position to transfer into their junior year at the four-year college or university.

### **Minimum Degree Requirements:**

A minimum of 60 credit hours is required for the Liberal Arts Math & Science Associate of Science Degree.

### **Basic Skills Courses:**

Basic skills courses in mathematics and English are required as prerequisite courses if indicated by placement testing. These courses count toward load and financial aid, but not toward graduation.

### **English 6 credits:**

English Composition and Literature and Composition are both required.

### **Humanities 6 credits:**

Courses in art, communication, English, foreign language, music, philosophy, and theater may be taken.

### **Social Science 9 credits in two different disciplines:**

Courses in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

### **Mathematics 8 credits:**

Two four-credit mathematics courses, to be selected from College Algebra with Trigonometry II, Calculus with Analytic Geometry I or Calculus with Analytic Geometry II.

### **Science 8 credits:**

Two four-credit science courses with laboratory components are required. Students planning to major in a science should take a two-year sequence.

### **Math/Science Elective 12 credits:**

Twelve credits of mathematics and science credits will be taken under advisement of a math or science faculty member. A mix of college-level mathematics, science and related courses will be selected to best prepare students for a bachelor's program in mathematics, natural sciences, or a related field.

### **Health and Physical Education 1 credit:**

Any course with an HPE prefix fills this requirement.

### **Information Literacy 1-3 credits:**

Library Research Skills or Introduction to Computer Applications is required.

### **Electives 6-8 credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.

\*It may take a student more than two years to complete this degree, or may require summer coursework, if basic skills courses are required.

# Liberal Arts

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## Math & Science

The Math and Science Degree is a two-year transfer program designed to provide students with course preparation for a baccalaureate program in mathematics, physical sciences or a related field. Our graduates may transfer to numerous four-year colleges and universities with junior status and benefit from general education coursework that transfers throughout the State University of New York (SUNY) system and to most private institutions. To best serve our students, we offer a number of articulation agreements, as well as transfer scholarships, to institutions like Plattsburgh State University (PSU), Clarkson University and Upstate Medical.

### **Articulation Agreements and Advisement Options with Plattsburgh State University**

Childhood Education Articulation Agreements with a Choice of Concentrations in Mathematics, Biology or Chemistry. \*\*

This may be the pathway for you if you are seeking a career as a teacher certified in childhood education (grades 1-6). Students in this program typically complete 63-65 credit hours at CCC, working to complete the SUNY general education requirements and to establish a concentration in math, chemistry, or biology.

Students will need to cross register at Plattsburgh State University (PSU) for three courses during three of their semesters at CCC. These courses meet on PSU's campus and the student does not incur extra cost as long as the student is enrolled in at least 12 additional credit hours at CCC. Advisors will assist students in completing this cross registration.

### **Articulation Agreements and Advisement Options in Biology, Chemistry, Biochemistry, and Environmental Science\*\***

Students in these programs complete 60-67 credit hours at CCC, working to complete the SUNY general education requirements and to build a strong foundation in the physical sciences.

Graduates from four-year programs in biology, chemistry, biochemistry, and environmental science typically advance toward graduate degrees and/or seek careers in medicine, health, agriculture, pharmaceuticals, environmental science, or industrial, private or public research laboratories.

### **Articulation Agreements with Upstate Medical University**

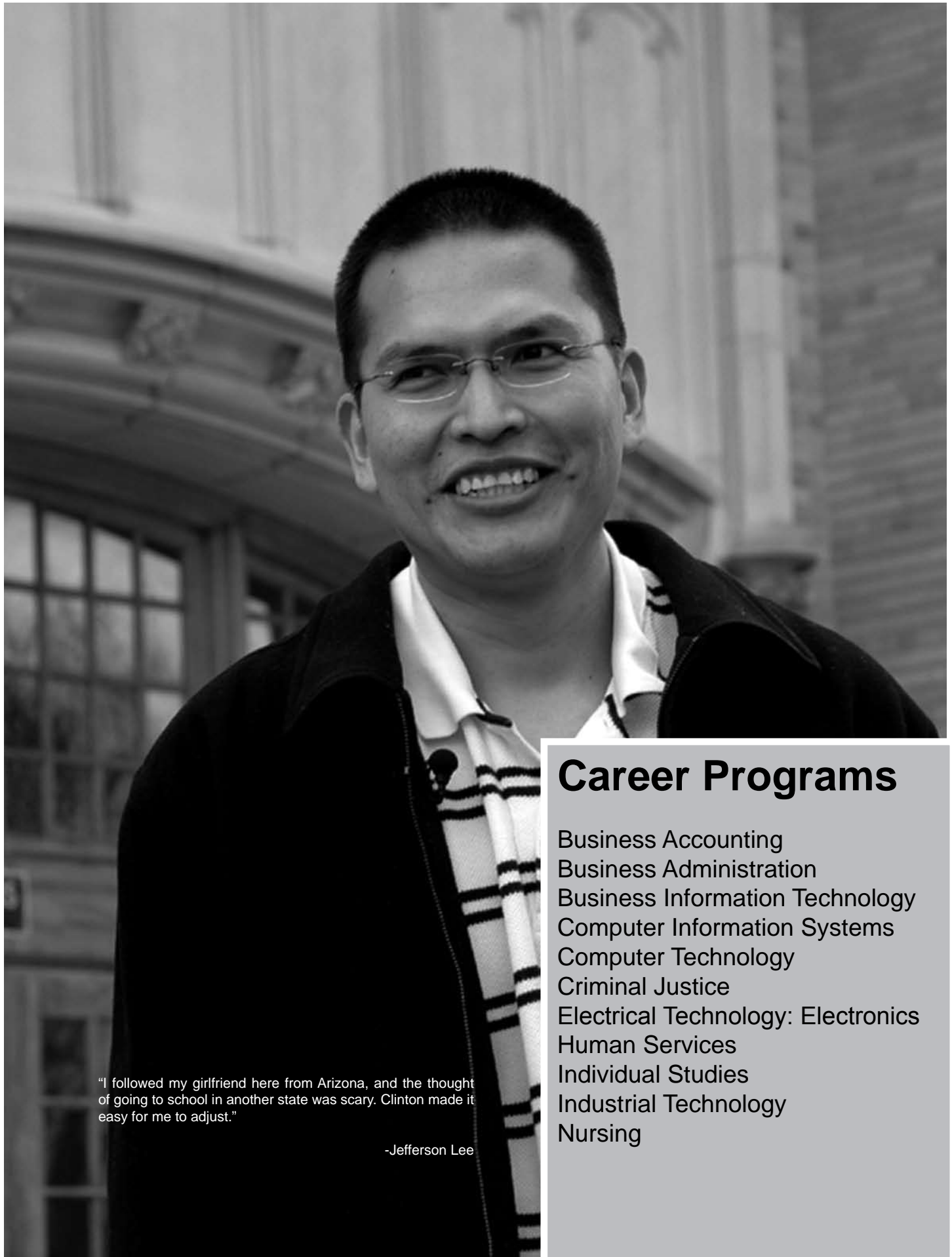
Articulation Agreements in Cardiovascular Perfusion, Cytotechnology, Medical Imaging Services, Medical Technology, Radiation Therapy, Respiratory Care, and Cardiovascular Science\*\*

Graduates of this program seek careers in healthcare settings such as operating room specialists, working with physicians, or within anatomical pathology, radiology or clinical laboratories. Students in this program typically complete 60-64 credit hours at CCC, working to complete the SUNY general education requirements and to establish a strong foundation in science coursework.

### **Articulation Agreements and Advisement Options with Paul Smith's College\*\* and SUNY ESF-Wanakena Ranger School**

Students interested in forestry may transfer to Paul Smith's College or SUNY ESF-Wanakena Ranger School. After completing approximately 60 credits at CCC, students may transfer to Paul Smith's College to pursue a degree in Natural Resources or Forestry. After completing approximately 30 credits at CCC, students may transfer to Wanakena Ranger School to pursue a degree in Forest Technology or Land Surveying Technology.

\*\*These credit hours of coursework earn the student an Associate of Science degree in Liberal Arts & Science - Math & Science at Clinton Community College and are equivalent to what most majors would take during the freshman and sophomore years at Plattsburgh State University, Upstate Medical University, or Paul Smith's College. By carefully following the sequence of courses listed in the respective articulation agreement (available on CCC's web site by following the links: [Current Students](#); [Academics](#); [Degrees/Certificates Offered](#); [2 + 2 Programs](#)), students will be in position to transfer to their junior year at the four-year college or university.

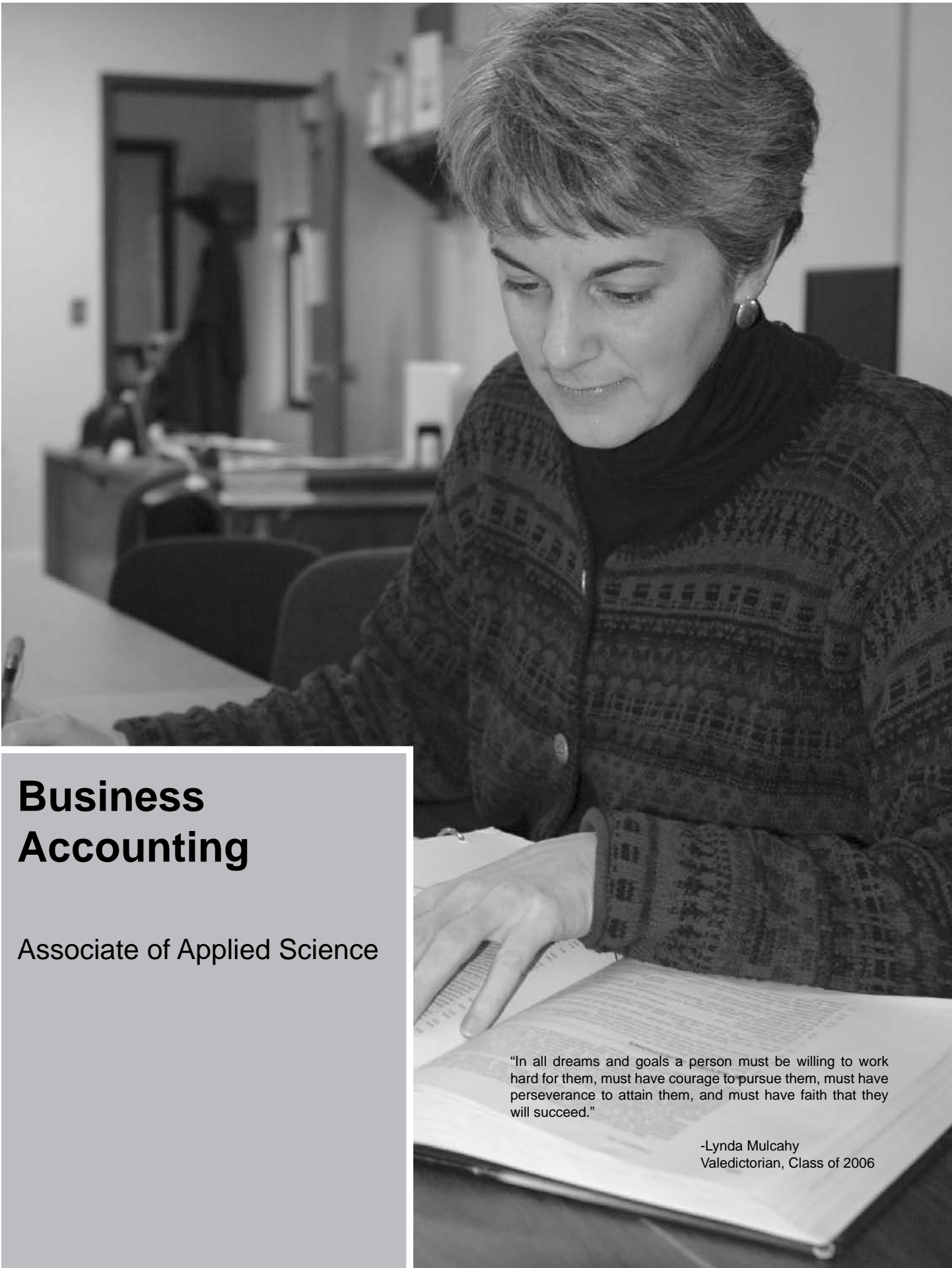


"I followed my girlfriend here from Arizona, and the thought of going to school in another state was scary. Clinton made it easy for me to adjust."

-Jefferson Lee

## Career Programs

Business Accounting  
Business Administration  
Business Information Technology  
Computer Information Systems  
Computer Technology  
Criminal Justice  
Electrical Technology: Electronics  
Human Services  
Individual Studies  
Industrial Technology  
Nursing



# **Business Accounting**

Associate of Applied Science

"In all dreams and goals a person must be willing to work hard for them, must have courage to pursue them, must have perseverance to attain them, and must have faith that they will succeed."

-Lynda Mulcahy  
Valedictorian, Class of 2006



# Business Accounting

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## Associate of Applied Science

The A.A.S. Accounting Degree provides a general education and specialized training in accounting and management to prepare graduates for entry-level positions in industry, service organizations, retail establishments, and various government agencies. The A.A.S. Degree is not designed to prepare graduates to transfer to a four-year institution. However, almost all courses do transfer to most four-year universities, and many A.A.S. Accounting Degree graduates do continue their studies at transfer institutions.

You will be eligible for city, county, state and federal jobs. You can open your own business in areas such as taxes, bookkeeping/accounting, and general business.

You can join the workforce in areas such as:

- Customs Broker
- Accounting
- Retail Sales
- Management
- Human Resources
- Marketing
- Inside/Outside Sales
- Non-profit Organizations
- Advertising
- Payroll
- Tax Management
- Insurance
- Banking

### Minimum Degree Requirements Credits 61:

#### English 6 Credits:

ENG 101 English Composition  
ENG 102 Literature & Composition

#### Mathematics 3 Credits:

MAT 103 Finite Math

#### Computers Science 3 Credits:

CSC 102 Intro Microcomputer Applications

#### Communication 3 Credits:

COM 101 Public Speaking

#### Accounting 20 Credits:

ACC 101 Principles of Accounting I  
ACC 151 Principles of Accounting II  
ACC 201 Intermediate Accounting  
ACC 202 Cost Accounting  
ACC 251 Federal Income Tax  
ACC 252 Computer Applications in Accounting

#### Business 18 Credits:

BUS 101 Business Organization & Management  
BUS 210 Principles of Marketing  
BUS 213 Business Communications  
BUS 260 Business Law I  
BUS 261 Business Law II  
BIT 280 Business Practicum Seminar (Internship) or business elective in: business elective of any accounting, business information technology, business or computer science

#### Social Science 3 Credits:

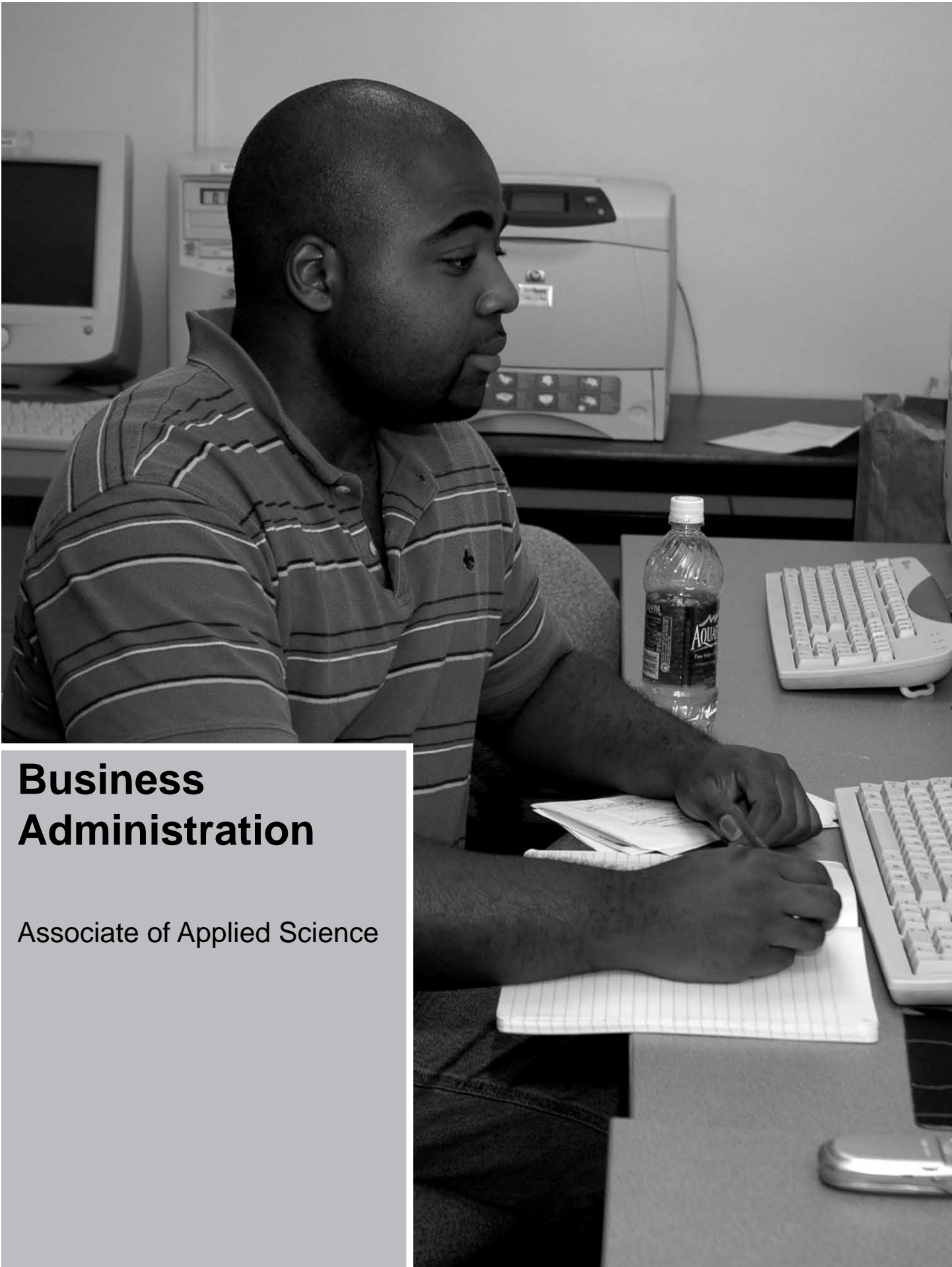
ECO 100 Fundamentals of Economics

#### Science 4 Credits:

One four-credit science courses with laboratory components are required.

#### Other 1 credit:

LIB 101 Library Research Skills



# **Business Administration**

Associate of Applied Science

# Business Administration

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## Associate of Applied Science

The A.A.S. Degree Program in Business Administration has been developed for students contemplating careers in the expanding fields of marketing, sales, retailing, advertising, personnel, office management, and other business fields. The curriculum provides specialized training in management, as well as a comprehensive general education. Many graduates enter the workforce by successfully completing governmental examinations. Others gain promotions, new job opportunities, and increased compensation as a result of obtaining their degrees with us.

Graduates frequently contact us about their successes in the business world after obtaining a degree at CCC. Please allow us to show you what we have to offer.

### **Minimum Degree Requirements Credits 60:**

#### **Accounting 8 Credits:**

ACC 101 Principles of Accounting I  
ACC 151 Principles of Accounting II

#### **English 6 Credits:**

ENG 101 English Composition  
ENG 102 Literature & Composition

#### **Mathematics 3 Credits:**

MAT 103 Finite Math

#### **Computer Science 3 Credits:**

CSC 102 Introduction to Microcomputer Applications

#### **Communication 3 Credits:**

COM 101 Public Speaking

#### **Business 24 Credits:**

BUS 101 Business Organization & Management  
BUS 210 Principles of Marketing  
BUS 260 Business Law I  
BUS 261 Business Law II  
BUS 213 Business Communications  
BIT 280 Business Practicum Seminar (Internship)  
Two business electives of any accounting, business information technology, business or computer science

#### **Social Science 6 Credits:**

ECO 100 Fundamentals of Economics  
One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

#### **Science 4 Credits with a lab:**

One four-credit science courses with laboratory components is required.

#### **Free Elective 3 Credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.



# Business Information Technology

Associate of Applied Science

"I wish to thank everyone associated with the college that helped to make my experience such a positive one. Students at Clinton Community College are lucky to have such a dedicated, exceptional faculty. It has been a wonderful experience. If income and time allow, I hope to be able to take the remaining courses I need to complete my degree. Thank you for such a rewarding experience and the hopeful opportunity to possibly reach for another goal."

-Debra Hemmingway



# Business Information Technology

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## Associate of Applied Science

In the A.A.S. Degree program, students develop advanced skills, using popular business software applications such as Word, Excel, Access, and PowerPoint, while developing their typing, proof reading and editing skills. They also take courses in other areas of business and technology, such as Accounting, Economics, and Computer Information Systems to provide a well-rounded business background.

The program emphasizes achievement in word processing, spreadsheets, database, and multi-media presentation programs, in addition to communication, problem solving and decision making skills.

An Associate's Degree in Business Information Technology will prepare you to work as an administrative assistant or office manager in a variety of settings, including:

- Business
- Government
- Industry
- Medical Field
- Legal Field

Depending on the selected area of emphasis, students pursuing associates degrees are required to complete 60 credit hours, with a minimum grade point average of 2.0 on a 4.0 scale. If no preparatory courses are needed, degree requirements can typically be met in four semesters, or two years.

The Business Information Technology program also offers several certificate programs in areas such as Information Processing, Legal Administrative Assistant, and Medical Administrative Assistant. These programs consist of a smaller set of highly specialized courses, requiring between 32 and 33 credits. If no preparatory courses are needed, a certificate program can be completed in two semesters, or one year.

The A.A.S. Business Information Technology degree program is a career oriented program for students seeking administration assistant skills in information processing. Business industry and government agencies employ program graduates.

### **Minimum Degree Requirements Credits 60:**

#### **English 3 Credits:**

ENG101 English Composition

#### **Mathematics 3 Credits:**

MAT 103 Finite Math (or Higher)

#### **Humanities 6 Credits:**

COM 101 Public Speaking

One humanities elective in art, communication, English, foreign language, music, philosophy, and theater may be taken.

#### **Business 25 Credits:**

ACC 101 Principles of Accounting I

BUS 101 Business Organization & Management

BUS 213 Business Communication

BIT 102 Document Processing

BIT 201 Word/Information Processing

BIT 202 Advanced Information Processing

BIT 220 Office Procedures

BIT 280 Business Practicum Seminar (Internship)

#### **Business Elective 9 credits:**

Three business electives of any accounting, business information technology, business or computer science may be taken.

#### **Social Science 6 Credits:**

ECO 100 Fundamentals of Economics

One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, is required.

#### **Science 4 Credits with a lab:**

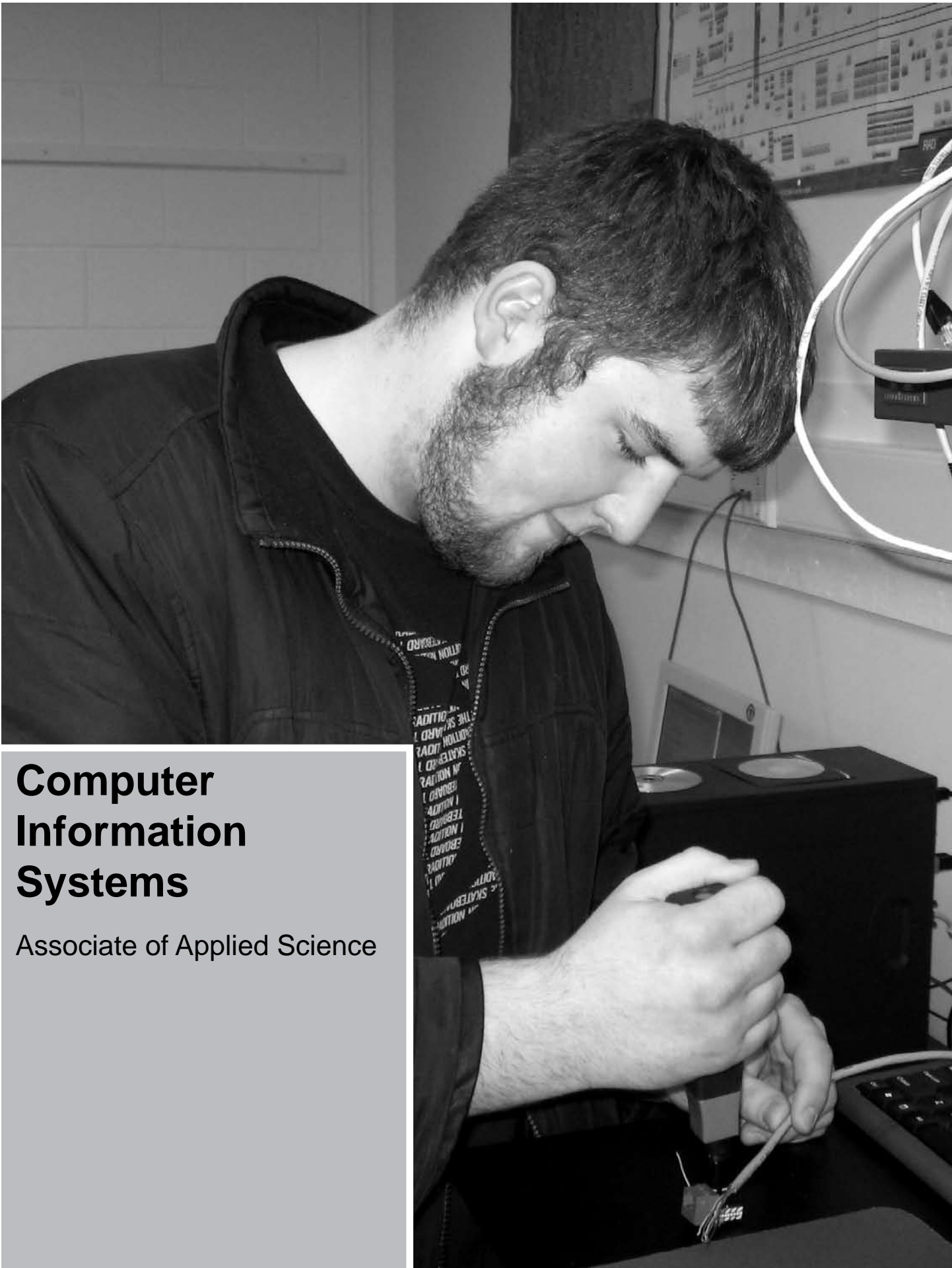
One four-credit science course with laboratory components is required.

#### **Health and Physical Education Activity 1 credit:**

One activity course is required.

#### **Free Elective 3 Credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.



# Computer Information Systems

Associate of Applied Science

# Computer Information Systems

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## Associate of Applied Science

According to the US Department of Labor, four of the top ten fastest growing jobs in the United States are in the area of computers. That makes the computer trade the fastest growing industry in America.

After completing your degree in Computer Information Systems you can join the workforce in areas such as:

- Computer Programming
- Network Technician
- Computer Hardware
- Computer Applications

In addition, you may choose to open your own business for computer hardware repair, computer programming or computer consulting.

The Computer Information Systems program meets the needs of students who plan to enter the computer field right after graduation, as well as students who wish to transfer to four-year colleges and universities for further education. Specific courses also provide continuing education to professionals already employed in the computer industry.

The Computer Information Systems program is designed to be completed in four semesters. In order to graduate you must have completed a minimum of 64 credits with a grade point average of 2.0 or higher. If you enroll with the required college level Math and English skill, you should complete the degree in four semesters.

Clinton Community College (CCC) has an articulation agreement with the Rochester Institute of Technology (RIT). CCC students who graduate with a two year degree in Computer Information Systems can now transfer directly into the Management Information Systems four-year degree program at RIT\*.

Why should you consider CCC for your first two years?

•Reputable Program – The CIS program has been in existence for seven years now and has built up an excellent reputation. It is a very hands-on program that covers many different areas in the field of computers. Many of our graduates work for local area business and many others have gone on to obtain 4 year degrees.

•Cost – Attending CCC for the first two years will save you several thousand dollars. The average price to attend CCC for one year is about \$4000. The average price to attend RIT for one year is about \$15,000.\*\* Additional cost saving can occur if students take advantage of CAP classes offered at their high schools.

•Same Degree – Students who complete their first two years at CCC then transfer to RIT and complete the Management Information Systems degree program will be getting the exact same degree as those student who attended RIT for the full four years.

•RIT Program Entry Restriction – Not all high school students who apply to the Management Information Systems Program at RIT will get in. To get into this program students must have a B+ high school average and SAT scores of 1100 or better. Attending CCC for the first two years gives students an opportunity to prove themselves academically and gain entry into the Management Information Systems Program at RIT.

For more information regarding the 2+2 agreement with RIT please contact Chris Ford at (518)562-4149 or email at Chris.Ford@clinton.edu.

\*Only courses with a C average or better will transfer.

\*\*Exact savings will vary.

### Minimum Degree Requirements Credits 62-64:

#### English 6 Credits:

ENG 101 English Composition  
ENG 102 Literature & Composition

#### Mathematics 3-4 Credits:

MAT 101 Mathematical Functions or above

#### Humanities 3 Credits:

COM 101 Public Speaking

#### Social Science 6 Credits:

Two social science electives in anthropology, economics, geography, history, mass media, political science, psychology, and sociology may be taken.

#### Computer Information Systems 24 Credits:

CSC 102 Intro to Microcomputer Applications  
CSC 217 Computer Programming  
CSC 121 Fundamental Concepts of Computing  
CSC 202 Data base Systems  
CSC 220 Operating Systems  
CSC 225 Computer Hardware  
CSC 230 Intro to Networking  
CSC 215 Web Design & Programming or  
CSC 221 Intermediate Computer Programming or  
CSC 240 Networking II

#### Business 10 Credits:

BUS 101 Business Organization and Management  
ACC 101 Principles of Accounting I  
BIT 280 Business Practicum/Seminar

#### Science 3-4 Credits with lab:

One science course is required.

#### HPE Activity 1 Credit:

One activity course is required.

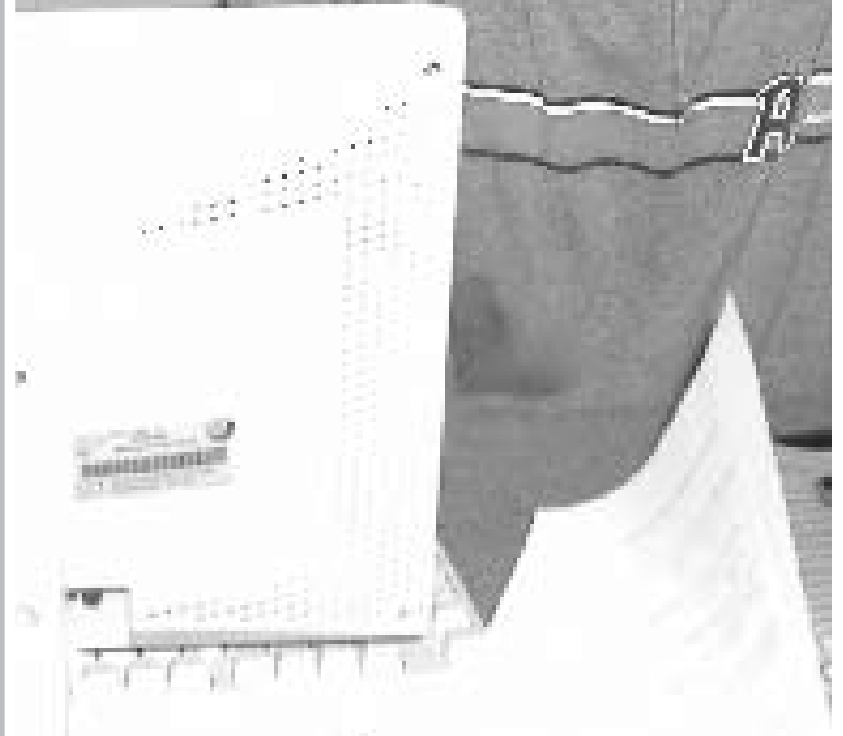
#### Free Electives 6 Credits:

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.



# Computer Technology

Associate of Applied Science





# Computer Technology

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## Associate of Applied Science

The Computer Technology program can be completed in only four semesters or two years. In order to graduate, you must complete 65 credits and graduate with a grade point average of 2.0. If you begin the program with the required math (able to enroll in Tech Math I) and English skills, you can complete the program in four semesters. Computer Technology is a program that give its graduates skills in both areas of electronics and computer science.

Computer Technology is a blend of electronics and computer science. You will study the electronics associated with computer systems as well as the software that makes these systems function in state of the art lab's situated on our beautiful campus on Lake Champlain. Graduates of the program will be prepared for positions requiring an understanding of hardware and software applications of microprocessor and other computer based systems or have the opportunity to transfer to one of several Bachelors programs in Computer Engineering Technology in New York State.

An Associate's Degree in Computer Technology will prepare you to work in a variety of settings including:

- Computer Repair & Maintenance
- Engineering Assistance
- Repair & maintenance of Microprocessor controlled equipment
- Network Technician
- Installation of hardware & software systems

### Minimum Degree Requirements Credits 65:

#### English 6 Credits:

ENG 101 English Composition  
ENG 235 Technical Writing

#### Mathematics or Science 8 Credits:

MAT 105 Technical Math I  
MAT 205 Technical Math II

#### Electrical Technology 25 Credits:

ETE 100 Introduction to Electrical  
ETE 103 Computer Programing for Electronics  
ETE 104 Electronics I  
ETE 105 Digital Electronics I  
ETE 205 Digital Electronics II  
ETE 207 Microprocessor Fundamental  
ETE 210 Microcomputer Systems

#### Computer Info Systems 15 Credits:

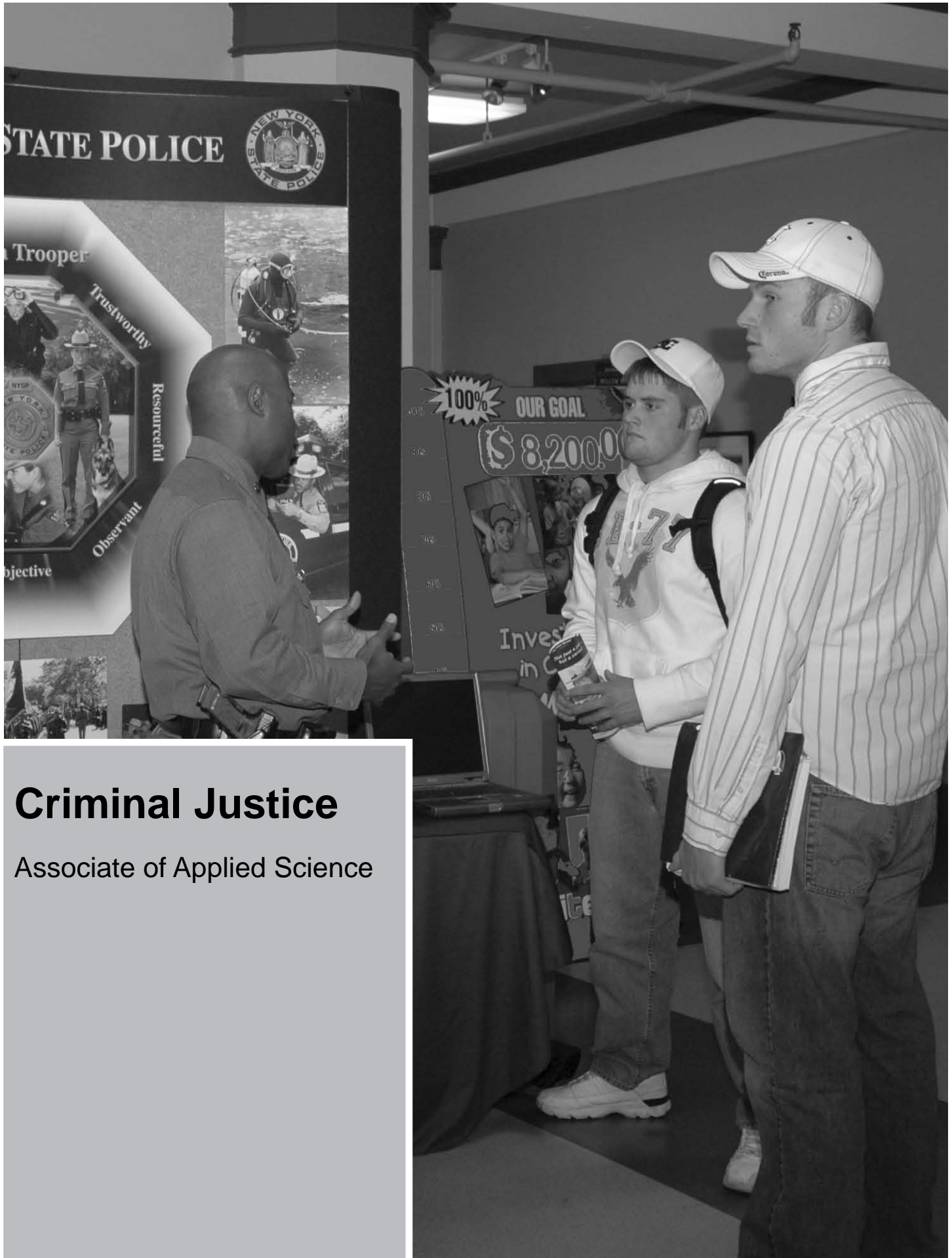
CSC 121 Fundamental Concepts of Computing  
CSC 217 Computer Programming  
CSC 220 Operating Systems  
CSC 225 Computer Hardware  
CSC 230 Intro to Networking

#### Social Science 3 Credits:

One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

#### Science 8 Credits:

PHY 111 General Physics I  
PHY 112 General Physics II



## Criminal Justice

Associate of Applied Science

# Criminal Justice

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## Associate of Applied Science

The Criminal Justice curriculum is a two year program that leads to an Associate of Applied Science Degree. The program prepares students for exciting careers in law enforcement, corrections, probation or parole, juvenile justice and private/industrial security. This course of study is also a good starting point for students who wish to pursue paralegal studies or attend law school.

Our program meets the needs of students who plan to enter their chosen careers right after graduation, as well as students who wish to transfer to four-year colleges and universities for further education. Courses also provide continuing education to professionals already employed in criminal justice.

You are required to successfully complete a minimum of 63 credits with a minimum grade point average of 2.0. If you enroll with the required math and English skills, you may complete the program in four full-time semesters or two years. Without the required math and English, your studies will extend beyond two years.

### Internships

Field experience is not only a wonderful way to learn information and acquire skills, it is the best way for students to “try out” careers. Internships are also a great opportunity to get job experience and make professional contacts that could prove invaluable for landing the first job after graduation. CCC’s Criminal Justice Program is unique among our competitor institutions for the wide array of diverse internship settings available to our students.

An Associate’s Degree in Criminal Justice will prepare you for a career in:

- State Police
- Municipal Police Departments
- Federal Law Enforcement
- State- and County-level Corrections Officers
- Deputy Sheriff
- Parole Officer
- Court Officer
- Probation Officer and Probation Assistant
- Private Security Officers and Campus Security Environmental Conservation Officer/Park Ranger
- \*Forensic Scientist
- \*Forensic Psychologist
- \*Lawyer

*\*Higher degree required.*

### Minimum Degree Requirements Credits 63-64:

#### English 9 Credits:

ENG 101 English Composition  
ENG 102 Literature & Composition  
ENG 235 Technical Writing

#### Mathematics or Science 3-4 Credits:

MAT 101 Mathematical Functions or higher; or  
One science elective in biology, chemistry, environmental science, physics, geology or science may be taken.

#### Communication 3 Credits:

COM 101 Public Speaking

#### Criminal Justice 18 Credits:

CRI 101 Introduction to Criminal Justice  
CRI 201 Criminal Law  
CRI 208 Corrections Theory and Practice  
CRI 210 Police Operations  
CRI 213 Security Theory and Practice  
CRI 214 Ethics in Criminal Justice

#### Criminal Justice Electives 12 Credits:

Four course electives in criminal justice

#### Social Science 9 Credits:

PSY 101 Introduction to Psychology  
SOC 101 Introduction to Sociology  
PSC 100 Government and Politics in America

#### Computer 1 Credit:

CSC 101 Computer Orientation

#### Health/Physical Education 2 Credits:

Two activity courses are required.

#### Free Elective 6 Credits:

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines, or to take further general education courses for transfer to a four-year college.



# **Electrical Technology: Electronics**

Associate of Applied Science



# Electrical Technology: Electronics

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## Associate of Applied Science

You'll study the exciting field of electronics in our state-of-the-art laboratories at Clinton Community College. You'll earn your Associate degree in Electronics Technology (A.A.S.) in our labs, which are situated on our beautiful campus on Lake Champlain. You can enter our program right out of high school, or transfer from another college or university. With your A.A.S. in Electronics Technology from CCC in hand, you can immediately seek employment as an electronics technician or you can transfer to one of the numerous colleges and universities within and outside of New York that offer bachelor degrees in Electrical Engineering Technology.

An Associate's Degree in Electrical Technology will prepare you to work in a variety of settings, including:

- Electrical and Electronics Repair and Maintenance
- Engineering Assistant
- Testing and Quality Control
- Instrumentation Specialist
- Calibration Technician

The Electrical Technology program can be completed in only four semesters, or two years. In order to graduate, you must complete successfully a minimum of 63 credits with a grade point average of 2.0. If you begin the program with the required math (able to enroll in Tech Math 1) and English skills, you can complete the program in four semesters. Electronics Technology is a field that is in high demand. Our graduates have had excellent results obtaining employment upon graduation and have also gotten some of the highest starting salaries of all CCC graduates.

### Minimum Degree Requirements Credits 60:

#### English 6 Credits:

ENG 101 English Composition  
ENG 235 Technical Writing

#### Mathematics 8 Credits:

MAT 105 Technical Math I  
MAT 205 Technical Math II  
(MAT 104/MAT 204 may be substituted)

#### Electrical Technology 35 Credits:

ETE 101 DC Circuits  
ETE 102 AC Circuits  
ETE 103 Computer Programing for Electronics  
ETE 104 Electronics I  
ETE 105 Digital Electronics I  
ETE 202 Intro to Industrial Electricity or CSC 230 Intro to Networking  
ETE 204 Electronics II  
ETE 205 Digital Electronics II  
ETE 207 Microprocessor Fundamental  
ETE 208 Operational Amplifiers

#### Science 8 Credits:

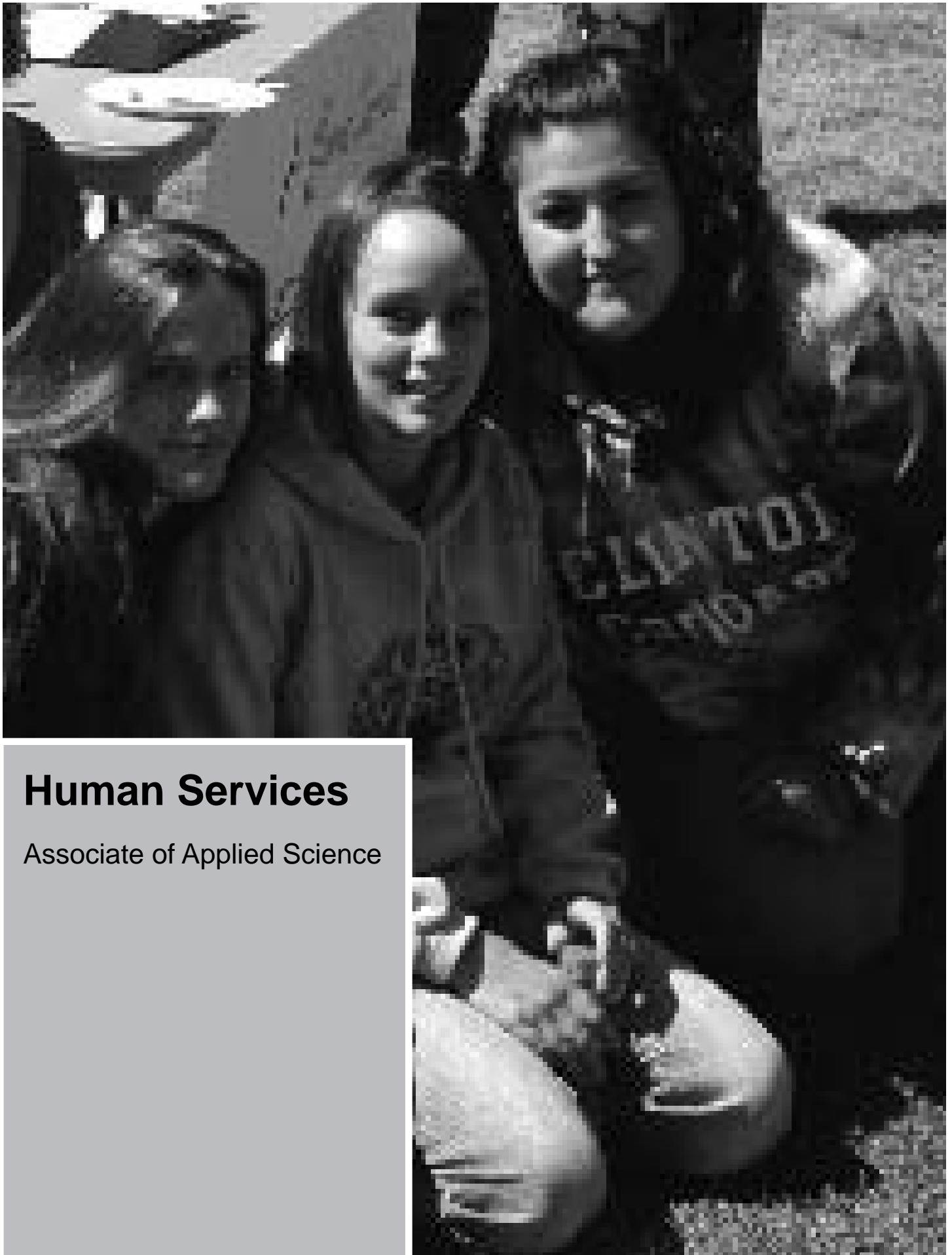
PHY 111 General Physics I  
PHY 112 General Physics II

#### Social Science 3 Credits:

One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

#### Free Elective 3-4 Credits:

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines, or to take further general education courses for transfer to a four-year college.



## **Human Services**

Associate of Applied Science

# Human Services

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## Associate of Applied Science

### *Mission Statement*

The mission of the Human Services Program is to prepare competent entry-level professionals for employment in the helping professions and/or transfer to baccalaureate programs in Human Services or related fields. The program provides students with theory and practice in the areas of general human services and selected specialty areas.

The Human Services curriculum is a two-year program that leads to an Associate of Applied Science Degree. The program prepares students for entry-level employment within a variety of helping professions. Areas of focus may include early childhood, family assistance, chemical dependency intervention, gerontology, and other social services.

This program meets the needs of students who plan to enter their chosen careers right after graduation, as well as, students who wish to transfer to four-year colleges and universities for further education. Courses also provide continuing education to professionals already employed in the human services field.

Students may choose to attend on a full-time or part-time basis. Day and evening classes are available.

Upon acceptance into the Human Services Program, each student is assigned an advisor from the Human Services faculty who assists in formulating career goals and planning a field of study in accordance with those goals. Since all Human Services faculty are either present or past practitioners in various human services careers, students can gain information and insights relevant to their own career planning efforts.

Clinton Community College also has an Office of Career and Transfer Planning for assistance with transferring to four-year institutions, individual and group career counseling, resume and interview preparation, workshops, career interest testing, and credential service.

The Associate Degree Program will prepare you for a career\* in:

- Chemical Dependency Treatment
- Mental Health Services
- Gerontology
- Social Services
- Housing
- Crisis Services
- Vocational Services
- Employee Assistance
- Community Services
- Advocacy Work
- Working with the Developmentally Challenged

*\*Some of these careers require additional education or training*

### **Minimum Degree Requirements Credits 65:**

#### **English 6 Credits:**

ENG 101 English Composition  
ENG 235 Technical Writing

#### **Mathematics 3 Credits:**

Math elective, MAT 101 or higher

#### **Communication 3 Credits:**

COM 101 Public Speaking

#### **Human Services 24 Credits:**

HUS 101 Introduction to Human Services  
HUS 102 Interviewing/Problem Solving  
HUS 201 Social Service Agencies  
HUS 202 Community Mobilization & Crisis Intervention Strategies  
HUS 281 Field Practicum Seminar  
HUS 282 Field Practicum  
Two electives in human services

#### **Social Science 12 Credits:**

PSC 240 State & Local Government  
PSY 101 Introduction to Psychology  
SOC 101 Introduction to Sociology  
One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

#### **Science 4 Credits with lab:**

One four-credit science course with laboratory components is required in biology, chemistry, environmental science, physics, geology or science.

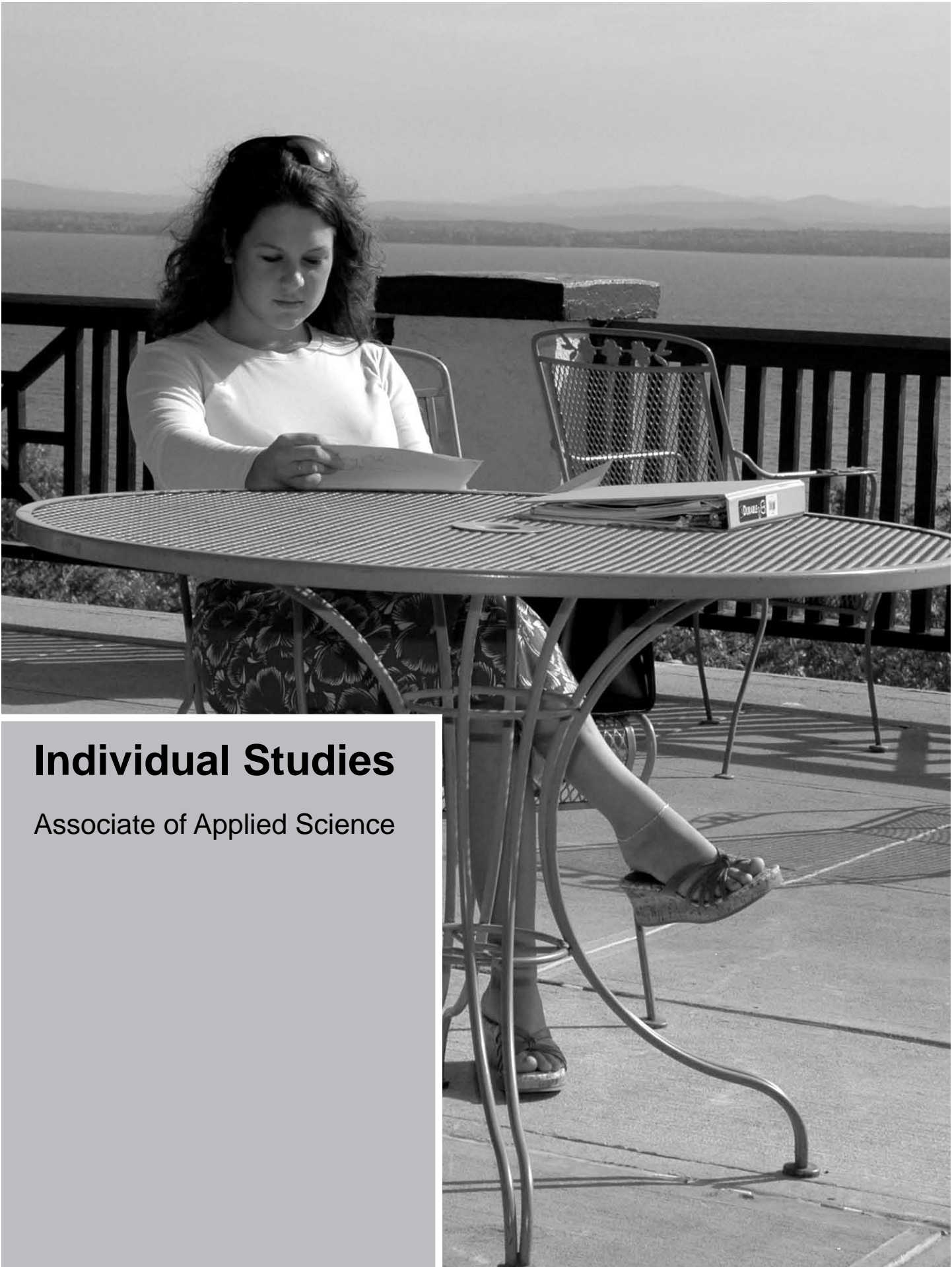
#### **Health/Physical Education 4 Credits:**

HPE 102 Safety and First Aid  
One activity course is required.

#### **Free Elective 6 Credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.

*Note: HUS 101 and HUS 102 are offered both Fall and Spring semesters.  
HUS 201 Social Service Agencies is offered Spring semester only.  
HUS 281 Field Practicum Seminar and HUS 282 Field Practicum is offered in both semesters.  
HUS 202 Community Mobilization and Crisis Intervention Strategies is offered Fall semester only.*



# Individual Studies

Associate of Applied Science



# Individual Studies

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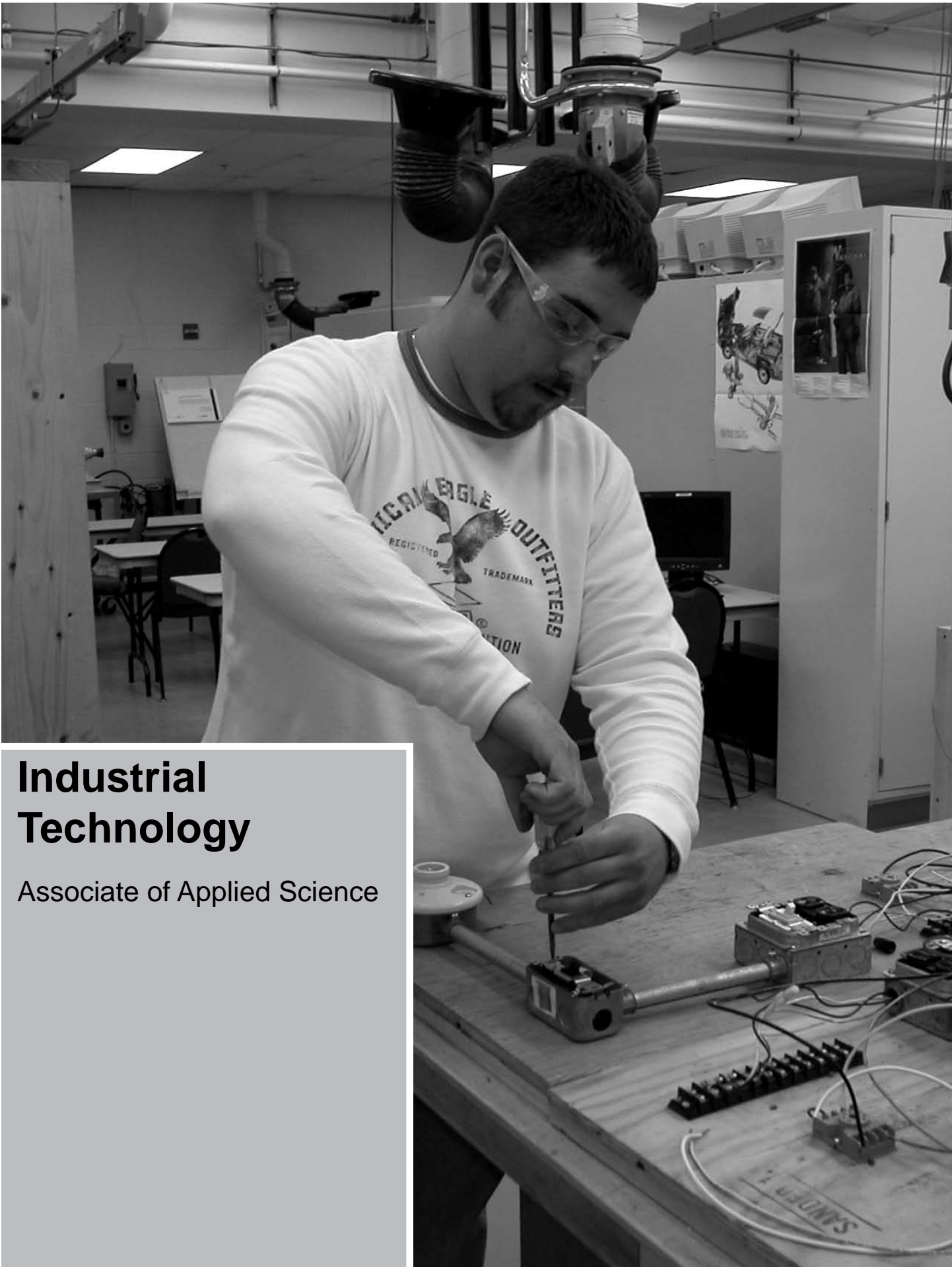
## Associate of Applied Science

### **Associate of Applied Science**

The Individual Studies degree option provides students with a great deal of flexibility to develop their own course of study. Course concentration is divided mainly among the Humanities, Social Sciences, and Math/Science disciplines with a large number of electives and free electives completing the curriculum. Sixty-four credits are needed to receive the Associate in Applied Science in the Individual Studies Program. This program can be used either by students who are unsure of their plans and need flexibility to explore educational options, or by those who wish to develop their own personally planned course of study (approved by the College) because of special educational needs and career goals. The A.A.S. Degree like the A.A. and A.S. Degrees can also be used for transfer to a four year similar program, but the A.A.S. Degree was designed mainly to lead individuals directly to employment in a specific career.

#### MINIMUM DEGREE REQUIREMENTS:

1. A minimum of 60 credit hours.
2. ENG 093, 094, MAT 098, if indicated by Placement Test.
3. English: ENG 101 and 102.
4. 18 credits distributed among Humanities, Social Sciences and Math/Science disciplines (6 credits in each area).
5. 6 elective credits in one or more of the following areas:  
Humanities, Social Sciences, Math/Science.
6. 36 Free Electives in any credit courses approved by the college.
7. Students intending to pursue baccalaureate degree should make sure all courses are transferable.
8. A maximum of 15 credits may be granted for prior work/life experiences if such experiences equal college-level learning. Students must complete 12 credits of college level work before having work/life experiences considered for credit towards degree.



# Industrial Technology

Associate of Applied Science

# Industrial Technology

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## Associate of Applied Science

The Industrial Technology program is designed to be completed in only four semesters, or two years. In order to graduate, you must complete successfully a minimum of 66 credits with a grade point average of 2.0. If you enroll with the required math and english skills, you should complete the program in four semesters. Industrial Technology is a field that is currently in high demand, with high wages. According to a state publication, in New York alone, there is now a shortage of technicians and that is expected to grow in the near future.

Manufacturing firms right here in upstate New York told us they needed graduates who could step out of the classroom and into a job. We listened. Our Industrial Technology program prepares you to do just that. You'll study general industrial technology subjects common to most manufacturing industries and you'll take elective courses in one of three specialties: pulp and paper, plastics, or computer-aided manufacturing (CAM). Along the way, you'll take general education courses. At the end of this two year program, you'll earn an Associate in Applied Science degree (A.A.S.). You can transfer from another college or university.

An Associate's Degree in Industrial Technology will prepare you to work in a variety of settings, including:

- Electrical and Mechanical Repair
- Maintenance Technician
- Engineering Assistant
- Quality Assurance Specialist
- CAD and CAM Technician
- Plastics Service or Manufacturing
- Inspector
- Supervisor

### Minimum Degree Requirements Credits 62:

#### English 6 Credits:

ENG 101 English Composition  
ENG 235 Technical Writing

#### Mathematics 4 Credits:

MAT 205 Technical Math II  
(MAT 204 may be substituted)

#### Humanities/Social Science Elective 3 Credits:

One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

#### Computer Science 3 Credits:

CSC 102 Introduction to Microcomputer Applications

#### Industrial Technology 32 Credits:

INT 100 Industrial Operations  
INT 101 Technical Drawing/CAD  
INT 102 Blueprint Reading & Tech. Schematics  
INT 203 Introduction Quality Control/Assurance  
INT 204 Manufacturing Processes  
INT 206 Principles of Fluid Power Systems  
INT 207 Principles of Industrial Maintenance  
INT 209 Environmental Health & Safety  
INT 210-212 Specialized Industrial Processes  
INT 214 Industry Internship  
INT 215 Workforce Leadership

#### Electrical Technology 7 Credits:

ETE 100 Introduction to Electrical Circuits  
ETE 202 Introduction to Industrial Electricity

#### Science 4 Credits:

PHY 111 General Physics I

#### Social Science 3 Credits:

Social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.



# Nursing

Associate of Applied Science

"I am very anxious to begin my studies this fall in the Nursing Program. I'm sure that the next two years will provide me with an exceptional educational experience and will prepare me for employment in the Clinton County area."

-Pamela Arnold



# Nursing

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## Associate of Applied Science

The Nursing Program is guided by the college's established values. Nursing faculty are attentive to providing for the diverse learning needs of our students and are committed to providing them with relevant learning, leading to career paths and future educational objectives. Our student nurses are introduced to a holistic, caring philosophy which focuses on the humanness and uniqueness of each individual patient, within a highly technical and regulated healthcare environment. Emphasis is on the bio-psycho-social person who has a healthcare requirement. Our program's tradition of excellence contributes to the fulfillment of the college's mission to be an integral and responsive contributor to the educational, economic and social vitality of the community.

The Associate Degree program in professional nursing prepares students for a career as a Registered Nurse, with the potential to work in a variety of health care settings. Students successfully completing the program will be eligible to take the national licensure examination for registered nurses. The program is more fully described in the Clinton Community College Department of Nursing Student Handbook. This program is fully registered by the University of the State of New York and nationally accredited by the National League for Nursing Accrediting Commission.

The program of study in professional nursing coursework is tightly organized and sequential. Students must follow the prescribed course sequencing published in the handbook and college catalog. All required science, math and nursing courses must be completed with a C grade or higher. A minimum of 65 credits with a grade point average of 2.0 is required for graduation. Students may earn course credit by enrollment or transfer, according to college and Nursing program policy.

Students must meet successfully the criteria for promotion and graduation as defined in the CCC Department of Nursing Student Handbook.

### **Minimum Degree Requirements Credits 65:**

#### **English 6 Credits:**

ENG 101 English Composition  
ENG 102 Literature & Composition

#### **Nursing 35 Credits:**

NUR 103 Fundamentals of Nursing  
NUR 104 Medical Surgical Nursing I  
NUR 105 Maternal/Child Nursing  
NUR 201 Medical Surgical Nursing II  
NUR 202 Mental Health Nursing  
NUR 203 Medical Surgical Nursing III

#### **Social Science 9 Credits:**

PSY 101 Introduction to Psychology  
PSY 230 Human Development  
SOC 101 Introduction to Sociology

#### **Science 12 Credits:**

BIO 226 Anatomy & Physiology I  
BIO 227 Anatomy & Physiology II  
BIO 204 Microbiology

#### **Free Elective 3 Credits:**

Students may take any credit-bearing courses they choose. Students may use these credits to focus on an area of interest or to sample different academic disciplines.

#### **Pre-Requisites for Admission:**

See page 11 under Competitive Degree Programs.



## Certificate Programs

Alcohol & Substance Abuse Counseling  
Computer Support  
Direct Support Specialist  
Early Childhood Care & Development  
Financial Services  
General Studies  
Information Processing  
Legal Administrative Assistant  
Medical Administrative Assistant  
Payroll

"It's very inspiring and eye-opening. I realized how much there is to learn. Once you look into the field, it's only a fraction of what you can do with it. This is really a good stepping stone. Some people are content with the two-year program, or you can go on to a four-year program. I loved it!"

-Mia Miller '96

# Certificates

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## **Alcohol & Substance Abuse**

The Human Services Alcohol & Substance Abuse Counseling Certificate Program is a 31 credit course that is designed to prepare students for entry-level employment or to enhance current employment within the addictions field. This certificate provides an academic and experiential foundation for skill development and ethical practice in the field of addiction. All the credit hours earned in the Addiction Counselor Certificate Program are applicable to the Human Services A.A.S. Degree Program.

### **English 3 Credits:**

ENG 101 English Composition

### **Human Services 27 Credits:**

HUS 101 Introduction to Human Services  
HUS 110 Critical Topics in Chemical Dependency  
HUS 125 Introduction to Chemical Dependency Counseling  
HUS 175 Ethical Foundations of Chemical Dependency Counseling  
HUS 201 Social Service Agencies  
HUS 205 Clinical Skills of the Addiction Counselor  
HUS 210 Identification, Diagnosis and Treatment Planning  
HUS 281 Field Practicum

### **Information Management 1 Credit:**

LIB101 Library Research Skills

## **Computer Support**

The Computer Support Certificate Program is a 24-25 credit course to prepare students to be administrative assistants in offices as well as computer support personnel with the ability to diagnose and correct computer-related problems with hardware, software, and net-works. All credits are transferable to either the Business Information Technology or the Computer Information Systems Associate in Applied Science Program.

ACC 101 Principles of Accounting I or  
BUS 101 Business Management and Organization  
CSC 121 Fundamental Concepts of Computing  
CSC 220 Operating Systems  
CSC 225 Computer Hardware  
CSC 230 Introduction to Networking  
BIT 102 Document Processing  
BIT 201 Word/Information Processing  
BIT 202 Advanced Information Processing

## **Direct Support Specialist**

A one-year (32 credits) course of study designed to prepare students for entry-level employment within care of the developmentally and mentally disabled field. This certificate provides an academic and experiential foundation for skill development and ethical practice in the field of developmentally disabled care and education. All the credit hours earned are applicable to the Human Services A.A.S. Degree.

### **English 3 Credits:**

ENG 101 English Composition

### **Human Services 16 Credits:**

HUS 101 Introduction to Human Services  
HUS 102 Interviewing and Problem-Solving  
HUS 116 Overview of Developmentally and  
Mentally Disabled Populations  
HUS 216 Behavior Management Skills  
HUS 217 Working with Persons with Brain Disorders  
HUS 218 Practicum in Residential Care

### **Psychology 6 credits:**

PSY 101 Introduction to Psychology  
PSY 230 Human Development

### **Computer Science 3 credits:**

CSC 102 Introduction to Microcomputer Applications

### **Information Management 1 Credit:**

LIB 101 Library Research Skills

# Certificates

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## **Early Childhood Care & Development**

This Certificate Program is a 31 credit course that is designed for individuals who wish to enter the human services field of early childhood development. This program enables those students to acquire the basic techniques, skills, and theoretical background needed for a potential career in early childhood development. All of the credit hours earned in this certificate program are applicable to the Human Services A.A.S. Degree program.

### **English 6 Credits:**

ENG 101 English Composition  
ENG 102 Literature & Composition OR  
ENG 235 Technical Writing

### **Human Services 15 Credits:**

HUS 101 Introduction to Human Services  
HUS 103 Introduction to Early Childhood Care and Education  
HUS 104 Observation of Childhood Behavior  
HUS 203 Planning Programs for Young Children  
HUS 204 Theoretical Foundation of Child Care

### **Social Science 6 Credits:**

PSY 101 Introduction to Psychology  
PSY 235 Child Development

### **Health/Physical Education 3 Credits:**

HPE 102 Safety and First Aid

### **Information Management 1 Credit:**

LIB 101 Library Research Skills

## **Financial Services**

The Financial Services Certificate is a 40 credit program designed for those individuals who are seeking in-depth knowledge and expertise in the Financial services field without taking more general courses that would be required of an associate degree program.

### **English 3 Credits:**

ENG 101 English Composition

### **Communication 3 Credits:**

COM 101 Public Speaking

### **Financial Services 31 Credits:**

BUS 251 Commercial Lending OR  
BUS 250 Principles of Management  
BUS 243 Money & Banking OR  
ECO 101 Principles of Microeconomics  
BUS 140 Principles of Banking OR  
BUS 210 Principles of Marketing  
BUS 244 Consumer Lending  
BUS 245 Analyzing Financial Statements  
ACC 101 Principles of Accounting I  
BUS 101 Business Organization & Management  
BUS 217 Principles of Investment  
BUS 110 Principles of Personal Finance  
BUS 260 Business Law I

### **Social Science or business 3 credits:**

ECO 102 Principles of Macroeconomics OR  
BUS 253 Principles of Insurance & Risk Management

## **General Studies**

The General Studies Certificate Program is designed for students who have the ability to benefit from higher education but do not possess a high school diploma or GED. The certificate is a 25 credit course program. Upon successful completion, the student may apply to the State Education Department of New York for a high school equivalency diploma (GED).

### **English 6 Credits:**

ENG 120 or higher

### **Humanities 6 credits:**

Two humanities elective in art, communication, english, foreign language, music, philosophy, and theater may be taken.

### **Social Science 3 credits:**

One social science elective in anthropology, economics, geography, history, mass media, political science, psychology, and sociology, may be taken.

### **Mathematics 3 credits:**

MAT 100 or higher

### **Science 4 credits:**

One four-credit science courses with laboratory components are required.

### **College Degree Program Requirements:**

6 credits from chosen CCC major

## **Information Processing**

The program will prepare students with the skills and knowledge for them to obtain employment in an organization where they will utilize their expertise in word processing, spreadsheet, database, and multi-media presentations. Communication, problem-solving, and decision-making skills will also be emphasized. Upon completion of the program, a Certificate in Information Processing will be awarded. All credits are transferable to the Business Information Technology Associate in Applied Science Degree Program.

### **English 3 Credits:**

ENG 101 English Composition

### **Business 19 Credits:**

ACC 101 Principles of Accounting I  
BUS 213 Business Communications  
BIT 102 Document Processing  
BIT 201 Word/Information Processing  
BIT 202 Advanced Information Processing  
BIT 220 Office Procedures

### **Business Electives 6 Credits:**

Two business electives of any accounting, business information technology, business or computer science may be taken.

### **Math 3 Credits:**

A minimum of 3 credit hours of math or Bus 246

### **HPE Activity 1 Credit:**

One activity course is required.



## **Legal Administrative Assistant**

This program will prepare students with specific skills and knowledge for them to obtain employment in a legal environment. Upon completion of the program, a Certificate in Legal Administrative Assistant will be awarded. All credits are transferable to the Business Information Technology Associate in Applied Science Program.

### **English 3 Credits:**

ENG 101 English Composition

### **Business 28 Credits:**

ACC 101 Principles of Accounting I  
BUS 260 Business Law I  
BIT 102 Document Processing  
BIT 201 Word Information Processing  
BIT 202 Advanced Information Processing  
BIT 221 Legal Office Procedure  
BIT 280 Business Practicum Seminar  
Two business electives of any accounting, business information technology, business or computer science may be taken.

### **HPE Activity 1 Credit:**

One activity course is required.

## **Medical Administrative Assistant**

The program will prepare students with the specific skills and knowledge for them to obtain employment in a medical facility. Upon completion of the program, a Certificate in Medical Administrative Assistant will be awarded. All credits are transferable to the Business Information Technology Associate in Applied Science Program.

### **English 3 Credits:**

ENG 101 English Composition

### **Business 25 Credits:**

ACC 101 Principles of Accounting I  
BUS 213 Business Communications  
BIT 102 Document Processing  
BIT 201 Word/Information Processing  
BIT 202 Advanced Information Processing  
BIT 230 Medical Terminology  
BIT 222 Medical Office Procedures OR  
BIT 231 Medical Transcription  
BIT 280 Business Practicum

### **Science 4 Credits:**

One four-credit science courses with laboratory components is required.

### **HPE Activity 1 Credit:**

One activity course is required.

## **Payroll**

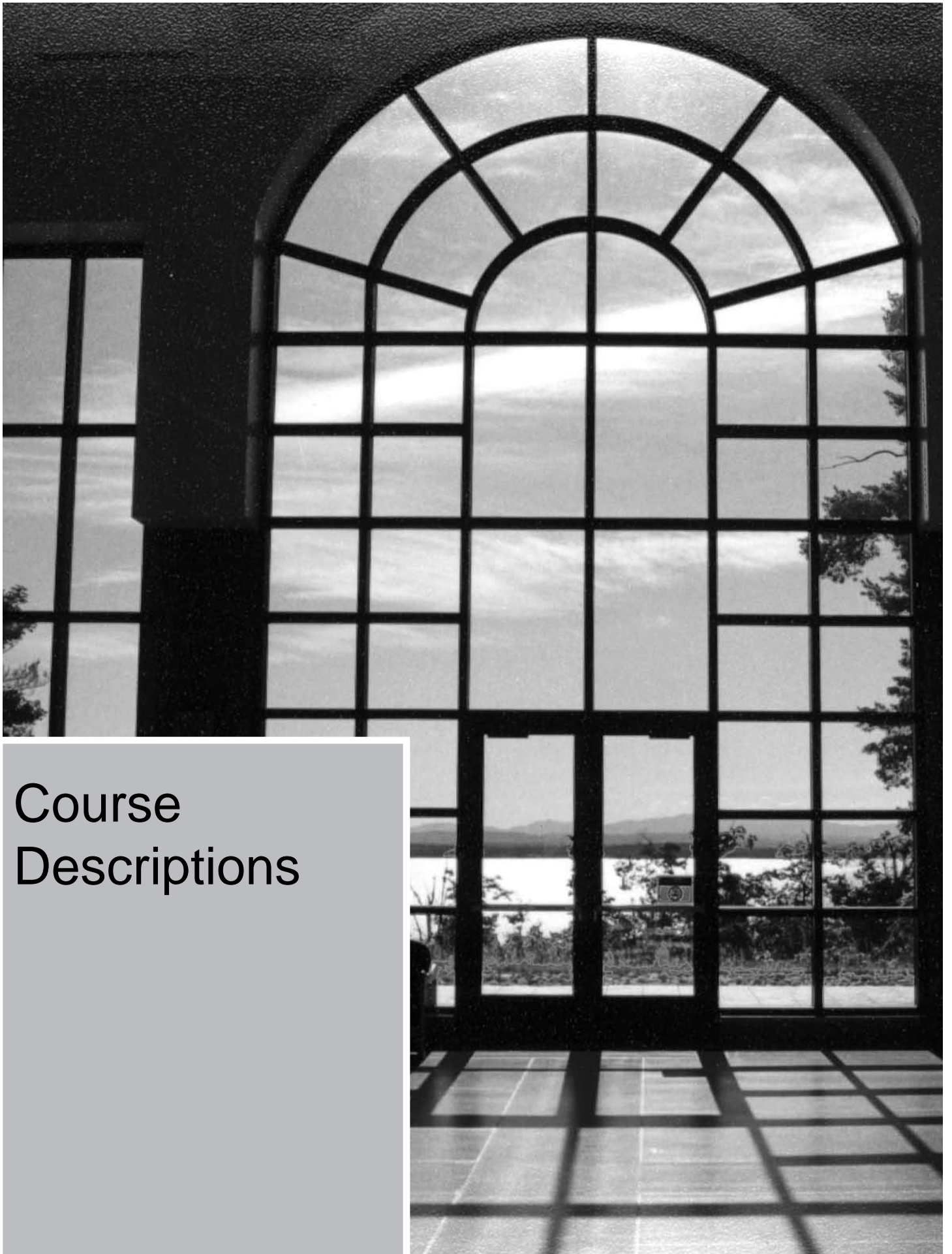
This program prepares students for work in the area of Payroll Accounting in most business and educational institutions and in some governmental agencies. This program not only provides payroll basics and advanced procedures, but it provides students with a variety of other skills, like human resource management, computers in accounting, management, and public speaking.

### **English 3 Credits:**

ENG 101 English Composition

### **Business 26 Credits:**

ACC 101 Principles of Accounting I  
ACC 159 Payroll Accounting  
ACC 252 Computers in Accounting  
BUS 101 Business Organization & Management  
BUS 213 Business Communications  
BUS 215 Human Resources  
BUS 250 Principles of Management  
CSC 100 Keyboarding  
CSC 102 Introduction to Computer Science



# Course Descriptions

# Directory of Credit Courses by Discipline

## Arts

ART, MSM 239, MUS, THE

## Business Courses

ACC, BUS, BIT

## Computer Science Courses

CSC

## Criminal Justice Courses

CRI

## Electrical Technology: Electronics

ETE

## English

ENG above 102, except ENG 120

## Health & Physical Education Courses

HPE

## Human Services Courses

HUS

## Humanities Courses

ART, COM except COM 100, ENG above 102 except ENG 235, ESL, FRE, GER, HIS 121, 122, 131 & 132, MSM 239, MUS, PHI, SPA, THE

## Industrial Technology Courses

INT

## Math Courses

MAT

## Nursing Courses

NUR

## Science Courses

BIO, CHE, ENV, GEL, MET, PHY, SCI

## Social Science Courses

ANT, ECO, GEO, HIS, MSM 118, PSC, PSY, SOC, SSC,

### Course Descriptions:

The course listings which follow include basic descriptions of courses offered by the College. Courses are listed alphabetically by department. Courses are numbered according to the subject area, rather than according to the level of the course. Descriptions are general in nature. Prerequisites define those courses which must be taken before enrolling in that course.

\*Note: There is no guarantee of all classes being offered during the day. Also, prerequisites and corequisites (in addition to those listed in this section of the catalog) may be required for some courses.

## Accounting

### ACC 101 PRINCIPLES OF ACCOUNTING I

4 CREDITS

*Prerequisite: ENG 094 and MAT 100.*

Introduces the basic principles of accounting theory and practice, emphasizing the sole-proprietorship form of business. Primary areas of study include the theory of debit and credit, accounts and special journals, the accounting cycle, notes and interest, accruals and deferrals, receivables, inventory, plant assets, and the preparation of financial statements.

### ACC 151 PRINCIPLES OF ACCOUNTING II

4 CREDITS

*Prerequisite: ACC 101.*

Continues the study begun in ACC 101 of basic accounting fundamentals and principles. Introduction of partnership, corporate, and managerial accounting, stocks, bonds, budgets, investments in stocks and bonds, cash flow statement, and financial statement analysis.

### ACC 159 PAYROLL ACCOUNTING

3 CREDITS

The goals of this course are to develop an understanding of personnel and payroll records that provide information required by numerous laws. Payroll accounting systems using payroll registers, recording of accounting entries and payroll are presented relating to the payments of wages and salaries. A computerized payroll project is required.

### ACC 201 INTERMEDIATE ACCOUNTING

3 CREDITS

*Prerequisite: ACC 151.*

Provides an intensive analytical study of the principles underlying the valuation of assets on the balance sheet. Publications of the professional accounting societies are used throughout the course.

### ACC 202 COST ACCOUNTING

3 CREDITS

*Prerequisite: ACC 151.*

A study of cost accounting, embracing an inquiry into the methods of accounting for materials, labor and overhead in a manufacturing operation. Standard cost systems and managerial cost applications are also covered.

### ACC 251 FEDERAL INCOME TAX

3 CREDITS

*Prerequisite: ACC 101.*

The more important provisions of Federal income tax and the interrelationships between income tax rules and accounting principles utilized in developing taxable income information are emphasized.

### ACC 252 COMPUTER APPLICATIONS IN ACCOUNTING

3 CREDITS

*Prerequisites: ACC 101 and CSC 102.*

Combines computer applications, accounting theory and practice. Accounting systems are developed using generally accepted accounting principles and auditing standards.

## Anthropology

### ANT 101 CULTURAL ANTHROPOLOGY

3 CREDITS

*Prerequisite: completion of ENG 094 or placement in ENG 101.*

This course is a survey of man's cultural evolution from a hunting and gathering society to the modern industrial state. Kinship systems, social and political organizations, economic structures, religious beliefs and artistic achievements of non-western culture will be studied and compared to our own culture.

## Art

### ART 100 ART APPRECIATION

**3 CREDITS**

*Prerequisite: ENG 094.*

This lecture course examines visual art forms in painting, drawing, printmaking, and sculpture. Students learn the expressive and communicative language of form (i.e. line, shape, color) and its integral relationship to content within a work of art. In addition to investigating the elements of form and understanding content, materials and the techniques of the artists will be explored, and its significance to meaning as well. A survey of Art of the Western World unit will study art history combining material covered throughout the course and see its evolution and usage in the world of fine art. The course includes lecture, text, and visual materials.

### ART 101 INTRODUCTION TO DESIGN

**3 CREDITS**

This course involves the exploration and uses of the elements and principles of design. Students will gain an understanding and develop a sensitivity to the fundamentals of design and composition by manipulation and creative solving of design problems. Through design problems (assignments – both in and outside of class), group viewings, lecture/demonstrations, students will learn the theory, history and purposes of design and its universal qualities and applications.

### ART 103 INTRODUCTION TO DRAWING

**3 CREDITS**

The purpose of this class is to introduce you to basic drawing materials and to gain greater insight, sensitivity, and understanding of the Art of Drawing. Through in-class experiences such as demonstrations, viewings, and lectures as well as outside assignments you will have acquired fundamental visual/perceptual skills and in turn become more confident to pursue drawing on an individual basis.

### ART 104 INTRODUCTION TO PAINTING

**3 CREDITS**

This course introduces you to the art of oil painting. Students gain a knowledge and use of oil painting materials and techniques in addition to learning color theory, composition, and ultimately increase and develop a sensitivity to visual art forms. Through in-class demonstrations and experiences along with outside assignments you will increase your understanding of painting not only as a means of self-expression but also as a way of heightening your perception.

### ART 108 3D DESIGN

**3 CREDITS**

ART 108 Introduces students to problem solving related to the principles and elements of three dimensional design. The hands on experience emphasizes individual creative solutions to design problems. Students will explore a variety of materials/media.

### ART 110 INTRODUCTION TO THE ARTS

**3 CREDITS**

With the use of community and area resources in the arts, as well as classroom lectures, videos and reading assignments, the course provides the foundation needed for appreciation of the visual and performing arts. The student experiences live musical, theatrical, and visual arts events.

### ART 111 PHOTOGRAPHY I

**3 CREDITS**

This course is a lecture/laboratory course in which the beginner learns the use and function of the camera and lens. Basic darkroom techniques, including film processing, printing and print finishing are taught. The course explores the aesthetics of photography, and good photographic technique. (Students must provide their own cameras and will have to purchase film and photo paper.)

### ART 112 PHOTOGRAPHY II

**3 CREDITS**

*Prerequisite: ART111.*

This course is an extension of ART 111, Photography I. It introduces students to Fine Art photographic applications, medium format photography, and studio photography, all of which broaden the student's experience and skills both with the camera and in the darkroom. (Students must provide their own cameras and will have to purchase film and photo paper.)

## Biology

### BIO 100 HUMAN BIOLOGY

**4 CREDITS**

*Corequisite: ENG 101.*

This course is designed to be a general science course for non-science majors. It covers general topics in biology including science, chemistry, cells, cell division, genetics, protein synthesis, biotechnology and bioethics. Several body systems including the circulatory, respiratory, and immune systems are also covered. The objective is to raise students' science literacy to enable them to understand scientific issues for making personal and public policy decisions. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for BIO 101 or BIO 102 cannot subsequently receive credit for BIO 100. In the case that a student completes BIO 100 prior to completing BIO 101 or BIO 102, then BIO 100 will count as free elective credit only.

### BIO 101 GENERAL BIOLOGY I

**4 CREDITS**

*Corequisite: ENG 101.*

This course is the first course of a two semester introductory course covering some general biology concepts, including molecular and cellular basis of life, photosynthesis, cellular respiration, cellular reproduction, and introductory concepts of genetics, inheritance and biotechnology. The laboratory includes basic skills such as safety, microscope use, measurement, and reinforces topics discussed in lecture. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for BIO 101 or BIO 102 cannot subsequently receive credit for BIO 100. In the case that a student completes BIO 100 prior to completing BIO 101 or BIO 102, then BIO 100 will count as free elective credit only.

### BIO 102 GENERAL BIOLOGY II

**4 CREDITS**

*Prerequisite: BIO 101. Corequisite: ENG 101*

This course is a continuation of BIO 101. Topics include evolution, biological diversity, plant structure and function, animal systems, development and reproduction, and introductory concepts of ecology with emphasis on current environmental concerns. The laboratory reinforces concepts discussed in lecture emphasizing anatomy and physiology of selected members of the plant and animal kingdoms. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for BIO 101 or BIO 102 cannot subsequently receive credit for BIO 100. In the case that a student completes BIO 100 prior to completing BIO 101 or BIO 102, then BIO 100 will count as free elective credit only.

### BIO 204 MICROBIOLOGY

**4 CREDITS**

*Corequisite: ENG 101.*

This course is an introduction to the study of bacteria, viruses and eukaryotic members of the microbial world with an emphasis on their relationship to health and disease. Course topics include microbial structure, growth and replication, metabolism, pathogenicity of microorganisms, and the control of microbial growth. The laboratory includes basic techniques, such as staining, aseptic technique, and methods of bacterial identification. Students should have a strong background in biology to be prepared for this course. There are three hours of lecture and one two-hour laboratory per week.



**BIO 206 ECOLOGY****4 CREDITS***Prerequisite: BIO 101. Corequisite: ENG 101.*

This course introduces basic relationships between organisms and their environment. It includes a study of the abiotic environment, natural selection, population ecology, growth, and genetics, species interactions, energy flow and nutrient cycling, geographic ecology, and animal behavior. There are three hours of lecture and one two-hour laboratory per week. Field trips may be included in the laboratory.

**BIO 226 ANATOMY & PHYSIOLOGY I****4 CREDITS***Prerequisite: BIO 101 or one year of high school biology\*; CHE 101 or CHE 111 I or one year of high school chemistry is recommended.*

This course is the first of a two semester comprehensive study of the ten organ systems of the human body, integrating chemical basis of the physiology of each system with structure and function. Includes a study of cells and tissues, digestive, respiratory, urinary and reproductive systems. The laboratory section of the course includes mammalian dissection and direct observation, by experiment of the natural laws governing human physiological processes. There are three hours of lecture and one two-hour laboratory per week. \*Students should have taken biology within the past 5 years to be prepared for this course.

**BIO 227 ANATOMY & PHYSIOLOGY II****4 CREDITS***Prerequisite: BIO 226*

BIO227 is a continuation of BIO226. The endocrine, nervous, sensory, circulatory, skeletal and muscular systems are covered. There are three hours of lecture and one two-hour laboratory per week.

**BIO 250 BIOTECHNOLOGY****4 CREDITS***Prerequisite: BIO 100, BIO 101 or CHE 101. Corequisite: ENG 101*

This course provides an introduction to biotechnology and its application in a variety of medical, clinical and science disciplines. Topics covered include GLP, GMP, solution chemistry, spectroscopy, chromatography, basic microbiology techniques and DNA and protein purification/separation techniques. This course emphasizes basic laboratory skills essential for beginning level employment in clinical, pharmaceutical and biotechnology laboratories. This course is well suited to students in all majors programs. There are three hours of lecture and one two-hour laboratory per week.

**Business****BIT 102 DOCUMENT PROCESSING****3 CREDITS**

Using Microsoft Word 2003 to format advanced business correspondence, reports, and multi-page tables, newsletters and webpage design. Medical and legal form templates are developed. Proofreading, editing, and speed development is emphasized. Minimum speed of 45 wpm for 5 minutes with 5 or fewer errors is expected using proper keyboarding techniques.

**BIT 201 WORD/INFORMATION PROCESSING****3 CREDITS***Prerequisite: BIT 102 or permission of instructor.*

A study of word processing tools and techniques, to include but not limited to: merging, newsletters, graphics, charts, automated formatting, and business forms and templates. Instruction is also given in file management techniques and preparation of multimedia presentations.

**BIT 202 ADVANCED INFORMATION PROCESSING****3 CREDITS***Prerequisite: BIT 201 or permission of instructor.*

A study of advanced information processing concepts and procedures, to include but not limited to creating and analyzing data using electronic spreadsheets, designing and managing databases, and integrating data by copying, linking and embedding objects among various desktop application programs.

**BIT 220 OFFICE PROCEDURES****3 CREDITS***Prerequisite: BIT 102 or permission of instructor.*

A study of office technologies and procedures, to include but not limited to planning of meetings, travel, and conferences; mail handling; records management systems; reprographics equipment; telephone systems; use of transcribing machines and ten-key calculators.

**BIT 221 LEGAL OFFICE PROCEDURES & TERMINOLOGY****3 CREDITS***Prerequisite: BIT 102 or permission of instructor.*

A course designed to assist students in becoming competent, resourceful legal administrative assistants. It equips students with the perspective and capacity for decision-making needed to adapt knowledge and skills in a law office. Emphasis is on developing the ability to spell, pronounce, and define legal terms correctly. The ability to transcribe legal terminology by keyboarding from tape or shorthand notes is enhanced.

**BIT 222 MEDICAL OFFICE PROCEDURES****3 CREDITS***Prerequisites: BIT 102 and BIT 230 or permission of instructor.*

This course provides preparation for administrative assistant responsibilities in a medical office, including health insurance forms, billing and collecting from patients, medical records, scheduling of appointments, medical law, and medical filing. Basic transcription of letters, case histories, and other related medical reports are included.

**BIT 230 MEDICAL TERMINOLOGY****3 CREDITS***Prerequisite: BIT 102 or permission of instructor.*

This course is designed to teach the language of medicine to those who have elected a career in the medical field. The identification, spelling, and definition of medical terms and abbreviations; basic anatomy and pharmacology; drug classification; types of medical reports and laboratory procedures; use of related reference materials and their application to Office Technology is studied.

**BIT 231 MEDICAL TRANSCRIPTION****3 CREDITS***Prerequisites: BIT 102 and BIT 230 or permission of instructor.*

Students will develop the proficiency needed in technical, communication, listening, and problem-solving skills, along with mastering language skills to effectively transcribe a variety of medical documents from the various medical specialties. This will provide students with a thorough understanding of the responsibilities and job competencies of the medical transcriptionist.

**BIT 280 BUSINESS PRACTICUM/SEMINAR****3 CREDITS**

A supervised, on-the-job, work experience related to the student's course of study. Students must apply for BIT 280 as they would any job and should obtain such information from the coordinator of the program at the time of registration. Students are required to attend weekly seminars in addition to working 120 hours. Prerequisite: Business Information Technology A.A.S. candidates should be second-year students and certificate candidates should be in at least their second semester. All BIT students should have completed introductory courses in Microcomputer Applications. CIS majors must have completed 9 credits of CSC courses. Any second-year, second-semester A.A.S. Business Administration or Accounting student may take this course as a business elective.

**BUS 101 BUSINESS ORGANIZATION & MANAGEMENT****3 CREDITS**

A general survey of business, with an analysis of business enterprise elements and functions. A fundamental consideration is also made of the various areas of business specialization.

**BUS 110 PERSONAL FINANCE****3 CREDITS**

Designed to help the student reason and understand the basis of his/her own personal finance decisions in everyday activities. Attention is given to personal income and personal expenditures, borrowing, and the use of personal credit. Introductory personal investment practices, insurance, annuities, home investment, securities and mutual funds will also be covered, as well as taxes and estate planning.

**BUS 153 BUSINESS MATH****3 CREDITS**

A course which covers topics in mathematics of importance to modern business practice with emphasis on checking accounts, payroll, tax preparation, insurance, and other financial applications. This course counts as free elective of business elective only.

**BUS 209 SMALL BUSINESS MANAGEMENT****3 CREDITS***Prerequisites: BUS 101 and ACC 101.*

This course is designed to provide students with real life applications in a business setting. The student will be responsible for all applications: accounting, federal taxes, NYS Corporate franchise taxes, and all other necessary business activities such as financing, purchasing, inventory, budgeting, marketing, sales, internal and external communication, asset control, and human resources. The course will be reinforced by using a text, Quick Books, and Turbo Tax.

**BUS 210 PRINCIPLES OF MARKETING****3 CREDITS***Prerequisite: BUS 101.*

A study of methods, policies and institutions involved in the distribution of goods and services, including an analysis of consumer and industrial markets, channels of distribution, and the organization of a marketing program. Students will be required to read current literature in the field.

**BUS 211 INTERNATIONAL BUSINESS MANAGEMENT****3 CREDITS***Prerequisite: BUS 101.*

Introduces the concepts and mechanics of conducting business in a global environment. Topics focus on the United States and its trade relations with other countries.

**BUS 213 BUSINESS COMMUNICATIONS****3 CREDITS***Prerequisite: ENG 101.*

Designed to give a comprehensive view of communication: Its scope and importance in business, its role in establishing a favorable outside-the-firm environment, and effective internal communication program. The various types of business communication media are covered. The course also develops an awareness of the importance of succinct written expression to modern business communication. Required assignments are to be typewritten.

**BUS 215 HUMAN RESOURCES****3 CREDITS***Prerequisite: BUS 101.*

A study of the utilization of the workforce in business. Text material, discussions, and case studies are used in preparation for the responsibility of supervising and managing people.

**BUS 217 INVESTMENTS****3 CREDITS**

Covers the relationship between the corporation and the investor, common and preferred stock and their value, securities, and market organizations. Additional topics are the behavior of speculative markets, brokerage houses, stock and commodity exchanges, and an approach to investment analysis.

**BUS 218 BUSINESS ETHICS****3 CREDITS***Prerequisite: ENG 101.*

This course introduces students to important ethical issues that arise in business. Students will explore and discuss major ethical theories, including Utilitarianism, Kantianism, and virtue ethics, and develop strategies for evaluating ethical business practices in a variety of contexts, using case studies.

**BUS 243 MONEY & BANKING****3 CREDITS**

An analytical, institutional, and historical examination of the monetary systems of the United States. Particular attention will be paid to the operation of commercial banks, and to the powers, purposes and performance of the Federal Reserve System. The quantity of money's influence on the level of economic activity is also considered.

**BUS 245 ANALYZING FINANCIAL STATEMENTS****3 CREDITS***Prerequisite: ACC 101.*

Teaches the basic skills of financial statement analysis to the prospective bank lender/credit analyst who is already familiar with fundamental accounting procedures and practices. The course is a practical means of discovering how financial data is generated. Techniques for analyzing the flow of a business's funds, and methods for selecting and interpreting financial ratios will also be covered in this course. In addition, analytical tools for predicting and testing assumptions about a firm's future performance are reviewed.

**BUS 250 PRINCIPLES OF MANAGEMENT****3 CREDITS***Prerequisite: BUS 101.*

Studies theories and techniques of management, including case studies of managers in action and the problems they face.

**BUS 252 REAL ESTATE FINANCE****3 CREDITS**

Real Estate Finance provides an introduction to construction lending and other areas of commercial real estate financing with an emphasis of managing credit risk. Real estate law, appraisals, and investment analysis are also covered in the course. Prerequisites: BUS 140 or permission of instructor.

**BUS 260 BUSINESS LAW I****3 CREDITS***Prerequisite: BUS 101.*

Introduces fundamental legal principles and their applications to business and everyday life. Includes law and society, contracts, agency, sales, commercial paper, bailments, and secured transaction.

**BUS 261 BUSINESS LAW II****3 CREDITS***Prerequisite: BUS 260.*

A continuation of BUS 260 covering partnerships and corporations, real and personal property, insurance suretyship, bankruptcy, wills and trusts, and labor law.

**BUS 285 LIFE EXPERIENCE****3 CREDITS**

This course is intended for people who have been accumulating college-level knowledge or experience in other than the traditional classroom setting. First the student applicants are interviewed to determine if they qualify for the courses for which they want to get credit. Once students enroll in the 3-hour credit class, the Instructor guides them in developing a portfolio which documents prior learning that can be assessed by an experienced person in the field to determine appropriate academic credit to be applied to the students' transcripts. The portfolio must specifically identify the college level learning that took place because of the prior experience.

# Chemistry

## CHE 100 INTRODUCTION TO FORENSIC SCIENCE

**4 CREDITS**

*Corequisite: ENG101*

This course is designed to provide an overview of the basic science concepts and techniques used in a forensic laboratory. The nature and significance of physical evidence and the underlying chemical and biological principles of the scientific techniques employed for analysis and the interpretation will be emphasized. Topics covered include hair, fiber and paint analysis, forensic toxicology and serology, blood spatter, arson and explosives, fingerprinting and forensic DNA analysis techniques. There are three hours of lecture and one two-hour laboratory per week.

## CHE 101 APPLIED CHEMISTRY

**4 CREDITS**

*Prerequisites: ENG 094 and MAT 100 or equivalent.*

This is a basic chemistry course appropriate for non-science majors, elementary education majors, and students in pre-nursing. Students learn basic concepts and the vocabulary used in chemistry as well as how to apply concepts to quantitative problems. The topics covered include measurement, atoms, molecules, mass, energy, naming compounds, acids and bases, and basic organic chemistry concepts. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for CHE 111 or CHE 112 cannot subsequently receive credit for CHE 101. In the case that a student completes CHE 101 prior to completing CHE 111 or CHE 112, then CHE 101 will count as free elective credit only.

## CHE 111 GENERAL CHEMISTRY I

**4 CREDITS**

*Prerequisites: ENG 094 and MAT 100 or equivalent.*

This course is the first course of a two-semester sequence which presents the concepts of general quantitative chemistry. The course will include measurement, stoichiometry, thermochemistry, the periodic table, introduction to acids and bases, reduction and oxidation, ionic and covalent bonding, molecular structure, VSEPR, and MO theory. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for CHE 111 or CHE 112 cannot subsequently receive credit for CHE 101. In the case that a student completes CHE 101 prior to completing CHE 111 or CHE 112, then CHE 101 will count as free elective credit only.

## CHE 112 GENERAL CHEMISTRY II

**4 CREDITS**

*Prerequisite: CHE 111 or equivalent*

This course is the second semester of a two-semester sequence which presents the basic theories and concepts of general chemistry. This course will focus on the principles of reactivity with respect to chemical kinetics, chemical equilibrium, acid-base chemistry, precipitation reactions, entropy, free energy, red-ox chemistry, and an introduction to nuclear chemistry. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for CHE 111 or CHE 112 cannot subsequently receive credit for CHE 101. In the case that a student completes CHE 101 prior to completing CHE 111 or CHE 112, then CHE 101 will count as free elective credit only.

## CHE 241 ORGANIC CHEMISTRY I

**4 CREDITS**

*Prerequisite: CHE 112 or equivalent*

This course is the first semester of a two-semester sequence of basic organic chemistry covering saturated, unsaturated and aromatic hydrocarbons, alkyl halides, their reaction, structure, reaction mechanisms, stereochemistry, mass spectrometry, and spectroscopy. There are three hours of lecture and one two-hour laboratory per week.

## CHE 242 ORGANIC CHEMISTRY II

**4 CREDITS**

*Prerequisite: CHE 241 or equivalent*

This course is the second semester of a two-semester sequence of basic organic chemistry covering aromatic reactions, the chemistry of

functional groups: alcohols and thiols, ethers, epoxides and sulfides, aldehydes and ketones, carboxylic acids, amines, and some biological compounds. There are three hours of lecture and one two-hour laboratory per week.

## CHE 260 INSTRUMENTAL ANALYSIS

**4 CREDITS**

*Prerequisite: CHE 112 or equivalent*

This course provides an intensive study of instrumental analysis for the evaluation, separation, isolation and identification of the chemical components of a variety of both pharmaceutical and environmental samples. Introductory topics covered are measurement, sampling protocol, methods involving preparation of standards and the basic components common to most instruments. Specific topics deal with sample preparation, instrument design, calibration, operation, data collection, spectral analysis and troubleshooting for each instrument being studied. The instruments used in this course are UV/VIS, FITR, AA, GC/MS and HPLC. There are two hours of lecture and one four-hour laboratory per week.

## College Success Seminar

### CSS 101 -COLLEGE SUCCESS SEMINAR

**1 CREDIT**

This course is designed to help students develop and enhance skills necessary for college success. Emphasis is placed on student self-reflection and success strategy application. Topics of individual and group exploration include campus resources, study skills, goal setting, learning styles, time management, and diversity. Students will identify individual academic and career goals and work to develop practical strategies to achieve these goals.

## Communication

### COM 100 COMMUNICATION AND LIFE SKILLS

**3 CREDITS**

This course is designed to help students develop a fuller understanding of themselves and their interactions with other people. As an entry-level hybrid course, it may include many of the basic areas of the field of communication, such as interpersonal (communicating with self), verbal and non-verbal, intercultural, listening, interpersonal (dyadic or one-on-one), small group, leadership, public speaking, and organizational/business communication skills that should help students to become more effective and at ease in academic, social, work and family situations.

### COM 101 PUBLIC SPEAKING

**3 CREDITS**

An introductory course offers the student the opportunity to understand and to improve public communication skills by writing and delivering a minimum of four speeches during the semester. These may include (but are not limited to): speaking to inform, speaking to persuade, speaking for special occasions, and speaking in small groups. At least one of these speeches must include the use of visual aids. Students will learn theories and techniques of writing effective speeches that are audience-centered, and they will participate in the performance, observation, and critical evaluation of public speaking presentations.

## Computer Science

### CSC 100 KEYBOARDING

**1 CREDIT**

Teaches effective keyboarding skills while familiarizing students with common computer applications. The course facilitates writing research papers, compositions, and reports, as well as inputting information requiring use of the computer keyboard. Lecture: 1 Hr. Lab: 4 Hrs. for five weeks.

**CSC 101 COMPUTER ORIENTATION****1 CREDIT**

This course covers the computer terminology, computer hardware components and accessories, and the history of computers. Students will also get a brief hands-on introduction to word-processing and spreadsheet applications.

**CSC 102 INTRODUCTION TO MICROCOMPUTER APPLICATIONS****3 CREDITS**

This course focuses on the latest application software and operating systems used in the business world. The course will prepare students to be intelligent users of computers and to understand the basics of word processing, spreadsheets, database, and the Internet through "hands-on" laboratory experiences.

**CSC 110 INFORMATION TECHNOLOGY CONCEPTS****3 CREDITS**

A survey of computer and telecommunications technologies commonly used in the world of business. Topics include computer hardware and software systems, networking, security, information systems and Internet and Web technologies. Students will develop a broad understanding of the technologies that drive and support business operations through a combination of lectures, demonstrations, hands-on exercises and research activities.

**CSC 121 FUNDAMENTAL CONCEPTS OF COMPUTING****3 CREDITS**

This course introduces students to the fundamental ideas in computer programming. Students will be exposed to both object oriented and non-object oriented programming languages. Topics include flow charts, variables, loops, if statements, events, string commands and functions. Major Emphasis is placed on problem solving, sound programming techniques, and good program design.

**CSC 201 ADVANCED SOFTWARE APPLICATIONS****3 CREDITS**

This course is designed to give students a thorough exposure to the advanced computer software skills in Word and Excel that employers are seeking. In addition, it will satisfy all the objectives in the four MOUS (Microsoft Office User Specialist) Certification tests for Word and Excel. At the completion of this course, students will be prepared to sit for the MOUS tests for Word Proficient, Word Expert, Excel Proficient, and Excel Expert. Prerequisite: ENG 101 and BIT 202 or CSC 102 (or approval of instructor if student has background in the basics of Word and Excel).

**CSC 202 DATABASE SYSTEMS****3 CREDITS***Prerequisite: CSC 102 and 121.*

This is a comprehensive course in database management with a significant focus on, database design and application development. Topics include advanced queries, SQL, data entry forms, relational reports, database programming, database normalization, and relational database design.

**CSC 215 WEB DESIGN & PROGRAMMING****3 CREDITS**

This course will enable students to design, develop and maintain a web site on the Internet. Students shall learn the basics of graphical editing and manipulation, HTML coding, web site construction, uploading, maintenance and ongoing administration. Exercises and projects will allow students to apply the principles of web design to their own sites that will be created in the course.

**CSC 217 COMPUTER PROGRAMMING****3 CREDITS***Prerequisites: CSC 102 and CSC 121.*

This course teaches computer programming using an object oriented programming language to solve a variety of different problems. Topics include program design, program documentation, public and private variables, conditional statements, loops, functions, subroutines and arrays.

**CSC 220 OPERATING SYSTEMS****3 CREDITS***Prerequisites: CSC 102 and CSC 121.*

In this course students will build a solid foundation of knowledge in the most widely used operating systems for personal computers. Students will learn to install, configure and troubleshoot operating systems. Students will also learn how to use operating systems for file management, memory management and a variety of other tasks.

**CSC 221 INTERMEDIATE COMPUTER PROGRAMMING****4 CREDITS***Prerequisites: CSC 217.*

Intermediate course in computer programming presenting algorithm design and computer implementation techniques. Structured programming using top-down organization of data and its effect on algorithms will be discussed.

**CSC 225 COMPUTER HARDWARE****3 CREDITS***Prerequisites: CSC 102 and CSC 121.*

In this course students will learn the function of all major hardware components in the personal computer. Students will also learn how to diagnose and troubleshoot computer hardware and peripheral devices. Appropriate safety measures for working on personal computers will also be covered.

**CSC 230 INTRODUCTION TO NETWORKING****3 CREDITS***Prerequisites: CSC 102 and CSC 121.*

In this course students will learn skills necessary to plan, install and troubleshoot a network in a corporate environment.

**CSC 235 HELP DESK INTERNSHIP****1 CREDIT**

This internship will provide the students with a supervised, on-the-job, work experience related to Computer Systems. Students are required to work a minimum of 40 hours in a help-desk setting and meet with the instructor for 5 class hours during the semester. Prerequisite: 9 hours of CSC courses. Field experience: 40 hours over semester.

**CSC 240 - NETWORKING II****3 CREDITS***Prerequisite: CSC 230.*

This course extends the concepts presented in Intro to Networking (CSC 230) through additional study of network implementations coupled with hands-on activities. Topics include the study of network design, administration, security and troubleshooting. In addition to those topics, router configurations will be examined. Activities include hands-on application and practice in the lab environment that covers the theories discussed in the classroom.

**Criminal Justice****CRI 101 INTRODUCTION TO CRIMINAL JUSTICE****3 CREDITS**

This course is a study of criminal justice systems philosophical and historical background; with special emphasis on the heritage of the British and American Criminal Justice systems, the government role of law enforcement and correction, and the role of various agencies of our criminal justice system.

**CRI 201 CRIMINAL LAW****3 CREDITS***Prerequisite: CRI 101.*

This course undertakes an examination of crime and the elements of offenses. Various mental states, capacities to commit crime, and defenses to criminal liability are intensely studied. The course includes a detailed study of some major crimes as defined in the New York State Penal Law.



**CRI 203 CRIMINAL PROCEDURE LAW****3 CREDITS***Prerequisite: CRI 101.*

This course is an overview of criminal procedure law including: constitutional provisions, rules of evidence, trial and pre-trial processes, arrest, search and seizure, admissibility of admissions and confessions.

**CRI 204 PROBATION & PAROLE****3 CREDITS***Prerequisite: CRI 208 or permission of instructor.*

This course includes the history and philosophy of probation and parole: the function, coordination and operation of probation and parole boards. Attention is focused on utilization of parole and probation as tools of social control with special emphasis on their sociological implications.

**CRI 205 MANAGEMENT & SUPERVISION  
IN CRIMINAL JUSTICE****3 CREDITS***Prerequisite: CRI 101.*

This course is designed to offer the Criminal Justice student an understanding of the organizational aspects of a police department, how the structure of a department affects the outcome, as well as how proper organizational design will attain a desired community service. The early history of organized policing, including department make-up and objectives will be discussed and followed through the evolution of today's modern multifaceted police department structure.

**CRI 206 FAMILY VIOLENCE****3 CREDITS***Prerequisite: CRI 101, PSY 101, SOC 101, or HUS 101.*

This course examines the moral, social and ethical implications of family violence. The focus is on understanding the dynamics and causes of family violence from social, legal, and medical perspectives. Medical and legal responses to family violence will be explored as well as efforts of community organizations and social agencies in preventing family violence and in protecting its victims. *This course can be used for criminal justice, social science or elective credit.*

**CRI 207 CRIMINAL INVESTIGATION****3 CREDITS***Prerequisite: CRI 101.*

This course is designed to provide the student with a working knowledge of the academic, theoretical and practical application of criminal investigative techniques related to the lawful acquisition and development of evidence, prior to the introduction of advanced or specialized criminalistics and forensic sciences. The course has been upgraded to include basic instruction in conducting preliminary investigations and the collection and reporting of intelligence related to terrorist organizations. The course will also focus on the employment of applicable federal statutes in conjunction with covert and overt investigative techniques.

**CRI 208 CORRECTIONS THEORY & PRACTICE****3 CREDITS***Prerequisite: CRI 101.*

This course is a study program for the treatment of criminal offenders: the courts, probation and parole problem's and a survey of the theories and practices in today's penal system.

**CRI 209 DRUGS & CRIME****3 CREDITS***Prerequisite: Second year students who have completed at least 30 credit hours and CRI 101.*

This course is designed to provide the student with a working knowledge of the theoretical and practical problems related to the unlawful trafficking and use of controlled substances and the social, health, economic and political ramifications of unlawful drug trafficking and illicit drug use. Specific emphasis will be placed on the impact of unlawful drug trafficking and illicit drug use on law enforcement and correctional agencies, youths, families, education, employment, and other institutions of government. Special attention will be focused on the relationship between international drug trafficking and the funding of terrorism.

**CRI 210 POLICE OPERATIONS****3 CREDITS***Prerequisite: CRI 101.*

This course teaches the line activities of law enforcement agencies emphasizing on the patrol officer and the patrol function. Various calls for service, other activities of the patrol officer and the proper recommended procedures for dealing with these situations in light of legal and constitutional restrictions are discussed.

**CRI 212 WOMEN & THE CRIMINAL JUSTICE SYSTEM****3 CREDITS***Prerequisite: Second year students who have completed at least 30 credit hours, and CRI 101.*

This course explores the changing roles of women in today's criminal justice system. The student will explore the changing roles and critical issues surrounding women as offenders, victims and professionals within this system.

**CRI 213 SECURITY THEORY & PRACTICE****3 CREDITS***Prerequisite: CRI 101.*

This course teaches an understanding of the role security plays in modern society. The historical, legal, philosophical, and operational aspects of security will be examined. The various forms of settings for security operations are discussed with the administrative, personnel and physical needs of each.

**CRI 214 ETHICS IN CRIMINAL JUSTICE****3 CREDITS***Prerequisite: CRI 101 and completion of 24 credits.*

This course covers theoretical and practical aspects of criminal justice ethics including examination of the ethical duties of law enforcement officers, other criminal justice officials, and administrators. This is an applied ethics course that utilizes a practical approach to analyzing ethical dilemmas that criminal justice practitioners face in the real world.

**CRI 280 FIELD PRACTICUM IN CRIMINAL JUSTICE****3 CREDITS**

This practicum is a unique plan of educational enrichment. It is designed to enhance self-realization and direction by means of integrating classroom study with planned and supervised experience. It offers the student educational and vocational learning situations in criminal justice agencies. Prerequisite: Second year Criminal Justice students or permission of instructor. Field experience: 180 hrs. per semesters approximately.

## Economics

### ECO 100 FUNDAMENTALS OF ECONOMICS

**3 CREDITS**

*Prerequisites: Mat 100; placement in Mat 101 or higher.*

This course surveys economic principles, policies, and issues, especially as they relate to the American Economy. As an introduction course, it covers microeconomic and macroeconomic topics including the workings of the market mechanism, pricing, resource allocation, theories, national income, product analysis and employment theory, the role of money, economic stabilization policies and their limitations, the effect of globalization and current domestic and international economic issues.

### ECO 101 PRINCIPLES OF MICROECONOMICS

**3 CREDITS**

*Prerequisites: Mat 100; placement in Mat 101 or higher.*

This course is an analytical introduction to the mechanisms for allocating economic resources and distributing income. The course examines supply and demand, elasticity applications, price determination and utility theories, costs and outputs in various market structures, regulation and deregulation of business, financial markets, the effect of globalization on the micro economy, the operation of factor markets and international trade relations, while assessing government policies intended to alter resource allocation improve efficiency and redistribute income.

### ECO 102 PRINCIPLES OF MACROECONOMICS

**3 CREDITS**

*Prerequisites: Mat 100; placement in Mat 101 or higher.*

This course is a survey introduction to economic aggregates and their determinants. The course examines market relationships, aggregate performance objectives and measurements, national income determination theories, money and the banking system, fiscal and monetary policies and productivity and economic growth. Issues analyzed include the effectiveness of stabilization policies, the inflation - unemployment trade off, and the deficit dilemmas as the global implications of US macroeconomic policies and the effects of US and world free trade agreements.

## Electronics Technology

### ETE 100 INTRODUCTION TO ELECTRICAL CIRCUITS

**4 CREDITS**

*Prerequisite: MAT 105 or equivalent.*

Teaches theories and concepts of DC and AC circuits. Topics of study and skill development include voltage, current, resistance, power, conductors, insulators, and care and use of measuring instruments and devices. Students will build DC and AC circuits and test to necessary requirements and specifications.

### ETE 101 DC CIRCUITS

**4 CREDITS**

*Prerequisite: MAT 105 or equivalent.*

This course presents the fundamentals of electricity as they apply to direct current circuits. Topics include the concepts of voltage, current, resistance, and power and their application to series and parallel circuits. Network theorems and the concepts of capacitance and inductance are also included. Laboratory activities will allow students to gain hands-on experience making measurements on circuits and interpreting the data collected.

### ETE 102 AC CIRCUITS

**4 CREDITS**

*Prerequisite: ETE 101.*

This course is devoted to the analysis of alternating current circuits building on the concepts developed in the DC course. Topics include phasor representation of voltages, currents, reactance and impedance, RC, RL, and RCL circuit analysis, and the application of circuit theorems to AC circuits. The operation of transformers and polyphasic power generation will also be included. Laboratory activities will allow students to gain experience making measurements on AC circuits and interpreting the data collected.

### ETE 103 COMPUTER PROGRAMMING FOR ELECTRONICS

**2 CREDITS**

In this course students will study the C programming language. This will be used as a vehicle for problem solving throughout future courses in the Electronics Technology Program. Topics covered include input/output operations, functions, control statements, arrays and strings, and pointers.

### ETE 104 ELECTRONICS I

**4 CREDITS**

*Prerequisites: ETE 100 or ETE 101 and MAT 105 or equivalent.*

This is the first of a three semester sequence in electronics. Topics include diodes and their applications, bipolar transistors, and field effect transistors. Biasing techniques will be analyzed by constructing load lines and calculating quiescent points. A laboratory is included where students will become proficient using test equipment, and construct and test circuits described in class. Students will be required to solve some problems using the computer.

### ETE 105 DIGITAL ELECTRONICS I

**3 CREDITS**

*Prerequisite: ETE 100 or ETE 101.*

This first course in digital electronics includes number systems, Boolean algebra, the logic gates used in digital circuits and flip-flop devices. Applications of circuits critical to digital systems, will be emphasized. There are two hours of lecture and two hours of laboratory per week.

### ETE 202 INTRODUCTION TO INDUSTRIAL ELECTRICITY

**3 CREDITS**

*Prerequisite: ETE 100.*

Teaches and demonstrates control circuits, switch gears, protective devices, buses, breakers, and power distribution systems found in the industrial environment. Control circuits for both DC and AC motors are explained along with basic motor theory. Common power plant distribution systems are studied. The theory, use, and programming of Programmable Logic Controller (PLC) systems in industry is emphasized and practiced. Students will also study the National Electrical Code. The two-hour lab will provide practical, hands-on experience for students as they are required to design, build, test, trouble shoot, and repair various circuits and devices as well as programming PLC.

### ETE 204 ELECTRONICS II

**4 CREDITS**

*Prerequisites: ETE 102 and ETE 104.*

This second course of the electronics sequence is devoted to the analysis of amplifier circuits. Various single stage and cascaded amplifier circuits are studied using bipolar transistors, junction field effect transistors (JFETS) and metal oxide field effect transistors (MOSFETS). The response of amplifier circuits to a range of frequencies is also studied. There are three hours of lecture and two hours of laboratory per week. Students will be required to solve some problems using a computer.

### ETE 205 DIGITAL ELECTRONICS II

**4 CREDITS**

*Prerequisite: ETE 105.*

This course includes analysis of circuits for digital arithmetic, counters, registers, interfacing digital and analog systems and memory devices. Characteristics of the various families of IC's will also be discussed. There are three hours of lecture, and two hours of laboratory per week.

### ETE 207 MICROPROCESSOR FUNDAMENTALS

**4 CREDITS**

*Prerequisite: ETE 105.*

In this course students will study microprocessor architecture, assembly language and interfacing techniques. The 8085 microprocessor trainers will be used in the laboratory to run programs and to perform experiments using a microprocessor to control analog devices. There are three hours of lecture and two hours of laboratory per week.

**ETE 208 OPERATIONAL AMPLIFIERS****3 CREDITS***Prerequisite: ETE 204.*

This is the third course in the electronics sequence. It is devoted to the study of the properties and characteristics of operational amplifiers, and how negative feedback affects their behavior. Both linear and non-linear applications will be studied. There are two hours of lecture and two hours of laboratory per week. Students will be required to solve some problems using computers.

**English****ENG 093 READING & STUDY SKILLS****0 CREDITS***Required on the basis of placement test.*

The purpose of this course is to teach students the reading and study skills necessary for success in college. This course provides students with effective strategies for increasing vocabulary, taking notes, and reading college-level texts. The course promotes active reading including the formation of inferences, conclusions, and judgments. Students are encouraged to consider the possible applications of what they read. By the end of the semester, students will take a department-wide exit examination in reading comprehension. Students must earn a C or better for their work during the semester and pass the exit exam to pass the course.

**ENG 094 FUNDAMENTALS OF COMPOSITION****0 CREDITS***Required on the basis of placement test.*

This writing course is designed to help students develop the writing skills they will need in college, and, more specifically, to prepare them for English 101. The course focuses on the writing process and developing writing skills in two areas: out-of-class compositions and in-class essay tests. Students learn to write short papers that are clear, concise, unified, and relatively free of mechanical and grammatical problems. Students write a minimum of eight papers, some out of class and at least two in class. Students must earn a "C" or better to pass the course. Near the end of the course, students will complete a timed writing that will be evaluated by the English Department to assess the writer's preparedness to move on to English 101.

**ENG 101 ENGLISH COMPOSITION****3 CREDITS***Students must be placed into this class.*

This course is designed to help students acquire the skills they will need for academic success. They will learn to produce essays that are clear, concise, and unified. The writing process is emphasized. Students write papers both out of class, at least one of which requires outside sources and documentation, and in class. Near the end of the course, students will complete a final in-class essay which will be evaluated by the English Department to assess the writer's preparedness to move on to other college-level writing courses.

**ENG 102 LITERATURE & COMPOSITION****3 CREDITS***Prerequisite: ENG 101.*

This course is designed to introduce students to literature and to writing about literature. Since passing ENG 101 is a prerequisite to this course, students are expected to have mastered basic writing skills and be able to write an effective essay. ENG 102 emphasizes oral and written analysis of poetry, fiction, and drama. Students write a minimum of six papers, some out-of-class and at least two in-class.

**ENG 120 CRITICAL READING****3 CREDITS***Prerequisite: ENG 094.*

Enhances reading comprehension and analytical abilities in a variety of academic areas. Develops student skill in evaluating oral and written material. Focuses on analysis of logic and evidence. Strengthens critical thinking and communication skills through written critiques of expository prose. Builds general knowledge through interactive reading across disciplines regarding contemporary issues. May be required as indicated on placement test. Counts as Humanities credit, but not English credit.

**ENG 201 INTRODUCTION TO FICTION****3 CREDITS***Prerequisite: ENG 102 or permission from instructor.*

This course is an introduction to the study of fiction. Students explore the historical development of fiction as a literary form and learn about the elements of fiction in order to read, interpret, and react critically. In addition, students analyze the interaction of these various elements to create a whole in a work of fiction. Through written and oral discussion of short stories and novels, students work to understand the relationship between author, fiction, and reader.

**ENG 206 INTRODUCTION TO NEWSWRITING****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

This course is designed to teach the skills needed for writing print media. While the focus is on news writing (summary leads, inverted pyramid-style journalism), the course also covers news gathering, coverage of special beats, feature writing, journalism law and ethics. Students will report real events and learn to work on deadline.

**ENG 210 EARLY AMERICAN LITERATURE****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

The course explores American literature from pre-colonial years to the Civil War. Readings include non-fiction, such as journals of exploration and captivity, political essays, sermons; and short and long fiction. The course follows chronological order and considers political, social, religious, and economic influences on writers. We will read well-known authors such as Bradstreet, Franklin, Hawthorne, Thoreau, and Whitman, and less-widely published minority writers.

**ENG 211 MODERN AMERICAN LITERATURE****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

The course explores American literature from post-Civil War era to the present. Readings include non-fiction, poetry, drama, and short and long fiction. The course follows chronological order and considers political, social, religious, and economic influences on writers. We will read well-known authors such as Twain, James, B.T. Washington, Chopin, and Faulkner, and less-widely published minority writers.

**ENG 220 MULTICULTURAL AMERICAN LITERATURE****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

This course explores literature by Americans of Asian, African, Hispanic and Native heritage. Readings include non-fiction, poetry, short stories and novels. The course is designed to increase student awareness of the multicultural nature of American life and literature. The values and beliefs of non-European cultures in America are examined through the readings.

**ENG 225 NINETEENTH & TWENTIETH CENTURY WORLD LITERATURE****3 CREDITS***Prerequisite: ENG 102 or permission from instructor.*

This course introduces students to an international collection of writers, cultures, and literature. Students read a variety of literary genres, and the course approaches literature as a vehicle for analysis and discussion of the global nature of writing and reading, as well as the diversities that the literature reflects.

**ENG 231 CREATIVE WRITING****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

A study of basic creative writing techniques, including those employed in fiction, poetry, and drama. Through class participation, students are encouraged to attain the kinds of insights into literature and creativity that accompany artistic expression.

**ENG 233 LITERATURE & FILM****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

Literature and Film examines the relationship between literary and cinematic forms of narrative. Through the reading of selected short stories, plays, and novels, and the viewing of feature-length films, this course stresses the similarities and dissimilarities between the two art forms, as well as the nature and processes of adaptation. Students will also develop skills in film analysis and criticism in written responses to the films that are viewed.

**ENG 234 SPECIAL STUDIES IN ENGLISH****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

This is a flexible course in which an instructor teaches some aspect of literature, writing and language for which he or she has a special competence when there is sufficient student interest.

**ENG 235 TECHNICAL WRITING****3 CREDITS***Prerequisite: ENG 101 or permission of instructor.**(Does not fulfill a humanities requirement.)*

This course focuses on the forms of written communication required to obtain and hold a job, to participate in business, to report in technical and investigative fields and to serve in community or professional organizations. Students will receive instruction and practice in writing summaries, correspondence, instructions, publicity releases, reports, brochures and proposals. Students will also learn to choose a format and style appropriate for their audience and purpose.

**ENG 240 LITERATURE & NATURE****3 CREDITS***Prerequisite: ENG 102.*

This course examines the work of writers – traditional and contemporary – who respond to nature in ways that are scientifically informed, but also carry a personal voice and a concern for literary values. Students will read and respond to the writing of authors who record their observations of natural details, promote an appreciation of the natural environment, and relate a sense of human responsibility in the natural world. Since English 102 is a prerequisite for this course, students are expected to have acquired the skills necessary to write essays in response to literature and to actively participate in class discussions of the readings.

**ENG 242 LITERATURE & POPULAR CULTURE****3 CREDITS***Prerequisite: Eng 102 or permission of the instructor.*

This course examines genres of literary popular culture as expressions of how a given society views itself and the world. Examples include the western, the romance, horror, science fiction, and best-selling fiction. Writing assignments will require students to produce an informed critical analysis of popular culture. Topics will vary based on the instructor's special interest.

**ENG 245 CHILDREN'S LITERATURE****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

This course provides an introduction to various genres of children's literature and the important role literature plays in a child's development. Students will learn to apply evaluation criteria in choosing and reviewing the quality of literature selections. They will critique, both orally and in writing, a wide variety of literature for children and will establish and maintain a database of their work. They will also learn and demonstrate strategies for developing a child's interaction and response to literature.

**Environmental Science****ENV 101 ENVIRONMENTAL SCIENCE****4 CREDITS***Corequisite: ENG 101*

This course is an interdisciplinary science course that provides an overview of how the earth works, how we as humans are affecting the earth's global environment, and how we deal with the environmental problems we face. There will be a strong emphasis on environmentally sustainable societies, pollution prevention and control, conservation and ecological factors, economic issues and influences, energy sources, and renewable versus nonrenewable resources. There are three hours of lecture and one two-hour laboratory per week.

**ENV 210 ENVIRONMENTAL TECHNOLOGY****4 CREDITS***Prerequisite: ENV 101 or equivalent.*

The occurrence, physical, and chemical nature of groundwater in the context of a variety of geologic settings is the background for applying practical methods of site characterization. Topics include pollution sources, and the fate of pollutants in the air, water and soil. Emphasis is placed on technologies to deal with hazardous materials, hazardous waste pollution prevention, and occupational health safety, as well as the concepts of environmental management. Field methods and the use of Global Positioning System (GPS) and the Geographic Information System (GIS) as integrated tools used by environmentalists will be integrated into the course. There are two hours of lecture and one four-hour laboratory per week.

**ENV 211 WATER QUALITY OPERATOR****1 CREDIT***Prerequisite: ENV 210**Co-requisite: ENG 101*

Water quality standards are largely set by two major Federal environmental statutes: the Safe Drinking Water Act, which specifies standards for drinking water, and the Clean Water Act, which regulates the discharge of pollutants. This course describes the guidelines established by Federal, state and local regulations and their effect on plant operations. Instrumentation used to sample and measure water quality, and make repairs to valves, pumps, and other equipment are discussed. Course content will prepare students for certification as water quality operators. This certification is a job requirement by the U.S. Environmental Protection Agency for all employees impacted by these Federal regulations.

**ENV 212 LEAD/ASBESTOS AWARENESS****1 CREDIT***Co-requisite: ENG 101*

This training course describes the OSHA Asbestos and Lead Standards that must be complied with by industry. The hazards of asbestos and lead are described as well as exposure assessment, monitoring and decontamination practices. Course content will prepare students to become certified to work with asbestos and lead. This certification is a job requirement for all companies and personnel working with asbestos and lead.

**ENV 214 INTERNSHIP/FIELD TRAINING****1 CREDIT***Prerequisites: ENV 101 & ENV 210**Co-requisites: ENV 220 & 230*

The ENV Internship will provide students with a supervised, on-the-job, work experience related to environmental science technology. Students are required to work a minimum of forty (40) hours at a sponsor site and meet with the instructor for approximately four (4) class hours during the semester.

**ENV 215 ENVIRONMENTAL SITE ASSESSMENT****3 CREDITS***Prerequisite: ENV 210**Co-requisite: ENG 101*

This course examines recognized environmental conditions and good



commercial and customary practice in the United States of America. Conducting an environmental site assessment of a parcel of commercial real estate with respect to the range of contaminants within the scope of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601) and petroleum products will be addressed. There are two hours of lecture and one two-hour laboratory per week.

### ENV 216 HAZWOPER/HAZMAT

**3 CREDITS**

HAZWOPER (Hazardous Waste Operations and Emergency Response) is at the intersection of three Federal regulatory agencies (EPA, OSHA, DOT) and includes several career fields (science, technology, engineering, medicine, toxicology, law, psychology, organizational management, loss prevention, QA/QC, construction, waste management, etc.). The purpose of this course is to ensure awareness and promote safety among employees who may be exposed to chemical hazards in the work-site. This course meets the mandated OSHA requirements for the classroom training portion of personnel engaged in hazardous waste operations as outlined in 29 CFR 1910.120. This certification is a job requirement for many entry-level positions in the area of environmental consulting.

### ENV 220 SEMINAR IN ENVIRONMENTAL ISSUES

**1 CREDIT**

*Prerequisite: ENV 101 or equivalent.*

This course provides the student with an opportunity to discuss in depth a local environmental issue that is indicative of our region. The students will work together to analyze the environmental issue from all aspects. All public documents related to the issue will be reviewed as well as the students will participate in any public hearing or forum related to the issue

### ENV 230 SIMULATED ENVIRONMENTAL IMPACT STATEMENT PROJECT

**1 CREDIT**

*Corequisite: ENV 101 or equivalent.*

This course allows the student to participate in a simulated Environmental Impact Statement (EIS) on a fictitious project. The students work together to prepare the EIS document that thoroughly analyzes the environmental consequences of the project. The students will prepare their findings and present them in a mock hearing to the public for scrutiny.

## ESL

**Prerequisites: Non-native Speaker of English. TOEFL test score below 500 and/or CCC Placement Test or permission of instructor. ESL courses count as Humanities Elective Credit.**

### ESL 100 ENGLISH AS A SECOND LANGUAGE

**3 CREDITS**

For those whose first language is not English and whose knowledge of English is not adequate for them to succeed in college. Intensive instruction in grammar, usage, reading, and writing. Also helps to familiarize the student with American Culture. This class will be taught only when a need is indicated by adequate student enrollment.

### ESL 103 INTERMEDIATE READING

**3 CREDITS**

The purpose of this course is to teach non-native English speakers the reading skills necessary for success in college. This course provides students with effective strategies for increasing vocabulary, taking notes, and reading college-level texts. The course promotes active reading skills that guide students from basic literal understandings of a text to interpretations, including the formation of inferences, conclusions and judgments. At the end of the semester, students will take a department-wide exit examination in reading comprehension. Students must earn a C or better for their work during the semester and pass the exit exam to pass the course. This class will be taught only when a need is indicated by adequate student enrollment.

## ESL 104 FUNDAMENTALS OF COMPOSITION

**3 CREDITS**

This writing course is designed to introduce to non-native English speakers the writing skills they will need in college. The course focuses on the writing process and developing writing skills in two areas: out-of-class compositions and in-class essay tests. Students learn to write short papers that are clear, concise, unified, and relatively free of mechanical and grammatical problems. Students write a minimum of eight papers, some out of class and at least two in class. Near the end of the course, students will complete a timed writing which will be evaluated by the department to assess the writer's preparedness to move on to English 101. This class will be taught only when a need is indicated by adequate student enrollment.

## ESL 110 ESL LISTENING & SPEAKING SKILLS

**3 CREDITS**

This course teaches non-native English speakers the basics of the pronunciation of American English (the sounds, intonation, stress, and rhythm). The course is designed to develop students' clarity of speech and listening comprehension skills through a variety of listening/speaking activities. To successfully complete this course, students must pass a final oral interview and portfolio review. This class will be taught only when a need is indicated by adequate student enrollment.

## ESL 131 EXTENSIVE READING

**3 CREDITS**

Extensive Reading is a course for students whose native language is not English. The course is designed to immerse students in the English language through reading and responding to texts. Students will learn strategies for comprehension, conduct written and oral conversations with the instructor and with peers about their individual readings, and share reading experiences with other students. Students will learn about American culture through their readings and conversations. This class will be taught only when a need is indicated by adequate student enrollment.

## French

### FRE 101 ELEMENTARY FRENCH I

**3 CREDITS**

Beginning French I is designed for the beginning student with no previous experience in French. The main objectives of this course are to help students develop effective communication skills in French through the elementary development of the four basic language skills (listening, speaking, reading and writing), while focusing on and critically examining cultural beliefs, values and aspects of everyday life in Francophone societies.

### FRE 102 ELEMENTARY FRENCH II

**3 CREDITS**

*Prerequisite: FRE 101 or*

*1-2 units of high school French, or equivalent.*

For students with some previous French instruction. Basic grammatical structures are studied further with attention to vocabulary and pronunciation. Some elementary reading is introduced.

### FRE 201 INTERMEDIATE FRENCH I

**3 CREDITS**

*Prerequisite: FRE 102 or*

*3-4 units of high school French, or equivalent.*

Further development of language skills with emphasis on spoken and written communication. French literature is introduced.

### FRE 202 INTERMEDIATE FRENCH II

**3 CREDITS**

*Prerequisite: FRE 201 or*

*4-5 units of high school French, or equivalent.*

Continues development of the basic language skills and discussion of French literature.

## Geography

### GEG 121 CULTURAL GEOGRAPHY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is an introduction to the relationships between humans and the lands where they live. Special emphasis is given to the role of languages, economic systems, ethnicity, religion and "life styles" such as agricultural or urban in helping to define a person or group's "place" in the world.

### GEG 201 ENVIRONMENTAL GEOGRAPHY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in Eng 101.*

This course surveys the effect of human activity on the resource base of the planet. It counterpoises ecological principles against the consumption of non-renewable resources and the degradation of the environment. It examines the role of technological change in contributing to and managing these changes.

## Geology

### GEL 101 PHYSICAL GEOLOGY

**4 CREDITS**

*Prerequisite: ENG 094 and MAT 100 or equivalent*

This is an introductory course that covers minerals, rocks, and the processes that develop and modify the composition, structure and topography of the earth. Aspects of environmental geology will be presented. There are three hours of lecture and one two-hour laboratory per week.

## German

### GER 101 ELEMENTARY GERMAN I

**3 CREDITS**

For the beginning student with no previous experience in German. The course focuses on effective communication in everyday situations. The main objectives of German 101 are the elementary development of the four basic language skills (listening, speaking, reading, and writing), and introducing students to cultural materials concerning everyday life in German-speaking countries.

### GER 102 ELEMENTARY GERMAN II

**3 CREDITS**

*Prerequisite: GER 101 or*

*1-2 units of high school German, or equivalent.*

A direct continuation of German 101, focusing on communication in everyday situations with further development of the four basic language skills and introduction of cultural materials.

## Health and Physical Education

Various Associate Degree and Certificate programs require students to complete courses within the health and/or physical education disciplines. Individual degree requirements with regard to health and physical education courses can be located on the curriculum worksheet for each respective program. Students may enroll in health or physical education courses for elective credit, personal enrichment, or in pursuit of a degree in Physical Education Teacher Preparation, Recreation Management, Therapeutic Recreation, or Expeditionary Studies. The Health and Physical Education Department also offers courses leading to New York State Public High School Coaching Certification.

### HPE 100 SEMINAR IN HEALTH CAREER PATHWAYS

**1 CREDIT**

The seminar in Health Career Pathways is designed for the student who wishes to explore a variety of health career opportunities and prepare for the expectations and rigors of the professional healthcare role.

### HPE 101 PERSONAL HEALTH

**3 CREDITS**

Emphasizes the importance of knowledge, attitudes, and practices relating to personal health. Topics of discussion include, but are not limited to emotional and mental health, drug and alcohol use, physical fitness, nutrition, child abuse identification, schools against violence in education training and human sexuality.

### HPE 102 SAFETY & FIRST AID

**3 CREDITS**

This course is a study of accident causation and prevention athletics, recreation, industry, home and community. The Red Cross or National Safety Council Standard First Aid and CPR Certifications are granted upon completion of required units and satisfactory skill demonstration.

### HPE 125 NUTRITION FOR HEALTH & FITNESS

**3 CREDITS**

*Prerequisite: MAT 098, ENG 093, and ENG 094.*

Emphasizing the important relationship between nutrition, health promotion, and fitness. Investigate sound, practical nutritional and fitness recommendations that will reduce stress, boost the immune system, increase energy, decrease body fat, build muscle, protect good health, enhance performance and invest in lifelong well-being. Topics of discussion include nutritional requirements and guidelines, nutritional needs at various ages and fitness levels, nutritional and exercised-base weight management, and nutritional research and application.

### HPE 146 PHILOSOPHIES, PRINCIPLES, ORGANIZATION OF ATHLETICS IN EDUCATION

**3 CREDITS**

Examines basic principles and philosophies of interscholastic athletics as part of physical education. State, local, and national policies and regulations of athletics will be discussed. Other topics will include legal issues, the function and organization of leagues and athletic associations in New York State, personal standards for the coach as an educational leader, public relations, safety procedures, principles of school budgets, record keeping, purchasing, and facility usage.

### HPE 147 CARE & PREVENTION OF ATHLETIC INJURIES

**3 CREDITS**

Care and prevention of Athletic Injuries is a required course to coach in a public school in New York State. The course will consist of selected principles of anatomy and physiology, biology, kinesiology, psychology and sociology related to the growth and development of athletes. Major areas of inquiry will be evaluation and care of injuries, sports nutrition, physical fitness, and sport specific conditioning of athletes. Emphasis will be placed upon developing the attitudes, practices, and practical skills, to prevent, evaluate, and care for athletic injuries.

### HPE 148 THEORY & TECHNIQUES OF COACHING SOCCER

**2 CREDITS**

Theory and Techniques of Coaching Soccer explores the theories, practices and strategies involved in coaching the game of soccer. Emphasis is given to the objectives, rules, regulations, and policies of competitive athletics, as well as to individual skills, team tactics, and organization and management skills necessary to administer a high school or intercollegiate soccer program.

### HPE 149 THEORY & TECHNIQUES OF COACHING BASKETBALL

**2 CREDITS**

Theory and Techniques of Coaching Basketball explores the theories, practices, and strategies involved in coaching the game of basketball. Emphasis will be placed upon objectives, rules, regulations, and policies of competitive athletics, as well as individual skill development, team strategy, organization and management practices pertaining to high school and intercollegiate basketball programs.

## Physical Education Activity Courses

The following courses provide instruction in selected activities to help each student develop and maintain fundamental skills and lasting interests in the activity. Courses include two activity hours equal to one credit hour. Students may earn up to two (2) credits for activity courses in intercollegiate sports.

- HPE 103 CROSS COUNTRY SKIING - 1 CREDIT**
- HPE 104 CANOEING - 1 CREDIT**
- HPE 105 PHYSICAL FITNESS - 1 CREDIT**
- HPE 106 GOLF - 1 CREDIT**
- HPE 107 HIKING AND CAMPING - 1 CREDIT**
- HPE 109 VOLLEYBALL - 1 CREDIT**
- HPE 111 RACQUETBALL - 1 CREDIT**
- HPE 113 TENNIS - 1 CREDIT**
- HPE 114 INDOOR SOCCER - 1 CREDIT**
- HPE 117 BEGINNING DOWNHILL SKIING - 1 CREDIT**
- HPE 118 AEROBIC CONDITIONING - 1 CREDIT**
- HPE 119 INTRODUCTION TO DANCE - 1 CREDIT**
- HPE 120 PILATES - 1 CREDIT**
- HPE 123 CARDIO-KICKBOXING - 1 CREDIT**
- HPE 150 MEN'S SOCCER - 1 CREDIT**
- HPE 151 WOMEN'S SOCCER - 1 CREDIT**
- HPE 153 MEN'S BASKETBALL - 1 CREDIT**
- HPE 154 WOMEN'S BASKETBALL - 1 CREDIT**
- HPE 155 MEN'S BASEBALL - 1 CREDIT**
- HPE 156 WOMEN'S SOFTBALL - 1 CREDIT**

## History

### HIS 101 HISTORY OF EARLY AMERICA

**3 CREDITS**

This course surveys American development from early settlement through the Civil War. Tracing the origin and growth of political, economic, social and cultural institutions, special emphasis will be placed on key questions about the relevance and significance of American Colonial life, the American Revolution, Constitution making, Jeffersonian Republicanism, the War of 1812, Jacksonian Democracy, Manifest Destiny, slavery, and the Civil War.

### HIS 102 HISTORY OF MODERN AMERICA

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course surveys and examines selected problems and opportunities facing the United States in the late Nineteenth and Twentieth Centuries. Tracing the development and growth of political, economic, social and cultural institutions, special emphasis is on the significance and relevance of industrial growth, the Gilded Age, the Populist Revolt, the Progressive Reform movement, America as a World Power, World War I, the Roaring Twenties, the New Deal, World War II, The Fifties, The Dissenting Sixties, and the trials and tribulations of the Seventies and the Eighties.

### HIS 121 ORIGINS OF WESTERN CIVILIZATION

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is an introduction to the Western tradition of historical study, with emphasis on how the beliefs and actions of past cultures continue to influence historical perspective. The course begins with the classical Greco-Roman civilizations, advances through Medieval society, and concludes with the development of a Renaissance perspective in art, commerce, politics and science. (This course can be used for social science, humanities or elective credit.)

### HIS 122 WESTERN CIVILIZATION IN THE MODERN ERA

**3 CREDITS**

*Prerequisite: completion of ENG 094 or placement in ENG 101.*

This course is a survey of the actions and beliefs that have shaped Western Civilization from the Renaissance, through the ages of

scientific and social revolution, including the Enlightenment and the Industrial Revolution. The course concludes with the 20th century and concepts of nationalism, globalization and progress as basic parts of our social structure. (This course can be used for social science, humanities or elective credit.)

### HIS 132 HISTORY OF THE MODERN WORLD

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course surveys the major civilized traditions during the past five centuries. Principle themes include the evolution of Western dominance, the development of the scientific and cosmopolitan world views, political revolutions East and West, the rise and fall of colonial empires, the impact of the industrial and democratic revolutions, global conflicts, and nation-building in the Third World. (This course can be used for social science, humanities or elective credit.)

### HIS 162 HISTORY OF LATIN AMERICA & ITS PEOPLE

**3 CREDITS**

This course covers a large breadth of Latin American History and its peoples. Facets of pre-Columbian peoples through contemporary society will be explored. The course will examine the importance of the indigenous peoples, Latin American cities, environments, historical and modern economies, domestic politics, United States-Latin American relations, Latin American geography, popular religion, and popular culture. Through studying these topics, the difficulties in managing the current political and economic systems will be uncovered.

### HIS 208 HISTORY OF THE WAR IN VIETNAM

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course examines the historical and political origins of the Vietnam Conflict dating back to World War II, follows events internationally and domestically which ultimately culminated in the U.S. evacuation of Saigon in 1975. Students also study legacies involving warfare, veterans, and social change.

### HIS 218 AMERICA IN THE 1960'S

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is a historical examination of this turbulent and confusing decade. Special emphasis will be placed on the Kennedy's, Vietnam, the Civil Rights Movement, and the Counter Culture.

### HIS 250 TWENTIETH CENTURY WORLD HISTORY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

A methodological study of the development of historical concepts, including schools of history (cyclical, progressive, etc.), with a strong focus on globalization of ideas and popular culture. There is a heavy writing requirement in the course as the student learns and becomes engaged in the process of analyzing historical primary and secondary sources and topics.

## Human Services

### HUS 101 INTRODUCTION TO HUMAN SERVICES

**3 CREDITS**

This course is designed to be an introduction to social welfare philosophy, values, knowledge and skills. It will include a study of social systems related to the field of social work and social work history. Intervention with individuals, families, groups and communities will be studied. An assessment of implications for the future of social welfare will be discussed. Major problem areas that may be studied include economic security, health, education, legal rights and protection, the handicapped, people with emotional problems, etc.



**HUS 102 INTERVIEWING & PROBLEM SOLVING****3 CREDITS***Prerequisite: HUS 101.*

This is a basic course designed to introduce the student to the concepts and skills in counseling, listening and communication skills in counseling, and the basic techniques for interviewing a client.

**HUS 103 INTRODUCTION TO EARLY CHILDHOOD CARE & EDUCATION****3 CREDITS**

This course introduces the profession of early childhood care and development focusing on developmentally appropriate practices; types of programs in the field of early childhood and curriculum planning principles for young children's early educational experiences, along with providing an overview of historical and social perspectives related to early childhood education.

**HUS 104 OBSERVATION OF CHILDHOOD BEHAVIOR****3 CREDITS***Corequisite: HUS 103.*

This course is designed to assist students develop an understanding of the general principles of early childhood education through observation of children and gain a basic understanding of developmentally appropriate practice. A combination of classroom and field based observation designed for prospective early childhood educators will be used.

**HUS 110 CRITICAL TOPICS IN CHEMICAL DEPENDENCY****3 CREDITS**

*Prerequisites and Corequisites: HUS 125: Introduction to Chemical Dependency Counseling serves as an ideal corequisite of this course; however, if the student cannot enroll in HUS 110 and HUS 125 at the same time, HUS 110 should be considered a prerequisite of HUS 125.*

This course serves as an introduction to the field of chemical dependency counseling. It explores each drug classification, an historical overview of cultural attitudes, the impact of abuse on individuals, families, and communities, treatment modalities, and international drug policies.

**HUS 111 FAMILY DEVELOPMENT CREDENTIAL, PART I****6 CREDITS**

*Corequisite: Current employment with a Human Services Agency with direct family contact.*

This course provides Human Service workers with the skills and competencies they need to facilitate family empowerment, and to help families attain a healthy self-reliance and interdependence within their communities. This course is the first half of the required curriculum for students who wish to qualify as candidates for the New York State Family Credential. Students will also complete 300 hours of supervised work experience in which to practice skills learned in the lecture portion of the class and which will form the basis of the portfolio that is submitted for the credential. The course is presented in an interactive format and the student will commit to role-playing as well as maintaining confidentiality.

**HUS 112 FAMILY DEVELOPMENT CREDENTIAL, PART II****6 CREDITS**

*Prerequisite: HUS 111. Corequisite: Current employment with a Human Services Agency with direct family contact.*

This course provides Human Service workers with the skills and competencies they need to facilitate family empowerment, and to help families attain a healthy self-reliance and interdependence within their communities. This course is the second half of the required curriculum for students who wish to qualify as candidates for the New York State Family Credential. Students will also complete 300 hours of supervised work experience in which to practice skills learned in the lecture portion of the class and which will form the basis of the portfolio that is submitted for the credential. The course is presented in an interactive format and the student will commit to role-playing as well as maintaining confidentiality.

**HUS 114 CHILD DEVELOPMENT ASSOCIATE, PART I****6 CREDITS**

*Corequisite: Be 18 years of age or older, hold a high school diploma or equivalent, be able to speak, read, and write well enough to fulfill the responsibilities of a CDA candidate, sign a statement of ethical conduct, obtain a field advisor, be currently working in an age-appropriate work setting approved by the Council's guidelines.*

*This will allow the candidate to practice "on-the-job" the principles presented in this course, along with fulfilling the required 480 hours of experience working with children in the age-appropriate group setting for which the candidate is applying for CDA credentialing.*

*This course meets for 60 hours/semester.*

This course is designed to give candidates an in depth look at the early childhood profession. Based on the requirements for the Child Development Associate National Credential (CDA), the candidates will gain understanding in the following areas: providing a safe and healthy environment, principles of child development, observation skills of children's interactions, enriching the learning environment through strategic room arrangement and develop a working knowledge of the concept "Developmentally Appropriate Practices." Students will implement what they learn in childcare employment and through preparing the CDA portfolio.

**HUS 115 CHILD DEVELOPMENT ASSOCIATE, PART II****6 CREDITS***Prerequisite: HUS 114.*

This course will give candidates a deeper understanding of early childhood best practices and theories. The candidate will gain a working knowledge in the following areas: provide stimulating activities to foster constructive play, explore positive discipline and provide a supportive environment for early development. The candidate will learn ways to develop partnerships with parents and strengthen their overall level of professionalism. Successful completion of this program fulfills the candidates working hours of 480 and education requirements to earn the CDA credential. This course meets for 60 hours/semester.

**HUS 116 OVERVIEW OF THE DEVELOPMENT & MENTALLY DISABLED POPULATIONS****3 CREDITS***Corequisite: ENG 101.*

This course serves as an introduction to the field of working with the developmentally and mentally disabled populations. It explores the diagnoses and prevalence, and historical overview of cultural attitudes, the impact of stigma on individuals, families, and communities, and treatment modalities used in the care of individual with disabilities.

**HUS 125 INTRODUCTION TO CHEMICAL DEPENDENCY COUNSELING****3 CREDITS**

*Corequisite: HUS 110: Critical Topics In Chemical Dependency or permission of instructor.*

This course is designed as an introduction to the development of skills required in chemical dependency counseling. Communication skills, problem-solving techniques, and conflict resolution are explored. The course includes presentations, discussions, experiential activities, and role-playing which will afford the student the opportunity to test his/her knowledge and skills as a helping person.

**HUS 150 EMPLOYEE ASSISTANCE PROGRAM****3 CREDITS***Prerequisite: HUS 101 or permission of instructor.*

This course is designed to introduce students to the theory and techniques that are commonly utilized in the design and delivery of effective Employee Assistance Programs (EAPs). A broad range of presenting employee problems that often interfere with job performance will be covered. Future managers, supervisors, human resource assistants and co-workers will be trained to implement intervention procedures that include: defining the problem within an organizational context, making a referral to an EAP and developing insight and empathy for the behavior change process. (Students receiving credit for BUS 150 cannot receive credit for this course also).



**HUS 175 ETHICAL FOUNDATIONS OF CHEMICAL  
DEPENDENCY COUNSELING****3 CREDITS**

*Corequisites: Critical Topics in Chemical Dependency (HUS 110), Introduction to Chemical Dependency Counseling (HUS 125), or permission of Program Coordinator.*

This course is designed as an introduction to the theories and ethical practices used in the chemical dependency counseling field. Historical development of each theory and current practical application will be stressed. Ethical situations that arise in counseling will be discussed and student's understanding of the need for ethical practice will be explored.

**HUS 201 SOCIAL SERVICE AGENCIES****3 CREDITS**

*Prerequisites: SOC 101, HUS 101 or permission of instructor.*

This course examines the organizational structure and delivery systems of various social service programs. Nationally prominent and locally managed programs will be analyzed in relation to internal structure, functions of management, defining mission statements, the identification of goals and objectives, competent service provision, the referral process, advocacy, diversity issues, flexibility and worker burnout. The challenge of client empowerment via agency programming and influences of social policy will be addressed.

**HUS 202 COMMUNITY MOBILIZATION & CRISIS  
INTERVENTION STRATEGIES****3 CREDITS**

*Prerequisites: HUS 101, HUS 102, and SOC 101.*

This course is designed to offer specialized, applied knowledge in a community services field. Students will explore the role of the Human Services Professional in affecting change in communities and will examine different theories and strategies for crisis intervention for individuals and groups.

**HUS 203 PLANNING PROGRAMS FOR  
YOUNG CHILDREN****3 CREDITS**

*Prerequisites: Completion of ENG 094 or placement in ENG 101, HUS 103, HUS 104. Corequisite: PSY 235.*

This course is designed to introduce the specific information and skills that are necessary for planning age-appropriate programs for young children. Competency in planning activities that promote the emotional, social, physical, cognitive and creative development of young children will be addressed. The observation and recording of child behavior will be a component of this course.

**HUS 204 THEORETICAL FOUNDATIONS OF CHILD CARE****3 CREDITS**

*Prerequisites: HUS 103 and HUS 104.  
Corequisites: PSY 235 and HUS 203.*

This course explores the multitude of philosophical and historical influences that have impacted the emergence and evolution of early childhood programs. "Model" programs will be analyzed and the student will be introduced to the process of program evaluation.

**HUS 205 CLINICAL SKILLS OF THE  
ADDICTION COUNSELOR****3 CREDITS**

*Prerequisites: HUS 110 and HUS 125.*

This course identifies and develops the crucial skills that are necessary for counselor competence within the field of chemical dependency. Areas include working with individuals, working with groups, the treatment process, crisis interventions, and responding to cultural differences that may affect clinical skills.

**HUS 210 IDENTIFICATION, DIAGNOSIS, &  
TREATMENT PLANNING****3 CREDITS**

*Prerequisites: HUS 110 and HUS 125.*

This course is designed to instruct the student in the process of client identification, diagnosing and treatment planning of substance abuse/dependency issues. It also explores motivational techniques and the completion of treatment documentation.

**HUS 216 BEHAVIOR MANAGEMENT SKILLS****3 CREDITS**

*Prerequisites: HUS 101, 102, 116, PSY 101, and ENG 101.*

*Corequisites: HUS 217, 218, and ENG 235.*

This course is a practical, skill-based curriculum focusing on behavior management for those in the helping profession. The foundation of the class will be a strength-based, individualized approach to managing behavior. A project will be designed for hands on experience with direction, feedback, and supervision as well as providing real experiences for the student.

**HUS 217 WORKING WITH PERSONS WITH  
BRAIN DISORDERS****3 CREDITS**

*Prerequisites: HUS 101 and HUS 116.*

*Corequisites: HUS 216 and 218.*

This course provides the human services worker with the skills and competencies they need to support the individual who has sustained a brain disorder. It will provide ways in which to assist with reintegration back into the community and help the individual recognize their new normal.

**HUS 218 PRACTICUM IN RESIDENTIAL CARE****1 CREDIT**

*Prerequisites: HUS 101, 102, 116, PSY 101, and ENG 101.*

*Corequisites: HUS 216, 217, and ENG 235.*

The objective of the Practicum in Residential Care is to provide students with the opportunity to observe the daily operations of a residential care facility specializing in the developmentally or mentally disabled populations. Students will be encouraged to integrate and apply knowledge learned in earlier courses to develop an understanding of working with the developmentally and mentally disabled population through observation and classroom participation.

**HUS 281 FIELD PRACTICUM SEMINAR****3 CREDITS**

*Prerequisites: HUS 101 and 102. Corequisites: HUS 201 and 202.*

The objective of the Field Practicum Seminar is to provide students with the opportunity to discuss, examine, and prepare for their practicum experiences. The seminar is intended to compliment the internship by offering a structured, yet informal setting to study the application of human services principles, objectives, and skills. A basic premise of this seminar is that in any field setting a great deal about the delivery of human services, and about one's own skills and attitude can be learned if one knows where, when, and how to observe.

**HUS 282 FIELD PRACTICUM****3 CREDITS**

*Prerequisite: HUS 281.*

This objective of the Field Practicum is to provide students with the opportunity to discuss, examine, and evaluate their internship experiences and observations while completing fieldwork hours. Students will be encouraged to integrate and apply knowledge learned in earlier courses, as well as develop an analytical perspective appropriate for a student "participant observer." This practicum seeks to support students as they work their way through the maze of the field setting, by providing a forum for sharing questions and insights. The student will be required to complete 250 total hours of fieldwork in addition to attending a weekly discussion session.

# Industrial Technology

## INT 100 INDUSTRIAL OPERATIONS

**3 CREDITS**

This course is designed to acquaint students with different facets of manufacturing as well as the study of organizational structures and the responsibilities of the different departments within manufacturing. Topics include plant layout and materials handling, production and inventory control, and principles associated with an engineering economy.

## INT 101 TECHNICAL DRAWING/COMPUTER ASSISTED DRAFTING (CAD)

**3 CREDITS**

*Corequisite: CSC 102.*

This course covers mechanical and engineering drawings, teaches students traditional board drawing skills, and emphasizes on computer aided drafting (CAD) skill development. Students will be able to properly use various drafting tools, draw views of objects using orthogonal techniques, illustrate interior views, draw sectional views, and dimension drawings using CAD. With CAD, students will also prepare back-up disks, use cursors, work on keypads, create cells, perform bookkeeping operations, and draw various types of prints.

## INT 102 BLUEPRINT READING & TECHNICAL SCHEMATICS

**2 CREDITS**

This course is designed to acquaint students with a broad overview of methods of constructing blueprints and their interpretations. Students will study, read and draw schematic drawings used for industrial processes and controls including electrical, hydraulics, pneumatics, and mechanical drawings.

## INT 203 INTRODUCTION TO QUALITY CONTROL/QUALITY ASSURANCE

**3 CREDITS**

*Prerequisite: MAT 101 or higher.*

This course examines quality control and quality assurance practices in manufacturing. Students will learn the international quality standards such as ISO 9000, ISO 14000, and ASTM. Practice in using quality improvement methodologies and tools will be used to solve problems. Skills will be taught so students can use statistical concepts, data collection techniques, problem solving tools, and the scientific method to improve processes.

## INT 204 MANUFACTURING PROCESSES

**4 CREDITS**

*Prerequisite: INT 101.*

This course covers the theory and skill development needs in various manufacturing industries such as metals, plastics, chemical, and pulp and paper. Students will also learn the skills and methods of machining and shaping parts to required specifications. Includes newer processes such as laser machining and welding, water-jet cutting, high-energy-rate forming (HERF), cryogenics, chipless machining, electrical discharge machining (EDM), electrochemical machining (EMC) robotics, and rapid prototyping. The importance of computer numerical control (CNC) systems and processes, machine tools, and CNC's role in automated manufacturing is also examined and demonstrated. Enrollees use a variety of instruments in their work including micrometers, verniers, calipers, depth gauges, and gauge blocks. Students will be required to program machines, make molds and objects, and to complete various operations and processes according to industry standards.

## INT 206 PRINCIPLES OF FLUID POWER SYSTEMS

**3 CREDITS**

*Prerequisite: MAT 101 or higher.*

This course is designed to teach theory, applications, and skills on a range of hydraulic and pneumatic power systems. The course will cover laws and principles of fluid power, (both compressible and non-compressible fluids) operations, and maintenance requirements of hydraulic and pneumatic components including valves, pumps, cylinders, and motors. Students will study various hydraulic and

pneumatic systems, design and build circuits, test circuits, and develop and practice trouble shooting and repair skills.

## INT 207 PRINCIPLES OF INDUSTRIAL MAINTENANCE

**2 CREDITS**

*Prerequisite: INT 100.*

This course covers the economic benefits of properly maintaining manufacturing equipment to minimize down-time and capital cost of premature replacement. The course emphasizes the importance and techniques of preventive maintenance and Total Productive Maintenance (TPM). Students will design and develop inspection plans for various manufacturing processes and machinery.

## INT 209 ENVIRONMENTAL HEALTH & SAFETY

**3 CREDITS**

This course covers the importance of worker safety in the manufacturing environment and explores components of effective safety programs. Students study the sources of industrial pollution and processes to mitigate pollution. Various local, state, and federal regulations and laws are studied in detail along with the roles of EPA and OSHA.

## INT 210 INTRODUCTION TO PLASTICS MOLDING TECHNOLOGY

**3 CREDITS**

*Prerequisite: Permission of instructor or Division Head.*

Study of the development of the plastic's industry ranging from the historical to the technical perspective. The characteristics of plastics, types of plastics, and polymer chemistry are studied and demonstrated. Common processes such as extrusion, welding, and thermoforming are performed by students with the emphasis on injection molding. Other studies and practices included in the course are tooling, mold making, grinding, finishing, and product design. Students will demonstrate the skills they learn throughout the course. Prerequisite: Permission of instructor or Division Head.

## INT 211 INTRODUCTION TO PULP & PAPER

**3 CREDITS**

*Prerequisite: Permission of instructor or Division Head.*

This course covers the production and practical aspects of the development of the pulp and paper industry with emphasis on paper-making. Students will study paper chemistry, raw materials, pulp making and mills, white and brown paper-making, and various operations such as digesting, sizing, finishing, storage, and shipping. Special emphasis is placed on mechanical operations and repair in which students will practice such skills as water pump repair, alignment, and testing.

## INT 212 COMPUTER AIDED MANUFACTURING (CAM)

**3 CREDITS**

*Corequisite: CSC 102.*

This course introduces theory, operation, and programming of robotics and computer numerically controlled machines. Students will demonstrate common applications of CAM as well as making products and programming CNC devices and machines.

## INT 214 INDUSTRY INTERNSHIP

**0 CREDITS**

*Prerequisite: 30 credit hours toward the Industrial Technology degree.* Students work as interns in manufacturing to get first-hand experiences under a skilled supervisor selected by the company and approved by the College. The student, business, and faculty advisor will jointly develop a work program of approximately 45 hours during a semester.

## INT 215 WORKFORCE LEADERSHIP

**3 CREDITS**

*Prerequisite: INT 100.*

This course covers the roles and responsibilities of a supervisor or team leader. Examines the skills required to effectively lead people and manage their efforts. Topics include effective communications, leadership, problem solving, decision making, continuous quality improvement, change, stress management, diversity issues, and training. Both union and non-union environments are examined.

**INT 217 INSTRUMENTATION****3 CREDITS***Prerequisite: Mat 101 or higher.*

This is an introductory course in industrial instrumentation and controls. Theory will be explained from the text and tested with experiments using actual equipment typically used in industry.

**Library Research****LIB 101 LIBRARY RESEARCH SKILLS****1 CREDIT**

Focuses on the use and retrieval of information within the Clinton Community College library and other information networks. Students will gain an understanding of the structure of information, the process of information retrieval and critical evaluation of sources. Emphasis will be on the development of lifelong information skills.

**Mass Media****MSM 118 MASS MEDIA****3 CREDITS***Prerequisite: ENG 101 or permission of instructor.*

Students will examine the process and function of mass communication and its effect on mass audiences. Each of the major mass media (newspapers, magazines, books, radio, television, movies, and electronic media) is defined and analyzed. Media issues explored include First Amendment freedoms, control and censorship, mass media's relationship to government, media ethics, and global mass media. Counts as Social Science and Humanities Credit.

**MSM 239 ART OF THE FILM****3 CREDITS***Prerequisite: ENG 102 or permission of instructor.*

This is an introductory course intended to help students acquire both a greater understanding and a deeper appreciation of the films that they attend by studying film as a distinct art form. The course focuses primarily on filmmaking techniques (e.g. photography, mise en scene, movement, editing, sound, etc.), and also the narrative elements of film (acting, drama, story, writing, and so on). There may also be secondary emphases on film theory and history, as well as the study of certain film genres. The course will include screenings of full-length films that illustrate different cinematic techniques, or that represent a certain era of filmmaking, or the work of important directors. Students will develop skills in film analysis and criticism in written responses to films that are viewed.

**Mathematics****MAT 096 ARITHMETIC****0 CREDITS***Prerequisite: placement test results.*

This course covers the basic arithmetic skills necessary for all higher-level math courses. Course topics include operations with whole numbers, fractions and decimal numbers; ratios and proportions; percent problems and square roots. Applications of each of these topics will be explored.

**MAT 098 PRE-ALGEBRA****0 CREDITS***Prerequisite: MAT 096 or placement.*

This course reviews fundamental mathematical skills in preparation for introductory college algebra. Course topics include set theory; the study of real numbers including integers, fractions and decimals; algebraic expressions; linear equations and an introduction to graphing on the coordinate plane.

**MAT 100 INTRODUCTORY ALGEBRA****4 CREDITS***Prerequisite: MAT 098 or placement.*

This course covers basic algebraic skills essential to the study of mathematics. Course topics include linear expressions, equations

and inequalities; systems of equations and inequalities; polynomial, rational and radical expressions and equations; and graphing on the coordinate plane. Applications to various fields of study will be explored. This course counts as free elective credit only.

**MAT 103 FINITE MATHEMATICS****3 CREDITS***Prerequisite: MAT 100 or equivalent.*

This course emphasizes mathematical skills and techniques applicable to business, life sciences and social sciences. Course topics include linear functions, quadratic functions, mathematics of finance, systems of equations, matrices, linear programming, set theory, basic probability and combinatorics. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

**MAT 104 COLLEGE ALGEBRA WITH TRIGONOMETRY I****4 CREDITS***Prerequisite: MAT 100 or equivalent.*

This course is the first of a two-semester sequence designed to prepare students for calculus and technical courses. Course topics include an introduction to relations and functions; the study of linear, quadratic, polynomial, and rational expressions and functions; and right triangle trigonometry. Algebraic techniques of simplification will be emphasized. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

**MAT 105 TECHNICAL MATHEMATICS I****4 CREDITS***Prerequisite: MAT 100 or equivalent.*

This is the first course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Course topics include a review of the fundamental concepts of algebra, units of measurement and approximate numbers, functions and graphs, trigonometric functions, ratio, proportion and variation, systems of linear equations, determinants, factoring, rational expressions, quadratics, inequalities, and geometry, (areas and perimeters of common plane figures, volumes and surface areas of common solids). The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

**MAT 161 ELEMENTARY STATISTICS****3 CREDITS***Prerequisite: MAT 101 or higher or equivalent.*

This course is a study of basic statistical techniques and some related probability theory. Course topics include data collection and presentation, measures of central tendency and dispersion, grouping and graphing data sets, linear correlation and regression, sampling distributions, estimation, and hypothesis testing. Distribution studies include the binomial, normal, and student's t. At least one student project is required for this course. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

**MAT 204 COLLEGE ALGEBRA WITH TRIGONOMETRY II****4 CREDITS***Prerequisite: MAT 104 or equivalent*

This course is the second of a two-semester sequence designed to prepare students for calculus and technical courses. Course topics include exponential, logarithmic, and trigonometric functions; trigonometric identities and equations; oblique triangles; polar coordinates; conic sections; systems of equations; and matrices. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

**MAT 205 TECHNICAL MATH II****4 CREDITS***Prerequisite: MAT 105 or equivalent*

This is the second course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Course topics include exponents and radicals, exponential and logarithmic functions, trigonometric functions of any angle, graphs of the sine and cosine functions, vector addition and applications, oblique triangles, complex



numbers and their applications, an introduction to statistics, and an intuitive approach to calculus. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

### **MAT 215 CALCULUS FOR BUSINESS STUDENTS**

**4 CREDITS**

*Prerequisite: MAT 101 or higher or equivalent*

This course provides skills and techniques necessary to solve mathematical problems of modern businesses. Course topics include a review of algebra and basic set theory; mathematical modeling; functions and their graphs; an introduction to limits; the methods of finding derivatives; the interpretation and applications of derivations in economic terms, and finding antiderivatives with their applications in the business world. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

### **MAT 224 CALCULUS & ANALYTIC GEOMETRY I**

**4 CREDITS**

*Prerequisite: MAT 200 or MAT 204 or MAT 205 or their equivalent*

This course is an introduction to the basic concepts of differential and integral calculus. Course topics include limits and continuity; differentiation and its applications including curve sketching; indefinite and definite integrals; the Fundamental Theorem of Calculus; derivatives and integrals of the trigonometric functions. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

### **MAT 225 CALCULUS & ANALYTIC GEOMETRY II**

**4 CREDITS**

*Prerequisite: MAT 224.*

This course is a continuation of MAT 224. Course topics include applications of integration, transcendental functions, techniques of integration, polar coordinates, infinite series including the Taylor Series and some differential equations. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

### **MAT 226 CALCULUS & ANALYTIC GEOMETRY III**

**4 CREDITS**

*Prerequisite: MAT 225.*

This course is the concluding course in the three-semester sequence. Course topics include analytic geometry of three dimensions, determinants and linear equations, vector analysis, particle differentiation, cylindrical and spherical coordinates, and applications. The use of a graphing calculator is required for this course to further the exploration of these topics and their applications.

### **MAT 232 INTRODUCTION TO LOGIC**

**3 CREDITS**

*Prerequisite: MAT 100 or equivalent.*

This course is an introduction to the laws, principles, and methods of logic and problem-solving. Course topics include forms of deductive and inductive argument; fallacious reasoning and an analysis of problem-solving methods emphasizing mathematical techniques and applications. This course is taught when there is sufficient enrollment.

## **Meteorology**

### **MET 101 METEOROLOGY**

**3 CREDITS**

*Corequisite: MAT 100 or equivalent.*

Meteorology is a course designed for the student who would like to learn more about weather phenomenon. This course explores atmospheric phenomena such as the nature and variability of the wind, temperature, cloud and precipitation as well as the Earth's energy budgets. Emphasis is placed upon the various terminology and tools that meteorologists employ to observe, study and predict storm systems, the development and movement of fronts, as well as thunderstorms and tornadoes. Current topics such as the El Nino, climate modification and air pollution will also be addressed. There are three hours of lecture and one two-hour laboratory per week.

## **Music**

### **MUS 101 MUSIC APPRECIATION**

**3 CREDITS**

This course presents a basis of intelligent music listening with a series of listening experiences. Knowledge of music technicalities, and information relating to the historical/cultural aspects of music, develops sensitivity to the art. A wide variety of music from ancient through contemporary styles, including representative masterpieces which form an important part of our musical tradition are explored.

### **MUS 110 COLLEGE CHORALE**

**1 CREDIT**

This course is designed to give the student practical experience in singing and music reading as well as performance. It is a course that allows participating students an alternative experience in the performing arts. A student may enroll in this course twice for a total of two credits.

### **MUS 115 AMERICAN MUSICAL THEATRE**

**3 CREDITS**

This class will trace the development of the American, or Broadway, Musical theatre from its late 19th century roots to the present. We will view the musical as both entertainment and serious art form. Music and literature, personalities, and traditions will be covered. The effect of social, political, and economic influences on the evolution of the musical will be explored. This course is intended for the purpose of understanding and critical enjoyment. It is not a production class.

## **Nursing**

### **NUR 101 INTRODUCTION TO NURSING**

**1 CREDIT**

This course provides information on the profession and practice of nursing. Past, current and future trends in health care are discussed. An overview of therapeutic communication, stress management, critical thinking, problem solving, data collection and infection control are presented. Basic math and algebra skill are reviewed.

### **NUR 102 DOSAGE CALCULATIONS**

**1 CREDIT**

*Prerequisite: MAT 100 or equivalent.*

This course is designed to help the student who feels uncomfortable with mathematics and its application to computation with dosage problems. Based on the comprehension of basic mathematic skills, students will become proficient in interpreting medication orders, converting between apothecary, metric, and household systems, and determining the safety of prescribed dosages for clients of all ages.

### **NUR 103 FUNDAMENTALS OF NURSING**

**7 CREDITS**

*Prerequisite or Corequisite: BIO 226 and PSY 101.*

An overview of the relationship among the concepts of person, health, and nursing. The client's needs for a safe, effective environment, physiological integrity, and psycho-social integrity are explored. The nursing process is introduced as the problem solving technique. In addition, the student acquires the knowledge and skills essential to meet the basic needs of individuals exhibiting predictable health care needs. Clinical laboratory experience is gained in the college laboratory, the local hospital and a nursing home (60 lecture and 135 laboratory hours).

### **NUR 104 MEDICAL/SURGICAL NURSING I**

**5 CREDITS**

*Prerequisite: PSY 101, "C" or better in NUR 103 and BIO 226.*

*Prerequisite or Corequisite: PSY 230 and BIO 227.*

A family-centered study of physiological and psycho-social needs of all age groups with predictable health care needs. A beginning relationship among the concepts of person, health, and nursing is established. The student uses critical thinking in the application of the nursing process in caring for clients with predictable health problems related to respiration, digestion, mobilization, diabetes, and dermatology.



Learning experiences will include observation in the Operating Room and Recovery Room, as well as client care experiences in med surg units, sub-acute rehab unit and Community Agencies. (30 hours lecture; 30 hours lab; and 93.75 hours clinical)

### **NUR 105 NURSING CARE OF THE CHILD-BEARING FAMILY**

**4 CREDITS**

*Prerequisite: PSY 101, "C" or better in NUR 103 and BIO 226.*

*Corequisite: PSY 230, BIO 227 and NUR 104.*

This course introduces relationships among the concepts of person, health and nursing in the child-bearing family. The student uses the nursing process to meet client health care needs during the child-bearing cycle. Trends and issues in reproductive health are discussed within the context of past, present, and future advances in technology. The course includes two hours per week (30 hrs.) of class lecture and 90 hrs. of clinical experiences at Champlain Valley Physician's Hospital on the Maternal/Newborn Unit and Pediatric Units.

### **NUR 106 MEDICAL TERMINOLOGY**

**1 CREDIT**

A comprehensive study of medical terminology involving spelling, pronunciation, and definitions. Included is the basic structure of medical words: prefixes, suffixes, combining forms, and plurals. Emphasis is on building a professional vocabulary helpful for employment in the medical field.

### **NUR 110 TRANSITIONS IN NURSING**

**3 CREDITS**

*Corequisites: BIO 226 and PSY 101.*

This course is designed to help LPN and Transfer Students transition into Clinton Community College's Nursing Program smoothly. Placement testing of cognitive and psychomotor skills and development of a portfolio will guide the learning experience. Topics discussed include Role Transition; Survival Skills for Nontraditional Students; Nursing Past, Present, and Future; Theoretical Foundations of Nursing; Therapeutic Communications; Critical Thinking and the Nursing Process; Teaching/Learning Concepts and the Educator Role of the RN; Leadership and Management, Legal/Ethical Components of Nursing; Pharmacology; Infection Control; Acid/Base and Fluid & Electrolytes and Dosage Calculation Medication Administration.

### **NUR 201 MEDICAL/SURGICAL NURSING II**

**5 CREDITS**

*Prerequisite: "C" or better in NUR 104, NUR 105, BIO 226 and BIO 227.*

The study of clients of all ages with health care problems that seriously disturb or threaten life status. The inter-relationship among the concepts of person, health, and nursing is developed. The student uses the nursing process in caring for clients with health care needs related to cancer, the cardiovascular system and endocrine system. Clinical laboratory experience occurs on Medical-Surgical, Pediatric, and Coronary Care Units of the local hospital and Hospice (30 lecture and 135 laboratory hours).

### **NUR 202 MENTAL HEALTH NURSING**

**4 CREDITS**

*Prerequisite: PSY 230, PSY 101, "C" or better in NUR 104, NUR 105, BIO 226 and BIO 227.*

The focus is the individual's psycho-social adaptation to life events. The interrelationship among the concepts of person, health, and nursing is developed. The student uses the nursing process to meet health care needs of clients experiencing mental health problems that threaten or disrupt life status. Learning experiences include clinical assignments in a hospital setting, field experiences and interdisciplinary conferences (30 hours lecture; 10 hours seminar; and 80 hours lab).

### **NUR 203 MEDICAL/SURGICAL NURSING III**

**10 CREDITS**

*Prerequisite: "C" or better in NUR 201, NUR 202 and BIO 204.*

The focus is initially on the child and adult client with health care problems that seriously disturb or threaten life status. The inter-relationship among the concepts of person, health, and nursing are fully developed.

The student uses the nursing process in caring for adult clients with unstable health care needs related to thermal injury, hepatic, urinary, and sensorineural disorders. The focus progresses from individuals to groups of clients within the hospital. The role of the nurse manager is presented encompassing effective communications, human relations, time management, and cost containment. Contemporary issues, legal and ethical issues, and professional responsibilities are explored. Learning experiences occur on Medical-Surgical Units, Critical Care Units, and Kidney Dialysis Unit, IV Therapy, Nursing Home settings and Home Health (75 lecture and 225 laboratory hours).

### **NUR 204 PHARMACOLOGY FOR NURSES**

**3 CREDITS**

*Prerequisite: NUR 103 and BIO 226.*

This course presents basic pharmacological principles. For all major drug families, relevant physiology and pathophysiology are reviewed. Drug actions and interactions are explored and the major drug classifications are reviewed using a system by system approach. The nursing process is integrated as it relates to the drug therapy for each client. The course will enhance the student's ability to care for and educate patients receiving medications.

### **NUR 205 NUTRITION IN HEALTH CARE**

**2 CREDITS**

Meets the special needs of nursing students and non-science students studying nutrition. Presents a broad-based approach incorporating fundamental scientific principles with regard to diet therapy, new research, and concepts in the care of patients with diseases of the G.I. tract, liver, gallbladder, blood, cardiovascular, and urinary tract are included.

### **NUR 206 PHYSICAL ASSESSMENT**

**2 CREDITS**

*Prerequisite: BIO 226 and BIO 227.*

This course will provide theory and skills necessary to collect a comprehensive health history and to perform a complete physical examination. The students will master these skills under supervised student practice in the skills laboratory.

### **NUR 207 PHLEBOTOMY**

**2 CREDITS**

The course emphasizes the theory and practical instruction involved in a structured phlebotomy program to include simulated and experiential exercises. The content areas will be health care delivery systems, basic anatomy and physiology, specimen collection, infection control, professionalism, and laboratory testing.

## **Philosophy**

### **PHI 101 INTRODUCTION TO PHILOSOPHY**

**3 CREDITS**

This introductory course considers the nature of knowledge (epistemology) and value (axiology). In the first half of the course we investigate the work of philosophers who have sought to understand the origin and certitude of knowledge. These philosophers include rationalists, empiricists, and alternative thinkers such as Berkeley and Kant. In the second half of the course we confront the complex questions of moral philosophy, which involves disciplined reflection on human freedom and responsibility.

### **PHI 102 THE WORLD'S RELIGIONS**

**3 CREDITS**

This is a philosophical inquiry into the structures of Judaism, Christianity and Islam. This course begins with a substantial examination of Eastern religious traditions in order to cultivate a holistic and historical perspective on the related elements of myth, symbol, and ritual in the world's religions. In our study of religion, we seek to understand how religious expression functions as an integral component of philosophical reflection and what impact it has on human activity.

**PHI 103 MORAL PROBLEMS****3 CREDITS**

This course introduces students to philosophical reflection through the study of ethical theories and their application to moral problems in contemporary society. Students use readings from major theorists to establish and critique the traditional structures of moral reasoning and to focus arguments concerning the moral dilemmas of our time.

**Physics****PHY 100 PHYSICAL SCIENCE****3 CREDITS***Prerequisite: MAT 100 or equivalent.*

Conceptual physics is a laboratory course that emphasizes the concepts of physics while de-emphasizing complex mathematical calculations. Topics include Newtonian mechanics, heat and temperature, sound and topics from modern physics. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for PHY 111 or PHY 112 cannot subsequently receive credit for PHY 100. In the case that a student completes PHY 100 prior to completing PHY 111 or PHY 112, then PHY 100 will count as free elective credit only.

**PHY 101 CONCEPTUAL PHYSICS****3 CREDITS***Prerequisite: MAT 100 or equivalent.*

Conceptual physics is a laboratory course that emphasizes the concepts of physics while de-emphasizing complex mathematical calculations. Topics include Newtonian mechanics, heat and temperature, sound and topics from modern physics.

**PHY 111 GENERAL PHYSICS I****4 CREDITS***Prerequisite: MAT 104 or 105 or equivalent.*

This is the first of a two-semester sequence which covers: mechanics, which includes the study of linear, circular and rotational motion and how Newton's laws, and the concepts of energy and momentum can be applied, thermodynamics including temperature, heat transfer, and changes in state, and analysis of the sinusoidal nature of simple harmonic motion. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for PHY 111 or PHY 112 cannot subsequently receive credit for PHY 100. In the case that a student completes PHY 100 prior to completing PHY 111 or PHY 112, then PHY 100 will count as free elective credit only.

**PHY 112 GENERAL PHYSICS II****4 CREDITS***Prerequisite: PHY 111.**Corequisite: MAT 204 or MAT 205 or equivalent.*

This is a continuation of General Physics I with the following topics included: electricity, magnetism, sound, optics, and quantum physics. There are three hours of lecture and one two-hour laboratory per week. Students who have received credit for PHY 111 or PHY 112 cannot subsequently receive credit for PHY 100. In the case that a student completes PHY 100 prior to completing PHY 111 or PHY 112, then PHY 100 will count as free elective credit only.

**Political Science****PSC 100 GOVERNMENT & POLITICS IN AMERICA****3 CREDITS***Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is an introduction to the United States system of federal and constitutional government. A special emphasis is placed on the means by which citizens actively participate in public policy decisions, and the relationship between the branches of national government, and of the states to the central (Federal) system.

**PSC 120 INTRO TO POLITICAL SCIENCE  
COMPARATIVE POLITICS****3 CREDITS***Prerequisite: Completion of ENG 094 or placement in ENG 101.*

An introductory level course in Political Science with a specific focus on Comparative Politics. While students will gain some familiarity with the major areas of the discipline (Political Thought, International Relations & Domestic Politics), the primary focus of this course will be on how governments, political groups, and political procedures vary across countries of a democratic, nondemocratic, developed and developing nature. Specifically, the course will provide a comparative political analysis of a number of countries including the United States, Great Britain, India and China.

**PSC 200 CONSTITUTIONAL LAW****3 CREDITS***Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is a study of the relationship between the Supreme Court and the political elements of the United States system of national and state government, with emphasis on civil liberties and civil rights.

**PSC 220 WORLD POLITICS****3 CREDITS***Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course examines the major developments in the field of International Relations over the past two hundred years. Specific areas addressed will include key theoretical approaches to the study of International Relations (e.g., Realism, Liberalism, etc.), system, state and individual levels of analysis, nationalism and transnationalism, diplomacy, international law and morality, national and international security, international trade, investment and monetary relations, the north/south debate and human rights. The structures and functions of various intergovernmental (IGOs) and nongovernmental (NGOs) organizations on both a regional and global scale will also be examined.

**PSC 231 HISTORY OF POLITICAL IDEAS****3 CREDITS***Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course surveys a number of key figures in the History of Political Thought. In this regard, particular, yet not exclusive, attention will be paid to the political thought of Plato, Aristotle, St. Augustine, St. Thomas Aquinas, Machiavelli, Hobbes, Locke, Rousseau and Marx. Specific themes under consideration will include reflections on the character of justice, authority, obligation and freedom with a view to the appropriate political order for man and the proper relationship of the individual to the state.

**PSC 240 STATE & LOCAL GOVERNMENT****3 CREDITS***Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is an introduction to the organization, structure, and functions of state, county, and municipal governments.

## Psychology

### PSY 101 INTRODUCTION TO PSYCHOLOGY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is a survey of the major areas and theories in psychology, introducing students to the research methods, terminology and diversity of contemporary psychology. The course will cover topics such as principles of personality, learning, thought, memory, biopsychology, emotion, stress, mental health, social psychology and developmental processes. This course meets SUNY General Education requirements.

### PSY 118 CHILDHOOD GROWTH & DEVELOPMENT

**3 CREDITS**

*Prerequisite: PSY 101*

*Corequisite: EDU 120 (cross registration at PSUC)*

This course is designed for students who plan to pursue a degree in education and is for education majors only. The course is designed to study cognitive, social, physical, and emotional development across the lifespan. Factors affecting development and learning will be investigated, such as cultural and family variables. Major theoretical perspectives will serve as frameworks for developing links between theory and experience. Students registering for this course must also cross-register for the co-requisite, EDU 120 at PSUNY.

### PSY 230 HUMAN DEVELOPMENT

**3 CREDITS**

*Prerequisite: PSY 101, completion of ENG 094 or placement in ENG 101.*

This course provides a general introduction to the area of Developmental Psychology and a survey of developmental processes that influence the growth of the physical, intellectual, and socio-emotional aspects of the person throughout the lifespan.

### PSY 235 CHILD DEVELOPMENT

**3 CREDITS**

*Prerequisites: Completion of ENG 094 or placement in ENG 101, PSY 101. PSY 230 recommended for transferring students.*

This course provides a general introduction to the area of Developmental Psychology and a survey of developmental processes that influence the growth of the physical, intellectual, and socio-emotional aspects of the child from conception through middle childhood.

### PSY 240 SOCIAL PSYCHOLOGY

**3 CREDITS**

*Prerequisites: PSY 101, Completion of ENG 094 or placement in ENG 101.*

This course is an introduction to the major concepts, theories, and current issues dealing with socio-psychological phenomena such as conformity, persuasion, prejudice, friendship, aggression, and altruism. The course acquaints students with major research findings in the area, and practical applications/implications of the major principles discussed.

### PSY 245 SPORT PSYCHOLOGY

**3 CREDITS**

*Prerequisites: Completion of ENG 094 or placement in ENG 101, PSY 101.*

This is a survey course which applies psychological theory, practice and research findings to sport. Topics include: behavioral principles of motor performance, an examination of the social-psychological dimension of physical performance, aggression and violence, psychological assessment, cognitive intervention strategies and psychological consideration of personal fitness.

### PSY 247 HUMAN SEXUALITY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This is a survey course designed to provide students with a broad range of information about sexuality and sex roles. Using an interdisciplinary approach, the course discusses sexuality from biological, psychological, and sociological perspectives.

### PSY 260 PSYCHOLOGY OF WOMEN

**3 CREDITS**

*Prerequisite: PSY 101, Completion of ENG 094 or placement in ENG 101.*

This course explores the nature and extent of gender differences and the processes by which those differences emerge. Students will critically evaluate theories and research regarding gender as well as discuss their own experiences and values.

### PSY 280 ABNORMAL PSYCHOLOGY

**3 CREDITS**

*Prerequisites: PSY 101 and at least one other Psychology course (preferably Human Development or Psychology of Adjustment), Completion of ENG 094 or placement in ENG 101.*

This course is designed to give an appreciation and understanding of the etiology, nature, and treatment of selected emotional and psychological disorders. The central topics of this course will cover abnormal behavior in our society, casual factors, stress, the various psychological problems and mental disorders via DSM IV, clinical assessment, psychological treatments and contemporary issues in Abnormal Psychology.

## Recreation

### REC 100 INTRO TO RECREATION & LEISURE SERVICES

**3 CREDITS**

This course is designed to present a foundation for the study of leisure and organizations delivering leisure services. This course provides an overview of the philosophical, historical, social, cultural, political and economic factors influencing leisure services. Additional focus will be placed upon the various agencies providing recreational services.

## Science

### SCI 101 SCIENCE INQUIRY FOR BIOLOGY & CHEMISTRY

**4 CREDITS**

*Corequisite: ENG 101, MAT 100 or equivalent.*

This course is an interdisciplinary science course providing an overview of key biological, chemical and biochemical concepts as they pertain to the core curriculum for elementary (K-4) education and NYS Mathematical, Science and Technology standards. This course is designed to introduce non-science majors and future educators to biological and chemical concepts through methods of inquiry. The laboratory reinforces science content discussed in lecture and students will further develop their understanding of science using the process of inquiry. There are three hours of lecture and one two-hour laboratory per week.

### SCI 102 SCIENCE INQUIRY FOR EARTH/PHYSICAL

**4 CREDITS**

*Corequisite: ENG 101, MAT 100 or equivalent.*

This course is an interdisciplinary science course providing an overview of key physical, earth and space, and science and technology concepts as they pertain to the core curriculum for elementary (K-4) education and NYS Mathematics, Science and Technology standards. This course is designed to introduce non-science majors and future educators to physical science concepts through methods of inquiry. The laboratory reinforces science content discussed in lecture and students will further develop their understanding of science using the process of inquiry. There are three hours of lecture and one two-hour laboratory per week.

## Sociology

### SOC 101 INTRODUCTION TO SOCIOLOGY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course explores culture and society highlighting how these dynamic forces are created by and affect human social behavior, particularly in contemporary society. Major theoretical perspectives within sociology are emphasized throughout the course and the methods that sociologists use to study social phenomena are discussed. Topics studied include: the process of socialization, social interaction, group dynamics, bureaucracies, deviance, social stratification and inequality on the basis of social class, race, and gender. Social change, social movements and collective behavior are also addressed.

### SOC 102 SOCIAL PROBLEMS

**3 CREDITS**

*Prerequisites: Completion of ENG 094 or placement in ENG 101, SOC 101.*

This course analyzes contemporary problems of American society through the application of different sociological perspectives. Topics include (but are not limited to) poverty, racism, sexism, problems within the family, crime, and ecology. Primary emphasis is placed on the structure of American social institutions and how social problems arise from those structures.

### SOC 103 JUVENILE DELINQUENCY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course explores the problems of juvenile delinquency and the juvenile justice system in American society. Concepts of delinquency causation and control are discussed in both historical and modern perspectives. The interrelationship of delinquency and family, school, religion and society in general are explored. The roles of the juvenile court personnel, including the prosecutor, defense counsel, the judge and the juvenile probation officer are evaluated as are the concepts of community-based and institutional corrections. Special delinquency problems such as gangs, substance abuse and juveniles in adult courts are explored.

### SOC 104 CRIMINOLOGY

**3 CREDITS**

*Prerequisite: Completion of ENG 094 or placement in ENG 101.*

This course is a study of crime as a social phenomenon and how programs of social control affect and are affected by crime. It analyzes the conditions under which criminal laws develop and the causes of crime. It consists of the study of crime and control of crime including processes in criminal behavior, punitive policies and social structure.

### SOC 201 PROBLEMS IN CRIME & DEVIANCE

**3 CREDITS**

*Prerequisites: Completion of ENG 094 or placement in ENG 101, SOC 101.*

This course examines the sociological concept of deviance. Definitions of deviance and theories of deviant behavior will be discussed and critically evaluated. The concept of deviance will be further explored by addressing various deviant and criminal behaviors of concern to our society and their causes and attempts to control them.

### SOC 205 SOCIOLOGY OF WOMEN

**3 CREDITS**

*Prerequisites: Completion of ENG 094 or placement in ENG 101, SOC 101.*

This course explores the ways that gender and systems of inequality on the basis of gender impact the lives of women in America and around the world. Discussions include: the historical roots of the current system of gender inequality; the ways that both women and men perpetuate women's unequal status; the impact of inequality on the lives of women; and the future of women's status relative to men.

## SOC 209 AGING IN SOCIETY

**3 CREDITS**

*Prerequisites: SOC 101, Completion of ENG 094 or placement in ENG 101.*

This course will explore aging as a social phenomenon (not just a biological fact) in order to more fully understand the social and personal implications of the aging process. Both "macro" and "micro" perspectives will be applied to answer questions about the experience of aging for the individual and the society in which we live. The diversity of the population we call "elderly" will be emphasized as we explore the cultural, social, economic, political, health, and personal dimensions of becoming old and being old in America.

## SOC 212 SOCIOLOGY OF THE FAMILY

**3 CREDITS**

*Prerequisites: SOC 101, Completion of ENG 094 or placement in ENG 101.*

This course offers a comparative theoretical study of family organization in different societies. The dynamic nature of the family institution in American society is a core theme. Historical and contemporary issues are analyzed to include cross-cultural discussions regarding marital interaction, parent-child relations, sexual behavior, divorce, remarriage, and death.

## Spanish

### SPA 101 ELEMENTARY SPANISH I

**3 CREDITS**

*Prerequisite: SPA 101 or 1-2 units of high school Spanish, or equivalent.*

Beginning Spanish I is designed for the beginning student with no previous experience in Spanish. The main objectives of this course are to help students develop effective communication skills in Spanish through the elementary development of the four basic language skills (listening, speaking, reading and writing), while focusing on and critically examining cultural beliefs, values and aspects of everyday life in Spanish-speaking nations. SPA 102 - ELEMENTARY SPANISH II - 3 Credits A continuation of SPA 101 increasing fluency and familiarity with the language.

### SPA 201 INTERMEDIATE SPANISH I

**3 CREDITS**

*Prerequisite: SPA 102 or*

*3-4 units of high school Spanish, or equivalent.*

Further develops the four basic language skills with emphasis on comprehension and use of the spoken language. Readings in Spanish introduce Hispanic culture and literature.

### SPA 202 INTERMEDIATE SPANISH II

**3 CREDITS**

*Prerequisite: SPA 201 or*

*4-5 units of high school Spanish, or equivalent.*

Continues the development of the four basic language skills and discussion of literature.

## Theatre

### THE 110 THEATRE & PERFORMANCE

**3 CREDITS**

This course is an introduction to theater as an art form, which will be addressed through a broad overview of the history of theater. Work in the course will focus on the fundamentals of acting and the relationship established between performer and audience. Students will prepare and perform individual, duo, and group scenes. In addition, students will learn about the process and theory of directing and production.



## THE 115 AMERICAN MUSICAL THEATRE

### 3 CREDITS

This class will trace the development of the American, or Broadway, Musical theatre from its late 19th century roots to the present. We will view the musical as both entertainment and serious art form. Music and literature, personalities, and traditions will be covered. The effect of social, political, and economic influences on the evolution of the musical will be explored. This course is intended for the purpose of understanding and critical enjoyment. It is not a production class.

## Joint Admissions Program Clinton Community College & State University of New York at Plattsburgh

Clinton Community College (CCC) and State University of New York at Plattsburgh have a unique relationship within the State University of New York (SUNY) system. Both are located in the relatively rural area of Clinton County and in the small city of Plattsburgh, New York, have many similar academic programs, and have a long history of collaboration and cooperation. Perhaps even more importantly, both institutions are working closely to provide even smoother transfer opportunities for CCC graduates into SUNY Plattsburgh bachelor degree programs and are committed to making higher education accessible, relevant, and worthwhile to their respective student bodies.

Because of this close relationship between the two institutions, Clinton Community College students can be assured that transfer related problems to the senior institution will be minimized if transferring to SUNY Plattsburgh. Given all these circumstances, it is not surprising that the vast majority (approximately 85%) of all CCC transfer students transfer to SUNY Plattsburgh.

With the CCC/SUNY Plattsburgh Joint Admissions Program, an entering student to Clinton Community College can be assured of a guaranteed spot in the upper division (bachelor degree level) of a program by completing the Joint Admissions form while either entering CCC or during the first year of attendance at CCC, maintaining a minimum of a 2.0 GPA (2.5 GPA for selected programs described below), and completing the appropriate coursework during the first two years of study at Clinton Community College.

The purpose of this agreement is to establish a joint admissions program between Clinton Community College and SUNY Plattsburgh.

Under this Joint Admissions Program, students admitted to Clinton can request, upon their admission to Clinton, to be jointly admitted at Plattsburgh. When accepted into the Joint Admission Program, the Clinton student is accepted both into their associate degree program at Clinton and their future baccalaureate degree program at Plattsburgh. The student is guaranteed a place in the junior class at Plattsburgh once they have completed their Associate in Art, Associate in Science or Associate in Applied Science degree program and enter Plattsburgh in a parallel program, as noted in the comprehensive articulation agreement. The only additional stipulation is for students in Communication Disorders and Sciences, Nursing, Social Work, and all Teacher Education programs to maintain a grade point average of 2.5 or higher. Students in Child Family Services must have a 2.25 or higher grade point average.

To be eligible for the Joint Admissions Program, the student must follow these guidelines:

1. Complete the appropriate joint admissions application form as provided by Clinton Community College. Students may enter the joint admissions program either during the pre-admission phase or during their first two semesters at Clinton.
2. Notify Career Planning and Placement at Clinton (562-4317) one term prior to their degree completion of their intent to attend Plattsburgh. This would be no later than February 1st for the fall semester and October 1st for the spring semester.
3. Complete an intention to enroll form as supplied to Clinton by

Plattsburgh. A \$100 tuition deposit must be accompanied with the intention to enroll form.

4. If the student has completed courses at a college(s) other than Clinton, an official transcript(s) must be forwarded to the Plattsburgh Admissions Office for that work.

Clinton Community College agrees to the following:

1. To provide information on the Joint Admissions Program in appropriate college publications, and to provide the necessary applications for students seeking admission to the program.
2. For students new to Clinton and the program, on October 1st (for fall Clinton admission) and February 1st (for spring Clinton admission) of each year, to provide Plattsburgh with the following information:
  - a) The names of all students who have entered the Joint Admissions Program.
  - b) This will include their 1) social security number; 2) date of birth; 3) sex; 4) home address; 5) residency status; 6) EOP eligibility status; 7) curriculum at Clinton; 8) planned major at Plattsburgh; and 9) expected date of Plattsburgh entrance.
  - c) Clinton students will also be allowed to enter the Joint Admissions program at any time during their first two semesters at Clinton. Clinton can notify Plattsburgh during the above dates or on an individual basis.
3. For students completing the Clinton portion of the joint admissions program, on October 1st (for spring Plattsburgh admission) and February 1st (for fall Plattsburgh admission) to provide Plattsburgh with the names of those Clinton students who are graduating from Clinton and plan to enter Plattsburgh.
4. To provide Plattsburgh with official Clinton transcript as needed.
5. To provide Plattsburgh with space on the Clinton campus for two joint admissions visits each semester.

SUNY Plattsburgh agrees to the following:

1. The student completing the Clinton portion of the Joint Admissions program will be given full junior standing and a reserved place in a parallel program at Plattsburgh. The student will have the ability to complete the Plattsburgh portion of the degree in four semesters (two years) of full-time study.
2. Clinton students who indicate their intent to attend Plattsburgh the semester before the completion of the associate degree and pay the tuition deposit, will be allowed to register for next semester Plattsburgh courses during the advisement/registration period. Or, if the student wishes, they can register at Orientation/Registration.
3. Clinton joint admissions students will be invited to all new student orientation functions.
4. Clinton students in the joint admissions program are considered as Plattsburgh students and will be allowed to participate and be welcome at all college functions.
5. The Plattsburgh Joint Admissions Program Coordinator will visit Clinton two times each semester to meet with students in the program.



Workforce  
Development,  
Continuing  
Education &  
Technical Training

# Workforce Development, Continuing Education & Technical Training

## Workforce Development

Workforce Development has become the most important factor for local and global economic progress and never before has economic competition been so closely linked to issues of education and workforce capacity. The motivation for business to locate to an area has shifted from low taxes, low-wage workers and access to transportation, to a focus on training and maintaining a skilled workforce and quality of life.

Customized Training and Contract Training programs are available at business locations, the College, or a designated remote site. Training usually is one of three categories: Supervisory and/or Management Training, Job Specific Technical Training (computer skills, general maintenance, customized training and curricula in a variety of areas), or Pre-Employment Training (may be generic or quite specific in the skills required for a particular job.) Training is normally short in duration and may be supplemented by on-going instruction to build on skills.

Responding to the identified needs of local businesses, Clinton Community College offers an extensive array of short training programs emphasizing both technical and non-technical skills. These programs are increasingly important to employers looking to expand employment positions, in which few adequately trained workers are available. Clinton Community College has developed an extensive consortium of training partners to deliver training in a timely, cost-effective manner, utilizing alternative delivery methods, and offering flexibility to meet business and employee schedules.

## What are the Benefits of Training?

- Cost Effective Learning - located near or at your business so travel expenses are minimized.
- Action Oriented Curriculum - Each course is designed to provide opportunities to network, share "real world" experiences and apply what is learned to the workplace.
- Career Advancement - course work is strategic in nature, preparing individuals for career advancement opportunities.
- Upgrade - individuals have the opportunity to test critical thinking skills and apply concepts that will help with daily workforce activities.

Support is provided for training that is customized to the employer's needs and, to a limited extent, related curriculum development and assessment.

If your company or agency has special training needs or requirements, contact CCC's Workforce Development specialists at (518) 562-4385.

## Continuing Education Units (CEU's)

Continuing Education Units provide a standard unit of measure that quantifies continuing education and training activities. CEU's are of value to individuals enrolled in programs designed primarily for professional growth and development. One CEU equals ten contact hours of participation in organized continuing education and/or training experience under qualified instruction.

## Workshops

Workshops are offered throughout each semester and during the summer. Workshops cover such areas as health and exercise, business, technical and professional development, personal enrichment and history. A credit free brochure is produced each semester that contains all pertinent information about workshops. The workshops offerings may be viewed on the College website at [www.clinton.edu](http://www.clinton.edu).

## Adult Learners

Our adult population has discovered that college can be a valuable enrichment experience regardless of one's age and is often the most important factor in creating new career opportunities.

The faculty and staff at CCC are aware of the unique needs and interests of adult learners, and are enthusiastic in their efforts to meet these needs and interests. The experiences, views and unique perspective of older students positively affect the classroom atmosphere and enhance the college learning experience for everyone.

There are many adult learner programs that Clinton Community College offers to assist adult students to move forward in career advancement and life opportunities. Full-time or part-time adult students who maintain a full-time job can earn college credits by either taking classes on campus or on-line.

## NYS CSEA/Partnership for Education & Training Program

Clinton Community College, through the Office of Continuing Education, is a provider for the NYS CSEA/Partnership for Education and Training Program. For information on registering for credit and non credit classes at Clinton Community College, NYS CSEA participants should contact Continuing Education at (518) 562-4143.

## Driving Education Programs

Throughout the year, Clinton Community College's Continuing Education Department offers a comprehensive Driving Education Program which includes 5 Hour Pre-Licensing and Defensive Driving classes. For more information and to register, please call Continuing Education at (518) 562-4143.

## Clinton County Department of Social Services/ Clinton Community College Partnership Grant

DSS and Clinton Community College sponsor a NYS Training Grant for Clinton County Department of Social Services employees. Both credit and non credit classes are available throughout the year. For information on educational and training opportunities through the DSS/CCC Grant, DSS employees should contact Continuing Education at (518) 562-4143.



## College Policies





## Affirmative Action/Equal Employment Opportunity Policy

Clinton Community College, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this college policy of Affirmative Action/Equal Employment Opportunity.

It is the policy of Clinton Community College to provide equal opportunity in employment for all qualified individuals without discrimination because of race, color, creed, religion, sex, age, national or ethnic origin, disability, political affiliation, sexual orientation, arrest record, veteran or marital status, or other basis prohibited by law, except as such conditions may constitute bona fide occupations or assignment qualifications. Underscoring this policy is our strong concern for our employees' dignity and well-being and our commitment to provide a safe, productive, and professional work environment.

### TITLE IX Compliance

Clinton Community College does not discriminate on the basis of race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, veteran or marital status in its education programs or activities, including employment and admissions. The Assistant Dean for Student Services/Athletics & Athletic Facilities Management, Todd Roenbeck, is the designated campus coordinator for matters related to the application of Title IX of the 1972 Education Amendment and its implementing regulations. Inquiries should be directed to: Todd Roenbeck, Ph.D., Title IX Coordinator, Room 210H, Clinton Community College, 136 Clinton Point Drive, Plattsburgh, NY 12901 or Office for Civil Rights, U.S. Department of Education, 75 Park Place, 14th Floor, New York NY 10007-2146.

## POLICY AGAINST HARASSMENT AND DISCRIMINATION/BIAS

### SECTION 1: PURPOSE

Clinton Community College believes in the dignity of the individual and recognizes the rights of all people to equal employment and/or educational opportunities free of unlawful discrimination. In this regard, Clinton Community College is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment and/or educational opportunities without being subject to harassment or unlawful discrimination in the workplace. As with unlawful discrimination based on sex and sexual harassment, it is Clinton Community College's policy to provide an employment and educational environment free from unlawful discrimination and harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status.

#### A. Scope of Policy

This Policy applies to all Clinton Community College students, employees and all personnel in a contractual or other business relationship with Clinton Community College including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, volunteers and visitors. Depending on the extent of Clinton Community College's exercise of control, this Policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of Clinton Community College employees in the workplace. This Policy applies with equal force on College property as it does at College-sponsored events, programs, and activities which take place at off-campus premises.

### B. Policy Objectives

By adopting and publishing this Policy, it is the intention of the Clinton Community College Board of Trustees to:

- (1) notify employees and students about the types of conduct which constitute unlawful discrimination or harassment prohibited by this Policy;
- (2) inform employees and students about the complaint and resolution procedures established by the College which enable any employee/student who believes (s)he is the victim of unlawful discrimination or harassment to submit a complaint which will be investigated by the College;
- (3) clearly advise all supervisory staff, administrators, employees, and students that discriminatory treatment based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status of employees is strictly prohibited and no such person possesses the authority to harass or discriminate; and
- (4) notify all employees and students that the College has appointed Compliance Officers who are specifically designated to receive complaints of discrimination based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status, and ensure compliance with this Policy.

NOTE: The name and office locations of the Compliance Officers designated to receive and investigate complaints for the 2007-2008 academic year are listed below at the end of this Policy (Section 10). The names and office locations of each new Compliance Officer designated to receive and investigate complaints in subsequent years will be listed in the College's Policy and Procedure Manual, the Student Handbook, on the college's web page at [www.clinton.edu](http://www.clinton.edu), and posted in the following locations: Douglas Library, Switchboard/Reception area, Counseling Office, Human Resources Office and the Office of the Vice President for Student Services.

### SECTION 2: DEFINITIONS

"Prohibited Discrimination of Employees And/Or Students" Prohibited discrimination of employees and/or students can take the form of any negative treatment of an employee/student, by either a College employee or official, student, or a third party engaged in college-sponsored activities which: (a) negatively impacts an employee's employment opportunities and/or employment benefits, or negatively impacts a student's educational opportunities; and (b) is based upon the employee's/student's race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status. Prohibited discrimination of employees/students can also take the form of harassment even where there is no tangible impact upon the employee's employment opportunities and/or employment benefits or the student's educational opportunities. The phrase "prohibited unlawful discrimination" as used in this Policy includes all forms of "prohibited unlawful harassment" (defined below).

"Prohibited Unlawful Harassment" Harassment can constitute a form of prohibited unlawful discrimination under this Policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work/educational performance, or creating an intimidating, hostile or offensive working/educational environment. Such harassment of employees/students is prohibited by this Policy if it is based upon race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or

inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

“Prohibited Behavior” While it is impossible to list all of the possible forms of unlawful harassment, the following is a list of examples of conduct that may constitute harassment:

- Using slurs or derogatory terms based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status
- Telling derogatory jokes or stories based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status
- Displaying graffiti or other derogatory or insulting writings based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status
- Making degrading comments about a person and/or his or her appearance based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status
- Demeaning or criticizing an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status
- Sabotaging, damaging, or interfering with an individual’s work because of that individual’s race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status
- Threatening or intimidating an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status

As set forth above, this list is not intended to be all-inclusive. Furthermore, while a single incident of these types of behavior may not create a hostile working/educational environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits or educational outcome, such conduct constitutes prohibited discrimination and/or harassment.

This policy is not intended to restrict freedom of expression, freedom of speech, academic freedom, respectful debate, or other legitimate forms of expression, which are the hallmark of institutions of higher learning. Clinton Community College will consider such legitimate and valued forms of expression when applying this policy and formulating remedial measures pursued as a result of discrimination and/or harassment complaints.

### SECTION 3: POLICY

As with discrimination based on sex and sexual harassment, Clinton Community College prohibits discrimination based on race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status and will not tolerate any form of unlawful discrimination or harassment. Clinton Community College will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment in the workplace and educational setting.

All employees and students, including but not limited to, Clinton Community College officials and supervisory personnel, are responsible for ensuring a work and educational environment free from prohibited discrimination and harassment. All employees and/or students will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of sexual harassment or sex discrimination. Employees and students are encouraged to report violations to a Compliance Officer listed in Section 10 of this Policy and on the College’s web page at [www.clinton.edu](http://www.clinton.edu), in accordance with the Complaint Procedure set forth in this Policy. Officials and supervisors must take immediate and appropriate corrective action when instances of prohibited discrimination and/or harassment come to their attention to assure compliance with this Policy.

Each employee and student is assured, pursuant to Section 6 of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this Policy should be directed to a Compliance Officer listed in Section 10 of this Policy and on the College’s web page at [www.clinton.edu](http://www.clinton.edu).

## SECTION 4: POLICY ENFORCEMENT

### A. Complaint Procedure for Employees and/or Students

#### 1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged, regardless of the offender’s identity or position. An individual who feels aggrieved because of harassment or unlawful discrimination has several ways to make his or her concerns known:

(a) An aggrieved person who feels comfortable doing so should directly inform the person[s] engaging in the harassment or unlawful discrimination that such conduct or communication is offensive and must stop. Clinton Community College encourages early and informal resolutions of disputes, misunderstandings, and offensive treatment before such matters adversely impact upon a person’s working or learning environment. If the aggrieved person agrees, the College may arrange for a facilitated meeting between the parties with the intent of resolving concerns related to the incident.

NOTE: Confronting the offender is NOT required. All employees and/or students have the right to file a good faith complaint without first communicating with the offender.

(b) An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has not stopped the behavior, shall contact a Compliance Officer listed in Section 10 of this Policy, or a Vice President, or the President, or any member of the Affirmative Action Committee.

(c) An aggrieved person alleging harassment or discrimination by anyone with supervisory authority, or alleging failure of supervision to take immediate action on the individual’s complaint, shall contact a Compliance Officer, a Vice President, the President, or any member of the Affirmative Action Committee.

(d) In addition to filing a complaint under this policy, an aggrieved person who is a member of a collective bargaining unit, may or may not be entitled to file a grievance through the collective bargaining grievance procedure depending on the particular terms of the governing collective bargaining agreement. Such filing may not, in all cases, trigger an investigation pursuant to this Policy. Consequently, aggrieved persons are encouraged to simultaneously utilize the Complaint Procedure set forth herein, where appropriate.

#### 2. Making a Complaint

All complaints should be in writing. All employees and/or students are encouraged to use the Clinton Community College “Complaint of Alleged Discrimination” form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from the Human Resources Office, the Office of the Vice President for Student Services, or from a Compliance Officer, with no questions asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaints should be submitted in writing. If an employee and/or student has any questions or difficulty filling out the complaint form, (s)he can obtain assistance from a Compliance Officer, or a Vice President, the President, or any one of the Affirmative Action Committee members. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a written complaint, the complaint may be submitted, either by hand delivery or mail, to a Compliance Officer listed in Section 10 below, to any Vice President, or to the President who will then advise the Compliance Officer(s).

Complainants are expected to cooperate with the College’s investigation procedures by providing all relevant information relating to the complaint, as are other individuals having relevant or related knowledge or information.

**B. Time for Reporting a Complaint**

Prompt reporting of all complaints is strongly encouraged. All employees and/or students should be aware that appropriate resolution of discrimination complaints and effective remedial action often times is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions outside of this Policy.

**C. Confidentiality and Privacy**

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, the College shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, the Student Code of Conduct, and other laws and regulations regarding employees and/or students. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. Bargaining unit members may request representation of their bargaining unit during the investigation interview provided that the bargaining unit representative(s) abides by confidentiality provisions prescribed by this policy. To the extent complaints made under this Policy implicate criminal conduct, the College may be required by law to contact and cooperate with the appropriate law enforcement authorities.

**D. Acknowledgment of Complaints**

Upon receipt of a written complaint, the Compliance Officer(s), Vice President, or President shall endeavor to contact the complainant within 10 business days to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, (s)he is encouraged to file a second written complaint or to contact the Compliance Officer(s), Vice President, or President, or his/her designee. The purpose of this acknowledgment procedure is to ensure that all written complaints are received by authorized individuals, carefully processed, and promptly investigated.

**SECTION 5: INVESTIGATION PROCEDURES****A. Timing of Investigations**

The College will promptly investigate all allegations of unlawful discrimination and harassment prohibited by this Policy and shall initiate the investigation within ten (10) business days of the acknowledgement. The College will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

**B. Method of Investigation**

Investigations will be conducted by the College's Compliance Officer(s), the College's legal counsel, and/or other impartial persons designated by the President, or his/her designee. The primary purposes of all investigations under this Policy will be to determine:

- (1) Did the conduct complained of occur?;
- (2) Did the conduct complained of violate this Policy?; and
- (3) What remedial or preventative steps, if any, are recommended?

Investigations may include: fact-finding interviews, document review, depositions, observations, or other reasonable methods. The College's investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by College employees or agents conducting an investigation under this Policy shall be deemed confidential and/or privileged to the extent allowed by law.

**C. Notification to Complaining Party and the Accused Party**

The President or his/her designee, shall notify the complainant of the outcome of the investigation with justification for his/her decision. Such notification shall be in writing, include a brief summary of the factual findings and, wherever possible, shall include a summary of any remedial measures that have been or will be taken by the College.

While reasonable efforts will be made to inform the complaining party about the outcome of investigations, the College will nonetheless consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation.

The President or his/her designee, shall notify within fourteen (14) business days following the completion of the investigation the person accused of violating this Policy whether a violation of this Policy was found and what remedial measures, if any, will be taken by the College or recommended to the Board for action.

Other parties, such as witnesses interviewed during the course of an investigation, will generally not be notified of specific findings or recommendations, to facilitate confidentiality.

**D. Remedial Measures**

Clinton Community College's primary goal in responding to complaints of prohibited discrimination under this Policy is prevention. This Policy is intended to prevent all forms of unlawful discrimination and harassment in the College and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited by this Policy, may receive education, training, counseling, warnings, discipline, and/or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or enrollment, in the event of a student. Any third party found to have engaged in discrimination or harassment of an employee and/or student may be barred from College property.

If an individual is a member of any union or otherwise covered by a collective bargaining agreement with the College, such individual may exercise any and all rights prescribed by such agreement to challenge the findings and/or disciplinary action in accordance with any processes prescribed by such agreement(s).

Time limitations set forth above in paragraphs A, B, and C may be extended by mutual agreement of the complainant and respondent with the approval of the President, or his/her designee. Such extensions shall be confirmed in writing.

**SECTION 6:****A. PROHIBITION AGAINST RETALIATION**

Retaliation is strictly prohibited by this Policy, the Student Code of Conduct, and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made.

Written complaints of retaliation should be brought directly to the Compliance Officer(s), Vice President, or the President, or his/her designee. The written complaint must specify the date(s), time(s), locations(s), witness(s) and description of the incident(s). Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship, in accordance with legal guidelines, College policy, Student Code of Conduct, and any applicable collective bargaining agreement(s).

**B. PROHIBITION AGAINST FALSE COMPLAINTS AND ABUSE OF THE POLICY**

Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of harassment or discrimination will be subject to disciplinary action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship, in accordance with legal guidelines, College policy, Student Code of Conduct, and any applicable collective bargaining agreement(s).



**SECTION 7: APPEALS****PROCESS FOR EMPLOYEE COMPLAINTS:**

Any complainant or accused party who wishes to appeal the procedures or decision which the College followed in investigating a written complaint filed under this Policy, may do so within ten (10) business days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Trustees by submission to the President's Office. The appellant shall be entitled to present evidence as to why:

- (1) the investigation procedures were flawed, and
- (2) the investigation procedures were improper, and/or
- (3) the investigation procedures were not in compliance with this Policy,
- (4) the decision is not consistent with the facts, or with all elements of this policy.

Upon receipt of an appeal, the Board of Trustees shall appoint an Appeal Committee comprised of a designee of the President, a member of the Affirmative Action Committee, and a member of the CCC Board of Trustees to consider and review any such appeal. The Committee's consideration and review of any such appeal shall be conducted confidentially. Following a review of the evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Committee shall render their recommendation to the Board of Trustees confidentially in an executive session. The Board's decision shall be final. The appellant shall be notified of the decision in writing within ten (10) business days of the decision being rendered.

Nothing set forth in the Appeal Process above shall be construed to in any way to confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the College's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the College at all times retains the right to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint subject to any rights an individual who is a union member or otherwise covered by a collective bargaining agreement has under such agreement.

**PROCESS FOR STUDENT COMPLAINTS:**

Any complainant or accused party who wishes to appeal the procedures or decision which the College followed in investigating a written complaint filed under this policy may do so in writing to the Vice President for Student Services within three (3) business days as outlined in the Student Handbook.

**SECTION 8: RECORD KEEPING**

The College shall maintain a written record of all complaints of unlawful discrimination and/or harassment prohibited by this Policy for a period of at least six years. The College shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The College shall also maintain these documents for, at a minimum, six years.

The College records regarding investigations and findings of alleged discrimination shall be maintained separate and apart from personnel and/or educational records, although counseling letters or other letters of reprimand may be maintained in personnel and/or educational files.

**SECTION 9: QUESTIONS**

Any questions by employees and/or students of the College about this Policy or potential discrimination should be brought to the attention of the College's Compliance Officer(s), or Vice President(s), the President or a member of the CCC Affirmative Action Committee. The names, addresses, and telephone numbers of the College's Compliance Officers for 2007-2008 are listed in Section 10 of this Policy and on the college's web page at [www.clinton.edu](http://www.clinton.edu). The names and office locations of each new Compliance Officer designated to receive and investigate complaints in subsequent years will be listed in the College's Policy and Procedure Manual, on the college's web page at [www.clinton.edu](http://www.clinton.edu), and posted in the following locations: Douglas Library, Switchboard/Reception area, Counseling Office, Human Resources Office and the Office of the Vice President for Student Services.

In addition, employees may contact: (a) the Employee Assistance Service (EAS), 159 Margaret Street, Suite 200, Plattsburgh, New York 12901, (518) 563-8293 on a confidential basis; (b) the New York State Division of Human Rights, One Fordham Plaza 4th Floor, Bronx, NY 10458; or (c) the U.S. Equal Employment Opportunity Commission, 1801 L. Street, N.W., Washington, DC 20507.

In addition, students may contact: (a) the College Counseling Office, Room 138M (562-4128) or Room 140M (562-4317); (b) the U.S. Department of Civil Rights, 75 Park Place, 14th Floor, New York, NY 10007-2146; or (c) the New York State Division of Human Rights, One Fordham Plaza 4th Floor, Bronx, NY 10458.

**SECTION 10: COMPLIANCE OFFICERS**

Human Resources  
Affirmative Action Officer  
Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, New York 12901  
Telephone: (518) 562-4137

Stephen St. Onge, Ph.D.  
Vice President for  
Student Services  
Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, New York 12901  
Telephone: (518) 562-4120

**OTHER CONTACTS:  
VICE PRESIDENT(S):**

Jennifer Waite  
Interim Vice President for  
Academic Affairs  
Room 220M

Thomas Moffett  
Vice President for Administration  
Room 226M

INTERIM PRESIDENT:  
Frederick Woodward  
Room 233M

**AFFIRMATIVE ACTION  
COMMITTEE MEMBERS:**

Nicole Allen  
College Nurse  
Room 149M

Donna Dukette  
Typist/Division Coordinators  
Room 549M

Carl Chilson  
Assistant in Continuing Education  
Room 117M

Gina Lindsey  
Assistant Professor  
Humanities Division  
Room 511M

Chrisa O'Connell  
Student Support Services  
Counselor  
Room 138M

**SECTION 11: EFFECTIVE DATE AND POLICY  
DISSEMINATION**

The effective date of this Policy, as amended shall be July 18, 2007. The President shall ensure that this Policy is adequately disseminated and made available to all employees/students of the College. This Policy shall be distributed at the beginning of each academic year with or as part of the College's Policy and Procedure Manual, Student Handbook, and on the College's web page at [www.clinton.edu](http://www.clinton.edu). In addition, copies of this Policy and Complaint Form shall be maintained in the office of the Human Resources/Affirmative Action Officer, the Office of the Vice President for Student Services, the Office of Continuing Education, and the Douglas Library. This policy will be reviewed from time to time, as needed.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace all prior College policies and regulations regarding employee and student discrimination and harassment, and related complaint procedures with the exception of the "Clinton Community College Policy Against Sex Discrimination and Sexual Harassment."



# POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARASSMENT

## SECTION 1: PURPOSE

Clinton Community College believes in the dignity of the individual and recognizes the rights of all people to equal employment and/or educational opportunities free of unlawful discrimination. In this regard, Clinton Community College is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment and/or educational opportunities without being subject to sexual harassment or unlawful discrimination of any kind in the workplace or educational environment. It is Clinton Community College's policy to provide an employment and educational environment free from unwelcome sexual advances, requests for sexual favors, and other gender-based verbal or physical conduct or communications which have the purpose or effect of unreasonably interfering with an individual's work/educational performance or creating an intimidating, hostile or offensive work/educational environment.

### A. Scope of Policy

This Policy applies to all Clinton Community College students, employees and all personnel in a contractual or other business relationship with Clinton Community College including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, volunteers and visitors. Depending on the extent of Clinton Community College's exercise of control, this Policy may be applied to the conduct of non-employees with respect to sexual harassment and/or sex discrimination of Clinton Community College employees in the workplace and students in the educational environment. This Policy applies with equal force on College property as it does at College-sponsored events, programs, and activities, which take place at off-campus premises.

### B. Policy Objectives

By adopting and publishing this Policy, it is the intention of the Clinton Community College Board of Trustees to:

- (1) Notify employees and students about the types of conduct, which constitute sex discrimination or sexual harassment based on gender or sexual orientation prohibited by this Policy;
- (2) Inform employees and students about the complaint and resolution procedures established by the College, which enable any employee/student who believes (s)he is the victim of sex discrimination or sexual harassment to submit a complaint, which will be investigated by the College;
- (3) Clearly advise all supervisory staff, administrators, employees, and students that discriminatory treatment based on sex, sexual orientation, or sexual harassment of individuals is strictly prohibited and no such person possesses the authority to harass or discriminate; and
- (4) Notify all employees and students that the College has appointed Compliance Officers who are specifically designated to receive complaints of discrimination based on sex or sexual harassment and ensure compliance with this Policy.

NOTE: The name and office location of the Compliance Officers designated to receive and investigate complaints for the 2007-2008 academic year are listed below at the end of this Policy (Section 10). The name(s) and office location(s) of each new Compliance Officer designated to receive and investigate complaints in subsequent years will be listed in the College's Policy and Procedure Manual, on the college's web page at [www.clinton.edu](http://www.clinton.edu), and posted in the following locations: Douglas Library, Switchboard/Reception area, Counseling Office, Human Resources Office, and the Office of the Vice President for Student Services.

## SECTION 2: DEFINITIONS

"Prohibited Unlawful Discrimination of Employees And/Or Students" Prohibited unlawful discrimination of employees and/or students can take the form of any negative treatment of an employee/student, by either a College employee or official, student, or a third party engaged in school-sponsored activities which: (a) negatively impacts an employee's employment opportunities and/or employment benefits or negatively impacts a student's educational opportunities; and (b) is based upon the employee's/student's sex or sexual orientation. Prohibited discrimination of employees/students can also take the form of harassment even where there is no tangible impact upon the employee's employment opportunities and/or employment benefits or student's educational opportunities. The phrase "prohibited unlawful discrimination" as used in this Policy includes all forms of "prohibited harassment" (defined below).

"Sexual Harassment" Sexual harassment is prohibited including, but not limited to inappropriate forms of behavior described by the Equal Employment Opportunity Commission as follows:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's educational outcome;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination) or the learning outcome in the case of a student.
- (3) Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual's work/educational performance, or of creating an intimidating, hostile or offensive working/educational environment.

This policy is not intended to restrict freedom of expression, freedom of speech, academic freedom, respectful debate, or other legitimate forms of expression, which are the hallmark of institutions of higher learning. Clinton Community College will consider such legitimate and valued forms of expression when applying this policy and formulating remedial measures pursued as a result of discrimination and/or harassment complaints.

Specific forms of behavior that Clinton Community College considers sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

Verbal: Unwelcome verbal language including jokes, comments, teasing or threats related to an employee's/student's sex, sexual activity, sexual orientation and/or body parts whether or not said in that person's presence including, but not limited to: sexual innuendoes; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature; sexual propositions; threats; comments on a person's appearance that make the person feel uncomfortable because of his or her sex or sexual orientation; continuing to ask someone for dates or to meet after work/class after the person has made it clear that he or she does not want to go; sexually-oriented comments about an employee's/student's anatomy that are unwelcome, unreasonably interfere with an individual's performance, or create an intimidating, hostile or offensive work/educational environment; and unwelcome sexual advances or demands for sexual favors.

Nonverbal: Unwelcome written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries; luring or obscene gestures in the workplace/educational setting; staring at a person's body in a sexually suggestive manner; sexually-related gestures or motions; sending sexually graphic material through the College's e-mail system or other electronic communication devices (e.g. voice mail) or using the College's mail or computers to send and/or view such material.

Physical: Unwelcome physical conduct, including but not limited to: petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, assault, persistent brushing up against a person's body, unnecessary touching and flashing or other unwelcome physical conduct.

While a single incident of these types of behavior may not create a hostile working/educational environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of

employment benefits, or negatively impacts a student's educational opportunities such conduct constitutes prohibited sexual harassment.

### SECTION 3: POLICY

As with unlawful discrimination involving race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status, Clinton Community College prohibits discrimination on the basis of sex or sexual orientation and will not tolerate any form of sexual harassment. Clinton Community College will take all steps necessary to prevent and stop the occurrence of sexual harassment and/or sex discrimination in the workplace and educational setting.

While the overwhelming majority of unlawful sexual harassment is directed at women by men, the law equally protects men from sexual harassment by women, and same-sex sexual harassment.

All employees/students, including but not limited to, Clinton Community College officials and supervisory personnel, are responsible for ensuring an environment free from sexual harassment and sex discrimination. All employees and students will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of sexual harassment or sex discrimination. Employees and students are encouraged to report violations to a Compliance Officer (listed in Section 10 of this Policy and on the college's web page at [www.clinton.edu](http://www.clinton.edu)), in accordance with the Complaint Procedure set forth in this Policy. Officials and supervisors must take immediate and appropriate corrective action when instances of sexual harassment and/or sex discrimination come to their attention to assure compliance with this Policy.

Each employee and student is assured pursuant to Section 6 of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this Policy should be directed to a Compliance Officer, listed in Section 10 of this Policy and on the college's web page at [www.clinton.edu](http://www.clinton.edu).

### SECTION 4: POLICY ENFORCEMENT

#### A. Complaint Procedure for Employees and/or Students

1. Notification Procedure Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of sexual harassment and/or sex discrimination is encouraged, regardless of the offender's identity or position. An individual who feels aggrieved because of sexual harassment or sex discrimination has several ways to make his or her concerns known:

(a) An aggrieved person who feels comfortable doing so should directly inform the person[s] engaging in the harassment or discrimination that such conduct or communication is offensive and must stop. Clinton Community College encourages early and informal resolutions of disputes, misunderstandings, and offensive treatment before such matters adversely impact upon a person's working or learning environment. If the aggrieved person agrees, the College may arrange for a facilitated meeting between the parties with the intent of resolving concerns related to the incident.

NOTE: Confronting the offender is NOT required. All employees and/or students have the right to file a good faith complaint without first communicating with the offender.

(b) An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has not stopped the behavior, shall contact a Compliance Officer listed in Section 10 of this Policy, or a Vice President, or the President, or any member of the Affirmative Action Committee.

(c) An aggrieved person alleging sexual harassment or discrimination by anyone with supervisory authority, or alleging failure of supervision to take immediate action on the individual's complaint, shall contact a Compliance Officer, a Vice President, the President, or any member of the Affirmative Action Committee.

(d) In addition to filing a complaint under this policy, an aggrieved person who is a member of a collective bargaining unit may or may not also be entitled to file a grievance through the collective bargaining grievance procedure depending on the particular terms of the governing collective bargaining agreement. Such filing may not, in all cases, trigger an investigation pursuant to this Policy. Consequently, aggrieved persons are encouraged to simultaneously utilize the Complaint Procedure set forth herein, where appropriate.

#### 2. Making a Complaint

All complaints should be in writing. All employees and/or students are encouraged to use the College's "Complaint of Alleged Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from the Human Resources/Affirmative Action Office or the Office of the Vice President for Student Services, with no questions asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaints should be submitted in writing. If an employee and/or student has any questions or difficulty filling out the complaint form, (s)he can obtain assistance from a Compliance Officer, or a Vice President, or the President, or any one of the Affirmative Action Committee members. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a written complaint the complaint may be submitted, either by hand delivery or mail, to a Compliance Officer listed in Section 10 below, to any Vice President, or to the President who will then advise the Compliance Officer(s).

Complainants are expected to cooperate with the College's investigation procedures by providing all relevant information relating to the complaint, as are other employees and/or students having relevant or related knowledge or information.

#### B. Time for Reporting a Complaint

Prompt reporting of all complaints is strongly encouraged. All employees and/or students should be aware that appropriate resolution of unlawful discrimination complaints and effective remedial action often times is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions outside of this Policy.

#### C. Confidentiality and Privacy

In recognition of the personal nature of unlawful discrimination complaints and the emotional impact of alleged discrimination, the College shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, the Student Code of Conduct, and other laws and regulations regarding employees and/or students. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. Bargaining unit members may request representation of their bargaining unit during the investigation interview provided that bargaining unit representative(s) abide by the confidentiality provisions prescribed by this policy. To the extent complaints made under this Policy implicate criminal conduct, the College may be required by law to contact and cooperate with the appropriate law enforcement authorities.

#### D. Acknowledgment of Complaints

Upon receipt of a written complaint, the Compliance Officer(s), Vice President, or President shall endeavor to contact the complainant within 10 business days to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, (s)he is encouraged to file a second written complaint or contact a Compliance Officer, Vice President, or President, or his/her designee. The purpose of this acknowledgment procedure is to ensure that all written complaints are received by authorized individuals, carefully processed and promptly investigated.

## SECTION 5: INVESTIGATION PROCEDURES

### A. Timing of Investigations

The College will promptly investigate all allegations of sex discrimination and sexual harassment and shall initiate the investigation within ten (10) business days of the acknowledgement. The College will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

### B. Method of Investigation

Investigations will be conducted by the College's Compliance Officer(s), the College's legal counsel, and/or other impartial persons designated by the President, or his/her designee. The primary purposes of all investigations under this Policy will be to determine:

- (1) Did the conduct complained of occur?;
- (2) Did the conduct complained of violate this Policy?; and
- (3) What remedial or preventative steps, if any, are recommended?

Investigations may include: fact-finding interviews, document review, depositions, observations, or other reasonable methods. The College's investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by the College employees or agents conducting an investigation under this Policy shall be deemed confidential and/or privileged to the extent allowed by law.

### C. Notification to Complaining Party and the Accused Party

The President, or his/her designee, shall notify the complainant of the outcome of the investigation with justification for his/her decision. Such notification shall be in writing, include a brief summary of the factual findings and, wherever possible, shall include a summary of any remedial measures that have been or will be taken by the College.

While reasonable efforts will be made to inform the complaining party about the outcome of investigations, the College will nonetheless consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation.

The President, or his/her designee, shall notify within fourteen (14) business days following the completion of the investigation the person accused of violating this Policy whether a violation of this Policy was found and what remedial measures, if any, will be taken by the College or recommended to the Board for action.

Other parties, such as witnesses interviewed during the course of an investigation, will generally not be notified of specific findings or recommendations, to facilitate confidentiality.

### D. Remedial Measures

Clinton Community College's primary goal in responding to complaints of prohibited unlawful discrimination under this Policy is prevention. This Policy is intended to prevent all forms of sex discrimination and sexual harassment in the College and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited by this Policy, may receive education, training, counseling, warnings, discipline, and/or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or enrollment, in the event of a student. Any third party found to have engaged in sexual discrimination of an employee and/or student may be barred from College property.

If an individual is a member of any union or otherwise covered by a collective bargaining agreement with the College, such individual may exercise any and all rights prescribed by such agreement to challenge the findings and/or disciplinary action in accordance with any processes prescribed by such agreement(s).

Time limitations set forth above in paragraphs A, B, and C may be extended by mutual agreement of the complainant and respondent with the approval of the President, or his/her designee. Such extensions shall be confirmed in writing.

## SECTION 6:

### (A) PROHIBITION AGAINST RETALIATION

Retaliation is strictly prohibited by this Policy and the Student Code of Conduct, and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or unlawful discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made.

Written complaints of retaliation should be brought directly to a Compliance Officer, Vice President(s), or the President, or his/her designee. The written complaint must specify the date(s), time(s), location(s), witness(es), and a description of the incident(s). Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship, in accordance with legal guidelines, College policy, Student Code of Conduct, and any applicable collective bargaining agreement(s).

### (B) PROHIBITION AGAINST FALSE COMPLAINTS AND ABUSE OF THE POLICY

Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of sexual harassment or sex discrimination will be subject to disciplinary action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship in accordance with legal guidelines, College policy, and any applicable collective bargaining agreement(s).

## SECTION 7: APPEALS

### (A) PROCESS FOR EMPLOYEE COMPLAINTS:

Any complainant or accused party who wishes to appeal the procedures or decision which the College followed in investigating a written complaint filed under this Policy, may do so within ten (10) business days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Trustees by submission to the President's Office. The appellant shall be entitled to present evidence as to why:

- (1) the investigation procedures were flawed, and
- (2) the investigation procedures were improper, or
- (3) the investigation procedures were not in compliance with this Policy.
- (4) The decision is not consistent with the facts, or with all elements of this policy.

Upon receipt of an appeal, the Board of Trustees shall appoint an Appeal Committee comprised of a designee of the President, a member of the Affirmative Action Committee, and a member of the CCC Board of Trustees to consider and review any such appeal. The Committee's consideration and review of any such appeal shall be conducted confidentially. Following a review of the evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Committee shall render their recommendation to the Board of Trustees confidentially in an executive session. The Board's decision shall be final. The appellant shall be notified of the decision in writing within ten (10) business days of the decision being rendered.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the College's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the College at all times retains the right to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint subject to any rights an individual who is a union member or otherwise covered by a collective bargaining agreement has under such agreement.



**(B) PROCESS FOR STUDENT COMPLAINTS:**

Any complainant or accused party who wishes to appeal the procedures or decision which the College followed in investigating a written complaint filed under this Policy, may do so in writing to the Vice President of Student Services within three (3) business days as outlined in the Student Handbook.

**SECTION 8: RECORD KEEPING**

The College shall maintain a written record of all complaints of sex discrimination and/or sexual harassment for a period of at least six years. The College shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The College shall also maintain these documents for, at a minimum, six years.

The College records regarding investigations and findings of alleged discrimination shall be maintained separate and apart from personnel and/or educational records, although counseling letters and/or other letters of reprimand may be maintained in personnel files and/or educational files.

**SECTION 9: QUESTIONS**

Any questions by employees and/or students of the College about this Policy or potential discrimination should be brought to the attention of the College's Compliance Officer(s), the President, or a member of the CCC Affirmative Action Committee. The names, addresses, and telephone numbers of the College's Compliance Officers for 2007-2008 is listed in Section 10 of this Policy and on the College's web page at [www.clinton.edu](http://www.clinton.edu). The name(s) and office location(s) of each new Compliance Officer designated to receive and investigate complaints in subsequent years will be listed in the College's Policy and Procedure Manual, the Student Handbook, on the college's web page at [www.clinton.edu](http://www.clinton.edu), and posted in the following locations: Douglas Library, Switchboard/Reception area, Counseling Office Human Resources Office and the Office of the Vice President of Student Services. In addition, Employees may contact: (a) the Employee Assistance Service (EAS), 159 Margaret Street, Suite 200, Plattsburgh, New York 12901, (518) 563-8293 on a confidential basis; (b) the New York State Division of Human Rights, One Fordham Plaza 4th Floor, Bronx, NY 10458; or (c) the U.S. Equal Employment Opportunity Commission, 1801 L. Street, N.W., Washington, D.C. 20507.

In addition, Students may contact: (a) the College Counseling Office, Room 138M (562-4128) or Room 140M (562-4317); (b) the U.S. Department of Civil Rights, 75 Park Place, 14th Floor, New York, NY 10007-2146; or (c) the New York State Division of Human Rights, One Fordham Plaza, 4th Floor, Bronx, NY 10458. SECTION 10:

**COMPLIANCE OFFICERS**

Human Resources/Affirmative Action Officer  
Clinton Community College, Room 223M  
136 Clinton Point Drive  
Plattsburgh, New York 12901  
Telephone: (518) 562-4137

Stephen St. Onge, Ph.D.  
Vice President for Student Services  
Clinton Community College, Room 227M  
136 Clinton Point Drive  
Plattsburgh, New York 12901  
Telephone: (518) 562-4120

**OTHER CONTACTS:**

**VICE PRESIDENT(S):**  
Jennifer Waite  
Interim Vice President for Academic Affairs  
Room 220M

Thomas Moffett  
Vice President for Administration  
Room 226M

**INTERIM PRESIDENT:**  
Frederick Woodward  
Room 234M

**AFFIRMATIVE ACTION COMMITTEE MEMBERS:**  
Nicole Allen  
College Nurse  
Room 149M

Carl Chilson  
Assistant in Continuing Education  
Room 117M

Donna Dukette  
Typist/Division Coordinators  
Room 549M

Gina Lindsey  
Assistant Professor/Humanities Division  
Room 511M

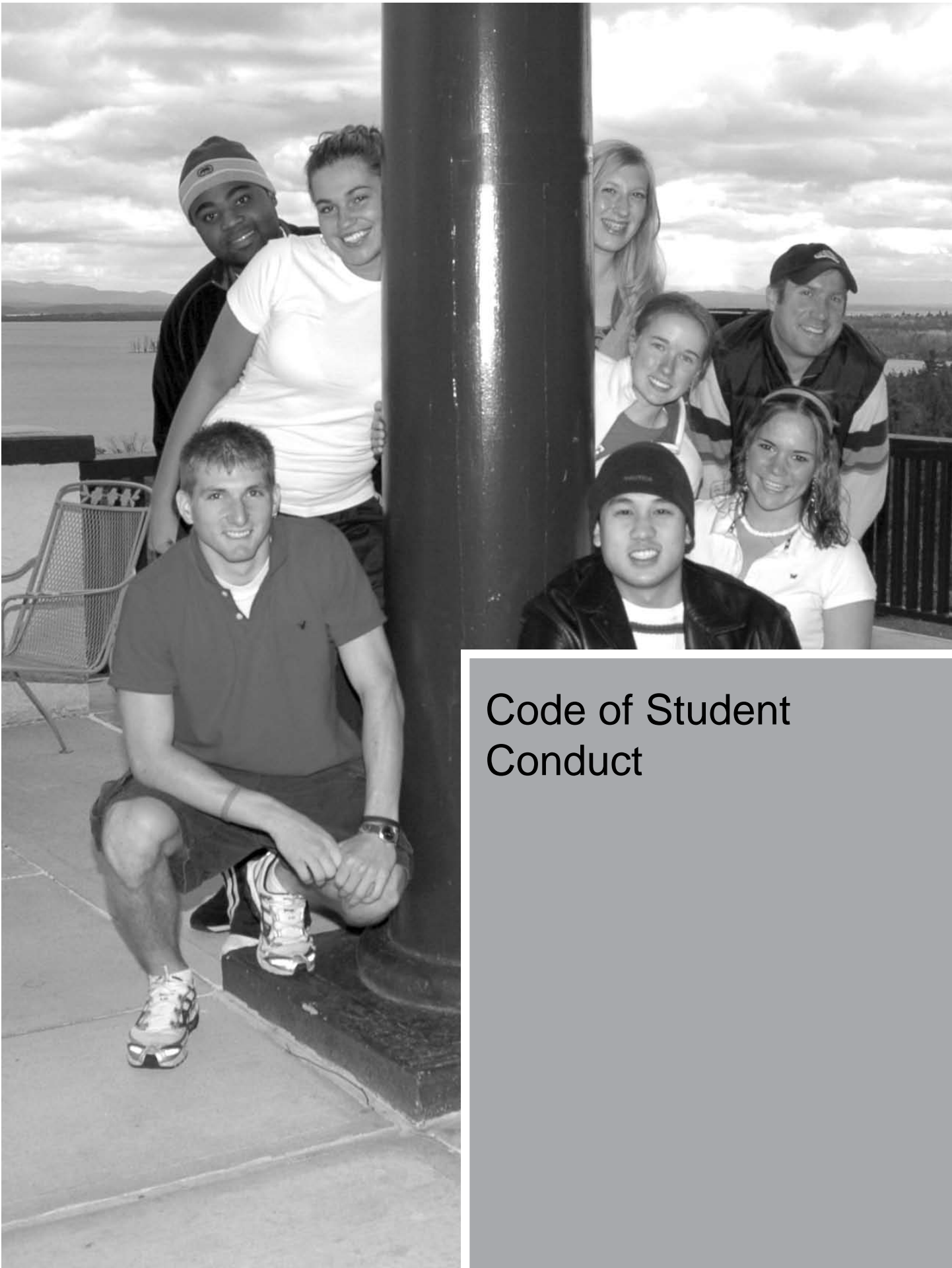
Chrisa O'Connell  
Student Support Services Counselor  
Room 138M

**SECTION 11: EFFECTIVE DATE AND POLICY DISSEMINATION**

The effective date of this Policy, as amended, shall be July 18, 2007. The President shall ensure that this Policy is adequately disseminated and made available to all employees/students of the College. This Policy shall be distributed at the beginning of each academic year with or as part of the College's Policy and Procedure Manual, Student Handbook, and on the College's web page at [www.clinton.edu](http://www.clinton.edu). In addition, copies of this Policy and Complaint Form shall be maintained in the office of the Human Resources/Affirmative Action Officer, the Office of the Vice President for Student Services, the Office of Continuing Education, and the Douglas Library. This policy will be reviewed from time to time, as needed.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace all prior College policies and regulations regarding employee and/or student sex discrimination, sexual harassment, and related complaint procedures with the exception of the "Clinton Community College Policy Against Harassment and Discrimination."





# Code of Student Conduct

# Code of Student Conduct

## Student Responsibility at Clinton Community College

Being a responsible citizen in our college community is an important part of your education on our campus. Existing and thriving in this community requires you to possess and display responsibility, integrity and decency, and to depend on these qualities in other people. As student members of this community, we call upon you to help us support the wide array of personal, academic, and career goals you share by adhering to the Code of Student Conduct that follows. Doing so will enable this community to support you in a positive, progressive, and inclusive manner as you pursue your goals.

### Interpretation of Regulations

The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute.

### Procedural Protections

Students accused of disciplinary violations are entitled to the following procedural protections:

1. To be informed of the charge and alleged misconduct upon which the charge is based within a reasonable time frame.
2. To request that the Vice President of Student Services, or his/her designee, resolve the case at an informal disciplinary conference.
3. To be allowed reasonable time to prepare a defense.
4. To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response.
5. To call and confront relevant witnesses.
6. To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act (FERPA).
7. To request that any person conducting a disciplinary conference or serving as a disciplinary board member or hearing officer be disqualified on the ground of personal bias.
8. To be considered innocent of the charges until proven responsible by clear and convincing evidence.
9. To be advised by a person of their choice as outlined in this code.

### Authority for Student Discipline

Ultimate authority for student discipline is vested in the President of the College. Disciplinary authority may be delegated to College administrators, faculty members, committees, and organizations, as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the President or the Board of Trustees.

### Student Participation

Students are asked to assume positions of significant responsibility in the College disciplinary system in order so that they might contribute their skills and insights to the resolution of disciplinary cases.

### Definitions

Unless otherwise stated, the following definitions will apply:

1. "College" means Clinton Community College including all functions of the Faculty Student Association.
2. "Faculty Student Association" refers to the corporation that is responsible for administering the following auxiliary services of the College:
  - a. Residence Hall Complex
  - b. Child Care Center
  - c. Bookstore
  - d. Dining Facilities
3. "Student" refers to anyone registered to take one or more semester hours at the College or at any college off-campus location.
4. "Code" refers to the College Code of Student Conduct.
5. "Board" refers to the Board of Trustees of the College.
6. "President" refers to President of the College or his/her designee.

7. "Member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College or the Faculty Student Association (FSA).

8. "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including the Faculty Student Association.

9. "Policy" is defined as the written regulations of the College as found in, but not limited to:

- a. Code of Student Conduct
- b. Student Handbook
- c. Residence Hall Handbook
- d. College Catalog

10. "Functions" of the College are those activities or events that are initiated, supported, recognized or promoted by the College. Such activities include, but are not limited to:

- a. Teaching
- b. Research
- c. Administration
- d. Student Activities

11. "Weapon" is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.

### Inherent Authority

The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary action for any violation of state or federal law—on or off-campus—that affects the College's educational interests.

### Disciplinary Action While Criminal Charges Are Pending

Students may be accountable both to civil authorities and to the College for acts that constitute violations of the law and of this Code. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

### Interim Suspension

The Vice President of Student Services, or his/her designee, may suspend a student from the College immediately for an interim period pending disciplinary or criminal proceedings, or medical evaluation.

The interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal College functions.

During an interim suspension, students shall be denied access to the campus (including classes), and shall be denied access to any electronic services of the college, including distance learning, e-mail, and all/or all other college activities or privileges which the student may otherwise be able to participate in.

A student suspended on an interim basis will be given a prompt opportunity to appear personally before the Vice President of Student Services, or his/her designee, in order to discuss the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal College functions.

### Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. A disciplinary conference or disciplinary hearing must precede longer suspensions from a class, or dismissal on disciplinary grounds.

Faculty members are encouraged to specify in their syllabi any types of behavior not listed in this code that they consider disruptive, or that would otherwise compromise the quality of their classroom environment.

For more information, please contact the office of the Vice President of Academic Affairs.

## Prohibited Conduct

Conduct in violation of this Code for which disciplinary sanction will be imposed include:

1. Dishonesty—Acts of dishonesty include but are not limited to:
  - a. Violation of the College Policy on Academic Honesty
  - b. Furnishing false information to any College official, faculty member or office
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification
  - d. Tampering with the election of any College recognized student organization
2. Abuse, including:
  - a. Physical
  - b. Verbal
  - c. Threats
  - d. Intimidation
  - e. Harassment
  - f. Coercion
  - g. Other conduct which threatens or endangers the health or safety of any person
3. Disruption or obstruction of College functions.
4. Attempted or actual theft of and/or defacement of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing—Is defined as an act, which endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition for membership in, a group or organization. The scope of hazing is not limited to groups or organizations recognized by the College.
6. Failure to comply with directions of College officials, contract security officers, or law enforcement officers who have identified themselves and who are acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises and Faculty Student Association premises.
8. Use, possession or distribution of narcotics, other controlled substances, or drug paraphernalia except as expressly permitted by law, or public impairment resulting from the unlawful use thereof on College, or FSA property or at College/FSA sponsored/supervised functions off campus. Any student who becomes impaired after using controlled substances or who becomes physically violent, aggressive or uncooperative with College, FSA, or contract security staff is in violation of this section of the Code of Conduct.
9. Use, possession or distribution of alcoholic beverages on College or FSA premises is prohibited. Public intoxication, whether on College or FSA property, or use/possession/distribution of alcohol and/or public intoxication while at a college sponsored/supervised function off-campus is also prohibited.
10. Unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College/FSA premises.
11. Obstructions of the free flow of pedestrian or vehicular traffic on College premises or at College/FSA sponsored/supervised functions.
12. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College/FSA premises or at functions sponsored by, or participated in, by the College.
13. Sexual Misconduct – Acts of sexual misconduct include but are not limited to:
  - a. Non-Consensual Sexual Intercourse  
(or attempts to commit same)
  - b. Non-Consensual Sexual Contact (or attempts to commit same)
  - c. Sexual Exploitation
  - d. Sexual Harassment

\*Further information and definitions relating to sexual misconduct can be found in the College Catalog, the Student Handbook, and on the College website at [www.clinton.edu](http://www.clinton.edu).

14. Theft or other abuse of computer resources (College and FSA), including but not limited to:

- a. In accordance with the Digital Millennium Copyright Act (DMCA), College policy also forbids the copying, distribution, downloading, and uploading of copyrighted materials on any personal or College computer system. These materials include, but are not limited to, text (including e-mails and web information), graphics, art, photographs, music, film, and software.
- b. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- c. Unauthorized transfer of a file.
- d. Unauthorized use of another individual's user identification or password or PIN.
- e. Unauthorized use of data intended for another individual.
- f. Unauthorized use of computing/data processing equipment.
- g. Use of computing resources to interfere with the work of another student, faculty member or College official.
- h. Use of computing resources to send obscene or abusive materials.
  - i. Use of computing resources to interfere with normal operation of the College computing system.
  - j. Use of computers for personal purposes unrelated to educational program or campus activities.

15. Abuse of the College disciplinary system, including but not limited to:

- a. Failure to obey the summons of a disciplinary body, i.e., the Vice President of Student Services, and the Campus Disciplinary Boards.
  - b. Falsification of any incident report to any college, FSA, or contract security official or any disciplinary body is prohibited.
  - c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - d. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
  - e. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding.
  - f. Harassment (verbal, non-verbal or physical) and/or intimidation of a member of a disciplinary body prior to, during, and/or after disciplinary proceedings.
  - g. Failure to comply with the sanction(s) imposed under the Student Code.
  - h. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
    - i. Retaliation, in any form, is prohibited.
16. Violation of published College policies, rules or regulations, filed in the office of the Vice President of Student Services. Such regulations or policies may include the College Policy Against Harassment and Discrimination, Policy Against Sex Discrimination and Sexual Harassment, computer use policy, residence hall lease agreement and accompanying regulations, as well as those regulations relating to hazing, entry and use of College facilities, use of amplifying equipment, campus demonstrations, parking rules and regulations, and regulations governing student organizations.
17. Violation of federal, state or local law on College/FSA premises or at College/FSA sponsored or supervised activities.
18. Smoking is prohibited in all college buildings, on the east and west verandas of the Main Academic Building, and residential buildings. Smoking is prohibited within 15 feet of all College and FSA building entranceways.
19. Vandalism: Attempted or actual theft of and/or vandalism/defacement to property of the college or FSA or property of a member of the college or FSA or other personal or public property is prohibited.

## Sanctions

The Lower Disciplinary Board may impose the following sanctions, which are listed in order of severity:

1. Warning—Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning may be cause for additional disciplinary action.
2. Censure—Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any College regulation within a period stated in the letter of reprimand.
3. Community Service—Service to the College or community to compensate for violation of College regulations including attendance at a substance abuse educational class.



4. Restitution—Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. Disciplinary Probation—Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time.
6. Residence Hall Probation—Notice to residence hall offenders that any further finding or plea of responsibility before the Lower Disciplinary Board or through the informal disciplinary process will likely result in the student's removal from the residence hall community.
7. Bans—Students can be banned from any college or FSA facility for a definite period of time.
8. Residence Hall Suspension—Removal and exclusion from the residence halls, dining hall, and associated property, without refund, as set forth in the notice of suspension for definite period of time.
9. Suspension—Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
10. Expulsion—Termination of student status for an indefinite period. The conditions of re-admission, if any is permitted, will be stated in the order of expulsion.
11. Other Sanctions—Other sanctions may be imposed instead of or in addition to those specified in sections (1) through (9) of this part. Service or research projects may also be assigned.

### Disciplinary Process Standards of Due Process

The purpose of campus disciplinary proceedings is to provide a fair evaluation of an accused student's responsibility for violating College regulations. Formal rules of evidence will not be applied, nor will deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the College may result.

For example, the College reserves the right to adapt these procedures as necessary to accommodate issues and situations unique to online students and online learning.

### Case Referrals

Any person may refer a student or a student group or organization suspected of violating this Code to the Vice President of Student Services, or his/her designee.

Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in disciplinary hearings or conferences.

### Conference and Disciplinary Board Referrals

The Vice President of Student Services, or his/her designee, will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the College. Students not subject to suspension or expulsion will be entitled to an informal disciplinary conference with the Vice President of Student Services, or his/her designee. Students who are subject to suspension or expulsion will be entitled to a disciplinary hearing before the Lower Disciplinary Board.

Students referred for a disciplinary hearing by the Vice President of Student Services, or his/her designee, may elect to have their cases resolved in accordance with Disciplinary Conferences sections of this Code. Such an election must be in writing, affirming that the student is aware a disciplinary hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the College.

The Vice President of Student Services, or his/her designee, may defer proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending charges may be withdrawn thereafter, at the discretion of the Vice President of Student Services, or his/her designee.

### Disciplinary Conferences

Students may choose to have an administrative hearing with the Vice President of Student Services and her/his designee in lieu of a Lower Judicial Board hearing for offenses which would not result in the expulsion or suspension of students. In the case of residence hall students, the Director of Student Development may serve as the

administrative hearing officer. In the case of commuter students, the Chair of the Lower Judicial Board may serve as the administrative hearing officer. Student rights include:

1. Written notice of the specific charges at least three (5) business days prior to the scheduled conference.
2. Reasonable access to the case file prior to and during the conference. The case file consists of materials, which would be considered "educational records," pursuant to the Family Educational Rights and Privacy Act of 1974; personal notes of College staff members or complainants are not included.
3. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
4. A right to be accompanied by an advisor.

#### More than (1) Alleged Student

In hearings involving more than one accused student, the Chair of the lower Judicial Board, at her/his discretion, may choose to hold the hearings separately or jointly. In these cases, the Chair of the Lower Judicial Board would require students attending joint disciplinary hearings to sign a waiver.

### Lower Disciplinary Board

#### Membership

The Lower Disciplinary Board will consist of the following five (5) members: two students, two faculty members and one college employee. The Faculty Council, upon recommendation from the President, will approve the faculty. The Vice President of Student Services will approve the students.

A quorum will consist of three members. The Vice President of Student Services, or his/her designee, will be responsible for training and providing administrative support to the Lower Disciplinary Board.

The Vice President of Student Services, or his/her designee, may establish an ad hoc disciplinary board, whenever the regular disciplinary board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc disciplinary board will be composed of three members, including at least one student.

Members of the Lower Disciplinary Board who are charged with a violation of this Code or with a criminal offense may be suspended from their positions by the Vice President of Student Services, or his/her designee, during the pendency of the charges against them. Members found responsible of any such violation or offense may be disqualified from any further participation in the College disciplinary system.

#### Process

The following procedural guidelines will be applicable in hearings conducted by the Lower Disciplinary Board:

1. The Vice President of Student Services will appoint a hearing officer from the membership of the board, who will conduct the hearing. He or she may participate in board deliberations and discussions, but will only vote in the event of a tie.
2. The Vice President of Student Services, or his/her designee will give accused students notice of the hearing date and the specific charges against them at least five business days in advance. Notice will be by personal delivery or by certified mail to the last address provided by the student to the College. Accused students will be accorded reasonable access to the case file, which will be retained in the Vice President of Student Services office.
3. The hearing officer may subpoena relevant witnesses, after consultation with the Vice President of Student Services. Subpoenas must be personally delivered or sent by certified mail. College students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal College activities, as determined by the President of the College.
4. BE ADVISED, the Lower Board hearing is the only opportunity the complainant and the accused student will have to present factual evidence regarding any violation.
5. Both the complainant and accused student will have the right to an advisor (excluding legal counsel) to advise him/her. The advisor may be present at the disciplinary hearing but may not act or speak on the student's behalf. The role of the advisor is limited to suggesting



relevant questions, which the presiding officer may direct to a witness, and providing confidential advice to the complainant or accused student. If a student desires an advisor and is unable to secure one, the President may appoint a qualified faculty member to act as advisor. Advisors must be given adequate time to review the case. Even if accompanied by an advisor, an accused student must respond to inquiries from the presiding officer and the disciplinary board. In consideration of the limited role of an advisor, and of the compelling interest of the College to expeditiously conclude the matter, the work of the disciplinary board will not—as a general practice—be delayed due to the unavailability of an advisor.

6. Accused students who fail to appear after proper notice will be deemed to have pled “not responsible” to the charges pending against them. A disciplinary hearing may be conducted in their absence, if necessary, at the discretion of the chair of the Lower Judicial Board.

7. Disciplinary hearings will be closed to the public, except for the immediate members of the respondent’s family. An open disciplinary hearing may be held, at the discretion of the hearing officer, if requested by the respondent.

8. The hearing officer will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the disciplinary hearing. The hearing officer may exclude any person, including the accused students, who disrupts a disciplinary hearing.

9. Disciplinary hearings will be tape-recorded. Board deliberations will not be recorded. If requested, students involved in the hearing may have access to listen to the tapes through the Vice President for Student Services, but may not have a copy.

10. Any party may challenge a disciplinary board member or the hearing officer on the ground of personal bias. Board members may be disqualified by the hearing officer, or upon majority vote of the voting members, conducted by secret ballot. The Vice President of Student Services may disqualify the hearing officer.

11. Witnesses will be asked to affirm that their testimony is truthful, and may be subject to charges of violating this Code by intentionally providing false information to the College.

12. Prospective witnesses, other than the complainant and the respondent, will be excluded from the disciplinary hearing during the testimony of other witnesses. All parties, the witnesses, and the public will be excluded during Board deliberations, which will not be recorded or transcribed.

13. The charges against the respondent must be established by clear and convincing evidence in order for the board to return a finding of “responsible” and to levy sanctions.

14. Formal rules of evidence will not be applicable in disciplinary proceedings conducted pursuant to this Code. The hearing officer will give effect to the rules of confidentiality and privilege, but will otherwise admit all matters into evidence, which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

15. Complainants and accused students (not their advisors), will be accorded an opportunity to ask relevant questions of those witnesses who testify at the disciplinary hearing.

16. Board members may ask questions of the parties and all witnesses. They may also take judicial notice of matters, which would be within the general experience of College students and faculty members.

17. If, and only if, a determination of responsibility is made, the past disciplinary record of the accused student may be supplied to the board and be considered during the determination of sanctions. Any determination of responsibility will be supported by brief written findings that will be placed in the case file and made available to the accused student.

18. Only members of the Lower Judicial Board or Upper Judicial Board shall be present when making deliberations on a pending case. It is the responsibility of the chair of these boards to ensure that attendance at these meetings only involves appropriately involved faculty or staff. When determining sanctions the Chair of the Lower Judicial Board may seek input from individuals familiar with student(s) found responsible and/or familiar with the case being adjudicated.

## Mediation

Mediation is encouraged as an alternative means to resolve some disciplinary cases. The Vice President of Student Services will inform complainants and accused students, if and when appropriate, of mediation resources. If both the complaining and responding parties express interest in a mediated settlement, the Vice President, in the exercise of his or her discretion, may decline to process a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, the Vice President of Student Services must approve any mediated settlement.

## Student Groups and Organizations

Student groups and organizations may be charged with violations of this Code.

A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organizations have received the consent or encouragement of the group or organization or of the group’s or organization’s leaders or officers.

The officers or leaders or any identifiable spokesman for the student group or organization may be directed by the Vice President of Student Services to take appropriate action designed to prevent or end violations of this Code by the group or organizations. Failure to make reasonable efforts to comply with the Vice President’s order will be considered a violation of this Code, both by the officers, leaders or spokesmen for the group or organization and by the group or organization itself.

Sanctions for group or organization misconduct may include revocation or denial or registration or recognition, as well as other appropriate sanctions.

## Appeals: Upper Disciplinary Board

### Purpose

The Upper Disciplinary Board will not retry the case presented to the Lower Disciplinary Board. If a student does not appear for a judicial hearing before the Lower Judicial Board, s/he will have waived their right for an appeal of the sanction to the Upper Judicial Board based on the criteria in the categories of sufficiency of evidence and due process, but maintain his/her right to appeal sanctions based on the criteria in the categories of fairness/appropriateness of sanctions and newly discovered evidence. The Upper Board will only consider the following issues:

1. Sufficiency of the evidence—Whether the facts in the case were enough to find that the accused student violated the Student Code.
2. Due process—Whether the original hearing was conducted fairly in light of the charges and evidence presented, and according to procedures set forth in the Student Code.
3. Fairness/appropriateness of sanctions—Whether the penalty imposed by the Lower Board was appropriate for the violation the accused student was found to have committed.
4. Newly discovered evidence—Whether there was evidence, which was not known to the accused student at the time of the Lower Board hearing that is sufficient to change the decision made by the Lower Board.

## Membership

The Upper Disciplinary Board will consist of the following five (5) members: two students, two faculty members and one college employee. The Faculty Council upon recommendation from the President will approve the faculty. The Vice President of Student Services will approve the students.

A quorum will consist of three members. The Vice President of Student Services, or his/her designee, will be responsible for training and providing administrative support to the Upper Disciplinary Board.

The Vice President of Student Services, or his/her designee, may establish an ad hoc disciplinary board, whenever the regular disciplinary board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc disciplinary board will be composed of three members, including at least one student.

Members of the Upper Disciplinary Board who are charged with a violation of this Code or with a criminal offense may be suspended from their positions by the Vice President of Student Services, or his/her designee, during the pendency of the charges against them. Members found responsible of any such violation or offense may be disqualified from any further participation in the College disciplinary system.

## Process

The following procedural guidelines will be applicable in disciplinary hearings conducted by the Upper Disciplinary Board:

1. Any appeal by the accused student of the Lower Disciplinary Board's finding or sanctions must be made in writing to the Office of the Vice President of Student Services within three (3) business days. The accused student must state which of the above issues he/she wants to address in the appeal, and set forth the reasons why the Upper Board should overturn the Lower Board's decision and/or sanction. If a student has successfully submitted an appeal to the Upper Judicial Board, sanctions imposed by the Lower Judicial Board will be held in abeyance until resolved by the Upper Judicial Board.
2. A disciplinary hearing on a student's appeal must be held within seven (7) business days of receiving notice of students' appeal. A one-day notice of disciplinary hearing is considered appropriate advance notice.
3. The Vice President of Student Services will appoint a hearing officer from the membership of the board, who will conduct the disciplinary hearing. He or she may participate in board deliberations and discussions, but will only vote in the event of a tie. The hearing officer shall bring into evidence the recordings maintained by the Lower Disciplinary Board in the original case.
4. The accused student will have the right to an advisor (excluding legal counsel) to advise him/her. The advisor may be present at the disciplinary hearing but may not act on the student's behalf at the disciplinary hearing. If a student desires an advisor and is unable to secure one, the Vice President for Student Services may appoint a qualified faculty member to act as advisor. Advisors must be given adequate time to review the case. The role of an advisor will be limited to providing confidential advice to the accused student. Even if accompanied by an advisor, an accused student must respond to inquiries from the presiding officer and the disciplinary board. In consideration of the limited role of an advisor, and of the compelling interest of the College to expeditiously conclude the matter, the work of the disciplinary board will not—as a general practice—be delayed due to the unavailability of an advisor.
5. If an accused student fails to appear at the Upper Disciplinary Board after proper notice, his/her appeal will be dismissed, and the findings and sanctions of the Lower Disciplinary Board will be imposed.
6. Disciplinary hearings will be closed to the public, except for the immediate members of the respondent's family. An open disciplinary hearing may be held, at the discretion of the hearing officer, if requested by the respondent.
7. The hearing officer will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the disciplinary hearing. The hearing officer may exclude any person, including the accused students, who disrupts a disciplinary hearing.
8. Disciplinary hearings will be tape-recorded. Board deliberations will not be tape-recorded.

9. Accused student may challenge a disciplinary board member or the hearing officer on the ground of personal bias. Board members may be disqualified by the hearing officer, or upon majority vote of the voting members, conducted by secret ballot. In the event of a disqualification, the Vice President of Student Services will appoint an alternate.

10. The Upper Disciplinary Board determination will be made on the basis of whether the Lower Board abused its discretion when making the determination of responsibility or in imposing sanctions. Majority vote will decide the case.

11. The Upper Disciplinary Board may uphold the finding of the Lower Disciplinary Board or may overturn the finding. If the finding is overturned on due process grounds or because of newly discovered evidence, the Lower Board will conduct anew hearing. If the finding is overturned due to insufficient evidence, any violation, which is not found to be supported by sufficient evidence, will be dismissed. If the finding is upheld, the Upper Disciplinary Board may uphold the sanctions of the Lower Disciplinary Board or may impose lesser, but not greater, sanctions.

12. The decision of the Upper Disciplinary Board will be reduced to writing, and a copy given to the student by registered or certified mail, or by personal service.

13. There will be no appeal of the Upper Disciplinary Board's decision.

## General Disciplinary Rules

1. Voluntary Withdrawal - Upon the approval of the Vice President of Student Services or the President and after an admission of responsibility to the charge, a student may elect to withdraw from the College to avoid a disciplinary hearing on the complaint and the imposition of a disciplinary penalty. A voluntary withdrawal will be entered upon the record of the student. Agreement to a voluntary withdrawal will be in writing and will not be appealable. In the event of readmission to the College, the record of voluntary withdrawal will remain upon the student's record. The College reserves the right to set conditions for readmission as part of the withdrawal process. Students who choose to withdraw without the approval of the Vice President for Student Services should understand that any pending disciplinary action would be "on hold" until such time as s/he returns to Clinton Community College.
2. Dismissal in the Interest of the College - For good cause shown and upon application of the student charged in a complaint, the Vice President of Student Services or the President may dismiss a charge contained in a complaint in the interests of the college on such conditions as may be approved. The student will consent to such dismissal and the attendant conditions and the dismissal will not be appealable. If the student has complied with the conditions of the dismissal in the interests of the College within the time provided by the Vice President of Student Services or the President, the charges will be deemed fully dismissed and the record of the student expunged. All records related to such charges will be destroyed.
3. Jeopardy - A finding of not responsible at any level of proceedings will bar any subsequent reconsideration of the matter at any higher level. A finding of violation of a lesser-included charge will be deemed to be a finding of not responsible to the higher charge.
4. Time - Time will be calculated so that the first day is excluded and the last day of the period is included. A business day is any day when the college's administrative offices are open.
5. Affirmative Finding - In all cases the officer or body having authority to act must make an affirmative finding that the facts support the charge prior to rendering a determination of responsibility.
6. Adjournments - Any adjournment requested by any party will be requested on notice to all parties.

## Bias Crimes Prevention

### Hate Crimes and the Law

Clinton Community College strives to protect all members of the college community by preventing and prosecuting bias or hate crimes that occur within the college's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, Clinton Community College strives to address bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined as acts of bigotry, harassment, or intimidation directed at a member or group within the college community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the campus conduct code. Bias-related incidents can be reported to the Vice President of Student Services, Room 227 of the Main Academic Building, or by calling 562-4120. Please refer to the Policy Against Harassment and Discrimination/Bias for more information.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to the Vice President of Student Services, who will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: Counseling & Advisement Office, Room 142M.

### What To Do If You Have Been Sexually Assaulted

Consider calling Sexual Assault Services. Sexual Assault Services is a local agency that provides survivors of sexual assault with crisis advocates 24 hours a day, 7 days a week. A crisis advocate can accompany you to the hospital, help you make a police report, or just give you someone to talk to. Sexual Assault Services can be contacted at 1-877-212-2323.

If the assault happened within the last 5 days, consider going to the emergency room at CVPH, the Alice Hyde Medical Center, or Adirondack Medical Center for an exam by a Sexual Assault Nurse Examiner (SANE). These emergency rooms offer nurses specially trained in collecting evidence in cases of sexual assault. Having this evidence collected does not mean you have to pursue criminal charges. The hospital will hold any evidence the SANE collects for 30 days while you decide whether you would like to pursue criminal charges. It will be easier for your nurse to collect evidence if you don't bathe, shower, douche, brush your teeth, eat, drink, or change your clothes before going to the hospital. The CVPH SANE program can be contacted at (518) 562-7370. The Alice Hyde SANE program can be contacted at (518) 483-3000 x626. The Adirondack Medical Center SANE program can be contacted at (518) 897-2439.

Even if you don't want to have an exam with a SANE program nurse, consider getting medical care. You may have injuries you are unaware of, and a doctor can help you obtain emergency contraceptive and medicine to prevent sexually transmitted infections.

If you would like the police to initiate an investigation and pursue criminal charges, you will need to make a police report. If the assault occurred outside the Plattsburgh City limits, the New York State police can be contacted at (518) 563-3761 (Clinton Community College and its residence halls are located within the jurisdiction of the New York State Police). If it occurred inside the city, Plattsburgh City Police can be contacted at (518) 563-3411. If it occurred on the SUNY Plattsburgh

campus, the University Police can be contacted at (518) 564-2022. Campus Security at Clinton Community College can also contact the police for you. Campus Security can be reached by contacting Capt. Mark Silver at (518) 562-4215.

If the person who assaulted you is a Clinton Community College student or if the assault occurred on Clinton Community College property and you wish to have the school take disciplinary action, you may contact the Vice President of Student Services, Steve St. Onge, at (518) 562-4120. Dr. St. Onge will explain the college disciplinary process to you and assist you in moving through the process of initiating a disciplinary hearing.





College Personnel,  
Administration  
& Faculty





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Board also includes a student trustee who is elected annually.

## College Personnel, Administration & Faculty

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 B.A. SUNY Plattsburgh  
 M.S. Ed. Old Dominion University

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**Assistant Professor of Math/Science**  
 A.B. University of California at Los Angeles  
 A.B. University of California at Berkeley  
 M.S. University of California at San Francisco  
 M.D. Albert Einstein College of Medicine

**Andrew Andermatt**  
**Assistant Professor of Humanities**  
 A.A.S. North Country Community College  
 B.A. SUNY Plattsburgh  
 M.A. Skidmore College

**Eric J. Arnold**  
**Associate Professor of Allied Health**  
 B.S. SUNY Plattsburgh  
 M.Ed. Springfield College, MA

**Elizabeth W. Bailey**  
**Professor of Allied Health**  
 B.S.N. University of Rochester  
 M.S.N. University of North Carolina

**Barbara J.C. Baker**  
**Assistant Professor of Allied Health**  
 B.S. Keuka College  
 M.S. Sage Graduate School

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 B.A. SUNY Potsdam  
 M.S. SUNY Potsdam

**Rick J. Batchelder**  
**Director of Management Information Systems**  
 B.S. SUNY Plattsburgh

**Laurie A. Bethka**  
**Learning Resource Specialist**  
 B.S. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh

**Paul L. Bethka**  
**Associate Professor of Business/Technology**  
 A.A.S. Schenectady County Community College  
 B.S. SUNY at Utica  
 M.S. SUNY at Oswego

**James W. Bougill**  
**Associate Professor of Business/Technology**  
 A.A.S. Orange County Community College  
 B.S. SUNY at Albany  
 M.S. SUNY at Albany

**James A. Bracy**  
**Assistant Professor of Business/Technology**  
 B.S. SUNY Plattsburgh  
 M.B.A. Rensselaer Polytechnic Institute

**Kimberley T. Bresette**  
**Associate Dean for Enrollment Management and  
 Student Services**  
 A.A. Clinton Community College  
 B.S.W. SUNY Plattsburgh  
 M.A. SUNY Plattsburgh

**Paula Brooks**  
**Financial Aid/Admissions Advisor**  
 A.S. Clinton Community College  
 B.S. SUNY Plattsburgh

**Karen L. Burnam**  
**Director of Admissions and Financial Aid**  
 A.S. Regents College  
 B.S. SUNY Plattsburgh  
 Chancellor's Award for Excellence in Professional Service  
 2000

**Faith E. Carter**  
**System Support Analyst**  
 A.A. Clinton Community College

**Cindy A. Casler**  
**Assistant in Continuing Education**  
 A.S. Clinton Community College  
 B.S. SUNY Plattsburgh

**Judith A. Cavanaugh**  
**Professor of Humanities**  
 B.S. Bowling Green State University  
 M.Ed. Ashland University  
 Chancellor's Award for Excellence in Teaching 2001

**Mohanjit S. Chandhoke, P.E.**  
**Associate Professor of Math/Science**  
 B.S.M.E. University of Poona, India  
 M.S.M.E. University of CA, Berkeley  
 M.B.A. Loyola College  
 M.S.T. SUNY Plattsburgh

**Donna L. Charbonneau**  
**Assistant Bursar**  
 A.S. Clinton Community College

**Jonathan Chew**  
**Media Technician**  
 B.A. SUNY Plattsburgh

**Carl C. Chilson**  
**Assistant in Continuing Education**  
 B.A. Union College  
 M.S. SUNY Plattsburgh

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**Professor of Humanities**  
 B.A. Marymount College  
 M.A. University of Pennsylvania

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**Director of Buildings and Grounds**  
 A.O.S. Hudson Valley Community College

**Albert E. Cordes**  
**Professor of Math/Science**  
 B.A. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh  
 Ed.D. Nova University

**Denise M. Coughlin**  
**Associate Professor of Social Science**  
 B.S. Cabrini College  
 M.S. Villanova University

**Margaret Courson**  
**Associate Professor of Math/Science**  
 B.A. SUNY Genesee  
 M.S. SUNY Plattsburgh

**Terese Cummings**  
**Associate Professor of Business/Technology**  
 A.S. Clinton Community College  
 B.S. SUNY Plattsburgh  
 M.S. Clarkson University

**Mark A. Davison**  
**Associate Professor of Humanities**  
 A.A. Clinton Community College  
 B. S. SUNY Plattsburgh  
 M.A. University of Iowa  
 M.F.A. University of Iowa  
 Chancellor's Award for Excellence in Teaching 2004

**Donna Dixon**  
**Student Support Services Admissions Advisor**  
**Athletics Program Specialist**  
 B.A. SUNY Plattsburgh

**Christopher M. Drennan**  
**Associate Professor of Social Science**  
 B.A. Concordia University  
 M.Sc. London School of Economics/Political Science  
 Ph.D. University of Chicago

**Amy Duda**  
**Graphic Artist**  
 A.A. Clinton Community College  
 B.S. SUNY Buffalo

**Catherine K. Eloranto**  
**Associate Professor of Social Science**  
 A.A.S. Parkland College  
 B.A. University of Arizona  
 J.D. University of Arizona  
 Chancellor's Award for Excellence in Teaching 2006

**Katrina M. Evens**  
**Assistant Professor of Allied Health**  
 A.A.S. Clinton Community College  
 B.S. SUNY Plattsburgh  
 M.S. Regis University

**Catherine M. Figlioli**  
**Librarian, Associate Professor**  
 B.A. SUNY at Albany  
 M.L.S. SUNY at Albany  
 SUNY Chancellor's Award for Excellence in Librarianship  
 2000

**June M. Foley**  
**Professor of Social Science**  
 B.S. Louisiana State  
 M.P.A. University of Kentucky

**Christopher J. Ford**  
**Professor of Business/Technology**  
 B.S. SUNY at Binghamton  
 M.B.A. SUNY at Binghamton

**Lynn Fowler**  
**Professor of Math/Science**  
 B.S. University of Aberdeen  
 Ph.D. University of London

**Steven Frederick**  
**Dean of Development & Alumni Affairs**  
 B.A. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh

**Carey Goyette**  
**Associate Professor of Humanities**  
 B.A. Russell Sage College  
 M.A. SUNY Plattsburgh

**Susan Goff**  
**Professor of Allied Health**  
 B.A. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh

**Michael J. Gregory**  
**Professor of Math/Science**  
 A.A.S. SUNY at Morrisville  
 B.S. Cornell University  
 M.S. University of Dayton  
 Ph.D. University of Houston

**Peter Grosskopf**  
**Director of Continuing Education**  
 B.A. SUNY Plattsburgh  
 Chancellor's Award for Excellence in Professional Service  
 2006

**Wendy Grossmann**  
**Student Support Services Counselor**  
**Non-Traditional Student Outreach and Support**  
 B.A. SUNY Potsdam  
 M.S. C.A.S. School Counseling SUNY Plattsburgh

**Priscilla R. Hammond**  
**College Relations Officer**  
 B.A. SUNY Plattsburgh

**Julie R. Hanson**  
**Associate Professor of Math/Science**  
 B.A. St. Olaf College  
 M.E. Iowa State University  
 M.S. Iowa State University

**Tobi L. Hay**  
**Coordinator of Campus Advising/Student Leadership**  
 B.A. Colgate University  
 M.S. Syracuse University

**Michael G. Helinger**  
**Professor of Math/Science**  
 B.S. Clarkson College of Technology  
 M.S. Rensselaer Polytechnic Institute

**Martha S. Hewitt**  
**Student Support Services Admissions Advisor**  
 B.S. Russell Sage College  
 Chancellor's Award for Excellence in Professional Service  
 2007

**Betty Hoyt**  
**Assistant Controller**

**Donald Johnston**  
**Associate Professor of Math/Science**  
 B.S. University of California at Los Angeles  
 Ph.D. University of North Carolina at Chapel Hill

**Kathleen Kasprzak**  
**Associate Professor/Director of Nursing/Allied Health**  
 B.S. D'Youville College  
 M.S. Russell Sage College  
 Ph.D. Union Institute

**Lisa Kelley**  
**Learning Skills Coordinator**  
 B.A. St. Lawrence University  
 M.S. SUNY Potsdam

**Megan Morrissey-Kelly**  
**Executive Assistant to Dean of Development**  
**Alumni Affairs**  
 B.A. SUNY Plattsburgh

**Sheryl S. King**  
**Bursar**  
 B.S. SUNY Plattsburgh

**Ty D. Kretser**  
**Senior Learning Skills Coordinator**  
 B.S. St. Lawrence University  
 M.Eng. University of Michigan

**Patricia LaDuke**  
**Learning Skills Coordinator**  
 B.S. St. Lawrence University

**Michael A. Lawliss**  
**Science Laboratory Technical Assistant**  
 B.S. SUNY Plattsburgh

**Cheryl A. Lawrence**  
**Human Resources Associate**

**Holly Lincourt**  
**Assistant Bursar**  
 A.A.S. Clinton Community College  
 B.S. Empire State College

**Regina D. Lindsey**  
**Associate Professor of Humanities**  
 B.A. Northwest Nazarene College  
 M.A. University of Washington

**Martha E. Lockwood**  
**Administrative Assistant to the Vice President for**  
**Administration**  
 A.A.S. Clinton Community College

**Donna Lynch**  
**Assistant Professor of Math/Science**  
 B.A. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh

**Cheryl A. Lynn**  
**Payroll Officer**  
 A.A.S. Clinton Community College

**Thomas R. Mandeville**  
**Professor of Social Science**  
 B.S. Eastern Michigan University  
 M.A. Bowling Green State University

**Thomas McCann**  
**Assistant Professor of Business/Technology**  
 B.A. College of St. Rose  
 M.S.T. SUNY Potsdam  
 J.D. Vermont Law School

**Jeffrey H. Meyers**  
**Associate Professor of Humanities**  
 A.A. Clinton Community College  
 B.A. SUNY Plattsburgh  
 B.S. SUNY Plattsburgh  
 M.A. SUNY Plattsburgh

**Catherine Mitchell**  
**Associate Professor of Allied Health**  
 A.S. Adirondack Community College  
 B.S.N. SUNY Plattsburgh  
 M.S.N. Sage Graduate School

**John A. Mockry, Jr.**  
**Professor of Social Science**  
 B.A. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh

**Thomas Moffett**  
**Vice President for Administration/Business Affairs**  
 B.A. College of the Holy Cross  
 M.P.H. University of Pittsburgh

**Carleton Morse, Jr.**  
**PC Specialist**  
 A.S. Clinton Community College

**Willow Nolland**  
**Assistant in Continuing Education**  
 B.A. SUNY Plattsburgh  
 M.A. SUNY Plattsburgh

**Chrisa O'Connell**  
**Student Support Services Counselor**  
 B.S. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh

**Janice E. Padula**  
**Professor of Math/Science**  
 A.A.S. SUNY at Cobleskill  
 B.A. SUNY Plattsburgh  
 M.S. SUNY Plattsburgh  
 Chancellor's Award for Excellence in Teaching 2005

**Diane E. Parmeter**  
**Professor of Humanities**  
 A.A. Mohawk Valley Community College  
 B.A. Utica College  
 M.A. Syracuse University  
 Chancellor's Award for Excellence in Teaching 2003

**Wendy Pereiro**  
**Administrative Assistant to Vice President for Academic Affairs**

**Peggy Perkins**  
**Web Coordinator**  
 A.A.S Dutchess Community College

**John Petro**  
**Student Support Services Counselor**  
 B.A. St. Lawrence University  
 M.S. SUNY Plattsburgh

**Ron Poland**  
**Associate Professor of Business/Technology**  
 A.S. FCCJ Jacksonville, FL  
 B.A. SIU, Jacksonville, FL  
 M.S. SUNY Albany

**Lauren Polvere**  
**Assistant Professor of Social Science**  
 B.A. Marist College  
 M.A. Marist College  
 Ph.D. The Graduate Center, CUNY

**Doreece Purick**  
**Help Desk Coordinator**  
 A.A.S. Clinton Community College

**Susan L. Raab**  
**Professor of Humanities**  
 B.A. Wells College  
 M.A. San Francisco State University

**Randall F. Reese**  
**Associate Professor of Humanities**  
 B.A. SUNY at Albany  
 M.A. SUNY at Albany  
 M.A. SUNY Plattsburgh  
 SUNY Chancellor's Award for Excellence in Teaching 2002

**Patricia Reid**  
**Assistant Professor of Business/Technology**  
 A.A.S. SUNY Canton  
 B.S. SUNY Albany  
 M.S. SUNY Albany

**Lori Robinson**  
**Assistant Professor of Allied Health**  
 A.A.S. Clinton Community College  
 B.S. Plymouth State College  
 M.S.N. SUNY Stony Brook

**Todd W. Roenbeck**  
**Assistant Dean for Student Personnel Services/Athletics and Athletic Facilities Management**  
 A.A. Morrisville College  
 B.A. University of Michigan  
 M.S. University of Rochester  
 Ph.D. Ohio State University  
 Chancellor's Award for Excellence in Professional Service 2003

**Cheryl Seymour**  
**Registrar**  
 A.A.S. Clinton Community College  
 B.S. SUNY Plattsburgh

**Mary Jo St. Germain**  
**Controller**  
 B.A. SUNY at Plattsburgh  
 Chancellor's Award for Excellence in Professional Service 2005

**Stephen St. Onge**  
**Vice President of Student Services**  
 B.S. University of Vermont  
 M.A. Bowling Green State University  
 Ph.D. Syracuse University

**Jean Silcock**  
**Assistant to the President & Board Secretary**

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**Professor of Humanities**  
 B.S. Northern Michigan University  
 M.A. Colorado State University

**Michele Snyder**  
**Associate Professor of Math/Science**  
 A.S. SUNY Empire State College  
 B.S. SUNY Plattsburgh  
 M.A. SUNY Plattsburgh  
 M.S. SUNY Albany  
 Chancellor's Award for Excellence in Teaching 2007



**Forrest Studebaker****Professor of Social Science**

B.A. University of Maryland  
M.A. University of Maryland  
Ph.D. University of London, England

**David R. Swarts****Professor of Business/Technology**

A.S. Lackawanna Junior College  
B.S. Bloomsburg University  
M.S. Marywood College

**Lee Ann Thomas****Professor of Humanities**

B.S. Ohio University  
M.A. Miami University, OH  
Chancellor's Award for Excellence in Teaching 1998

**Mary Tisdale****Learning Skills Coordinator**

B.S. Trinity College

**Judy Utzler****Administrative Assistant to Buildings & Grounds****Jennifer Waite****Interim Vice President of Academic Affairs****Human Services Coordinator  
Associate Professor of Social Science**

B.A. Cortland State  
M.Ed. St. Lawrence University  
M.S.W. Syracuse University

**Rita M. Ward-Slater****Associate Dean for Institution Research and Planning**

B.S. George Williams College  
M.S. Western Illinois University  
Ph.D. Southern Illinois University

**Mary Ann Weighofer****Librarian/Assistant Professor**

B.A. University of Dayton  
M.A. University of Dayton  
M.S. SUNY Plattsburgh  
M.L.S. Syracuse University  
Chancellor's Award for Excellence in Librarianship 2007

**Frederick W. Woodward****Interim President**

B.S. Castleton State College  
M.S. SUNY Plattsburgh  
Ed.D. University of Virginia

**Adjunct Faculty**

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Thomas A. Armstrong  
Richelle B. Beach  
Bonnie-Leigh Black  
Danielle M. Bouvier  
Kenneth A. B runo, Jr.  
Brett M. Carpenter  
David M. Cartee  
Mary M. Clackler  
Kevin J. Cleary  
Elizabeth M. Coats  
Judith A. Corigliano  
Daniel Damour  
Katherine M. Degroot  
Angela M. Doe  
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Judith R. Feigenbaum  
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Kara Anne McBrayer  
Thomas L. Metz  
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Jerod J. Moore  
Seth G. Myers  
Tammy L. Myers  
Heather A. Nolette  
Willow B. Nolland  
Kari Ann Marie Prescott  
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Michael C. Rockefeller  
Stanley W. Sabin, II  
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Ronnie L. Santor  
Laura O. Sells-Doyle  
Margaret D. Sheldon  
Holly D. Sims  
Karen S. Smith  
Christol S. Sorrell  
Kathleen A. Stone  
Saundra K. Stortz  
Jennifer R. Waite  
Rita M. Ward-Slater  
Brett D. Willmott  
Paula Yellin

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Grace Adams  
Mary Armstrong  
Jacqualine Barshow  
Kathleen Borrie  
Gayle Bottoms  
JoAnn Bulris  
Mary Burke  
Bernie Bushey  
Wolfgang Chamberlain  
Elizabeth Coates  
Gretchen Comfort  
Harry Davis  
Anna de la Chappelle  
Keri Denchick  
Kelly Dragoon  
Donna Dukette  
James Graves  
Susan Hahn  
Mary Hebert  
Angela Kelley  
Alan Kirby  
Mary LaPierre  
Connie Long  
Cindy Martineau  
Dana Martineau  
James Millar  
David Murphy  
Helen Pepper  
Maureen Provost  
Alan Seymour  
Margaret Sheldon  
Todd Smith  
Valerie Stanley  
Gene Stevens II  
Wendy Stringham  
Jennifer Szalkowski  
Harold Vogel  
Carla Wells

**Faculty Emeriti****Ronald Brooks****Professor Emeritus**

B.S. Allegheny College  
M.A. SUNY Plattsburgh

**Carl Lutters****Professor Emeritus**

B.A. SUNY Plattsburgh  
M.A. SUNY Plattsburgh

**Agnes Pearl****Professor Emeritus**

B.S. SUNY Plattsburgh  
M.A. Teacher's College Columbia University  
Ph.D. SUNY at Albany

**Elliot Richman****Professor Emeritus**

B.A. Pennsylvania State University  
M.A. San Francisco State College  
M.A.L.S. SUNY Plattsburgh

## Chancellor's Award Recipients

### Excellence in Teaching

Frank DeSorbo - 1980  
Chancellor's Award for Excellence in Teaching

Adelle Wightman - 1981  
Chancellor's Award for Excellence in Teaching

Carol Ann Barnett - 1992  
Chancellor's Award for Excellence in Teaching

Lorna Forster - 1996  
Chancellor's Award for Excellence in Teaching

Lee Ann Thomas - 1998  
Chancellor's Award for Excellence in Teaching

Stasia Arcarese - 1999  
Chancellor's Award for Excellence in Teaching

Diane Adamson - 2000  
Chancellor's Award for Excellence in Teaching

Judith Cavanaugh - 2001  
Chancellor's Award for Excellence in Teaching

Randall Reese - 2002  
Chancellor's Award for Excellence in Teaching

Diane Parmeter - 2003  
Chancellor's Award for Excellence in Teaching

Mark Davison - 2004  
Chancellor's Award for Excellence in Teaching

Janice Padula - 2005  
Chancellor's Award for Excellence in Teaching

Catherine Eloranto - 2006  
Chancellor's Award for Excellence in Teaching

Michele Snyder - 2007  
Chancellor's Award for Excellence in Teaching

### Excellence in Librarianship

Pat Miranda - 1999  
Chancellor's Award for Excellence in Librarianship

Catherine Figlioli - 2000  
Chancellor's Award for Excellence in Librarianship

Mary Ann Weiglhofer - 2007  
Chancellor's Award for Excellence in Librarianship

## Excellence in Professional Services

Elizabeth O'Leary - 1989  
Chancellor's Award for Excellence in Professional Service

Agnes Pearl - 1992  
Chancellor's Award for Excellence in Professional Service

Michael Schwartz - 1996  
Chancellor's Award for Excellence in Professional Service

Robert Wood - 1999  
Chancellor's Award for Excellence in Professional Service

Karen Goodrich - 2000  
Chancellor's Award for Excellence in Professional Service

Judith Manion - 2001  
Chancellor's Award for Excellence in Professional Service

Todd Roenbeck - 2003  
Chancellor's Award for Excellence in Professional Service

Scott Burnam - 2004  
Chancellor's Award for Excellence in Professional Service

Mary Jo St. Germain - 2005  
Chancellor's Award for Excellence in Professional Service

Peter Grosskopf - 2006  
Chancellor's Award for Excellence in Professional Service

Martie Hewitt - 2007  
Chancellor's Award for Excellence in Professional Service

## Student Excellence

Paula Gooley - 2000  
Chancellor's Award for Student Excellence

Katie Pitkin - 2002  
Chancellor's Award for Student Excellence

Michelle Rawson - 2002  
Chancellor's Award for Student Excellence

Laurie Bell - 2003  
Chancellor's Award for Student Excellence

Amanda Rock - 2003  
Chancellor's Award for Student Excellence

Rose Ryan - 2003  
Chancellor's Award for Student Excellence

Merdith Torrance - 2003  
Chancellor's Award for Student Excellence

Lisa Boire - 2005  
Chancellor's Award for Student Excellence

Robin Belanger - 2006  
Chancellor's Award for Student Excellence

Trisha Hanson - 2007  
Chancellor's Award for Student Excellence

Matthew Ormsby - 2007  
Chancellor's Award for Student Excellence

# Clinton Community College Foundation, Inc. 2007-2008

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 Tom Millea .....1st Vice President  
 Heather West, Esq. '86 .....2nd Vice President  
 Pam Keable '84 .....Treasurer  
 Shirley O'Connell .....Secretary  
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 Maxine Perry '98 .....Vice President  
 Sarah Pal, '96 & '04 .....Secretary  
 Douglas R. Young, '73 .....Treasurer

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 Rose Anderson '92  
 Sarah Callan '99  
 Paula Cormier '00  
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 Lori Robinson '95  
 George Rock '83  
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Rouses Point

## Area Two

Samuel J. Trombley  
Ellenburg

## Area Three

E. Tom Sears  
Morrisonville

## Area Four

Sara E. Rowden  
Plattsburgh

## Area Five

Keith Defayette  
Plattsburgh

## Area Six

Robert W. Butler  
Cadyville

## Area Seven

James R. Langley, Jr., Chairperson  
Peru

## Area Eight

Jacqueline A. Walker  
Plattsburgh

## Area Nine

Dr. John W. Gallagher  
Plattsburgh

## Area Ten

Dr. Robert W. Heins  
Plattsburgh

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**Alan Brockbank, CCP**

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Wyeth Pharmaceuticals

**Lt. William Crane**

Regional 5 Officer  
NYS Department of Environmental Conservation

**David Favro**

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Clinton County Sheriffs Department

**Julie Garcia**

District Attorney  
Essex County

**Dave Marcoux**

Director  
Clinton County Probation

**Scott McDonald**

Director  
Essex County Probation

**Honorable Patrick McGill**

Judge  
Clinton County Court

**Dana Poirer**

Security & Law Enforcement  
CVTEC

**Desmond Racicot**

Chief  
Plattsburgh City Police Department

**Arlene Sabo**

Chief  
Plattsburgh State University College

**Sgt. Ronald Santor**

Zone 9  
Police Academy Director

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NYS-Troop B Commander

**Andrew Wylie**

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Clinton County

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Meadowbrook Nursing Home

**Stasia Arcarese**

Professor of Nursing, retired  
Clinton Community College

**Julie Brunell**

Associate VP Patient Services  
CVPH Medical Center

**Linda Facteau**

Director of Nursing  
Clinton County Nursing Home

**Janet Duprey**

County Official  
County Treasurer's Office

**Russell Jones**

CCC Alumnus

**Joan McMahon**

Director of Nursing  
Champlain Valley Educational Services

**Dr. Agnes Pearl**

Professor Emeritus  
Clinton Community College

**Dr. Zoann Schnell, Chair**

Department of Nursing  
SUNY Plattsburgh

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**James McCartney**

CV-TEC

**Robert Parks**

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Press Republican

**Gary Wagoner**

Regional Manager  
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Administrator, SCORE



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Clinton County Family Court

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**Bonnie Black**  
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Student in Human Services

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Adjunct Faculty, CCC

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CCCCNC

**Martha Frost**  
Plattsburgh State University

**Jennifer Lamberton**  
Plattsburgh Housing Authority

**Ilene Leshinsky**  
Clinton County Mental Health

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Student in Human Services

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Plattsburgh State University

**Sally Souci**  
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Technology  
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CVPH Medical Center

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NYSEG

**Ed Marin**  
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Chappaqua, NY

## State University New York Campuses

### University Colleges

Brockport  
Buffalo  
Cortland  
Empire State  
Fredonia  
Geneseo  
New Paltz  
Old Westbury  
Oneonta  
Oswego  
Plattsburgh  
Potsdam  
Purchase

### Colleges of Technology

Alfred State  
Canton  
Cobleskill  
Delhi  
Farmingdale  
Maritime  
Morrisville  
SUNYIT

### University Centers/Doctoral Degree Granting Institutions

Albany  
Alfred University, NYS College of Ceramics  
Binghamton  
Buffalo University  
Cornell University  
Downstate Medical Center  
Environmental Science and Forestry  
Optometry  
Upstate Medical Center

### Community Colleges

Adirondack  
Broome  
Cayuga  
Clinton  
Columbia-Greene  
Corning  
Dutchess  
Erie  
Fashion Institute of Technology  
Finger Lakes  
Fulton-Montgomery  
Genesee  
Herkimer county  
Hudson Valley  
Jamestown  
Jefferson  
Mohawk Valley  
Monroe  
Nassau  
Niagara County  
North Country  
Onondaga  
Orange County  
Rockland  
Schenectady County  
Suffolk County  
Sullivan County  
Tompkins Cortland  
Ulster County  
Westchester

## State University Of New York

The State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education, with more than 427,000 students enrolled in 7,669 degree and certificate programs.

The State University of New York's 64 campuses are divided into four categories, based on educational mission, the kinds of academic opportunities available, and degrees offered.

SUNY was founded in 1948 with the consolidation of 29 unaffiliated institutions whose varied histories of service date as far back as 1816. It has grown to a point where its impact is felt educationally, culturally and economically the length and breadth of the State.

As a comprehensive public university, State University of New York provides a meaningful educational experience to the broadest spectrum of individuals. With a total enrollment of over 427,000, students are pursuing traditional study in classrooms and laboratories, or are working at home at their own pace through such innovative institutions as the SUNY Learning Network and Empire State College.

SUNY students are predominantly New York State residents, representing every one of the state's 62 counties. SUNY students also come from every other state in the United States, the District of Columbia, from four U.S. territories, and 168 foreign countries. State University of New York students represent the society that surrounds them. In fall 2007, 19.9 percent of all students were minorities. More than half of SUNY students are women. Minority enrollment is at an all-time high, with more than 79,000 students (over 19 percent). SUNY's reputation of excellence draws students from across the world; our 15,400 international students come to SUNY from more than 160 countries.

The university has a growing traditional student body pursuing college degrees as well as enrollments in training courses for business and industry, continuing educational opportunities for the professional community, and personal enrichment for more mature persons.

Because of its structure and comprehensive programs, the State University offers students a wide array of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees and post-doctoral studies. The University offers access to almost every field of academic or professional study somewhere within the system some 7,669 courses of study overall.

The range of curricula includes the more conventional career fields, such as business, engineering, medicine, teaching, literature, dairy farming, performing arts, social work, accounting, forestry and automotive technology. The areas of environmental science, veterinary medicine, optometry, pharmacy, immunology, biotechnology, microbiology and other health professions are offered for those concerned with tomorrow's developing and societal needs.

SUNY is committed to bringing its students the very best and brightest scholars, scientists, artists and professionals. The State University's distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world, and includes nationally and internationally recognized figures in all the major disciplines. Their efforts are regularly recognized in numerous prestigious awards and honors.

For more than 50 years, the Research Foundation of SUNY has provided faculty with the resources and flexibility they need to pursue their research goals. Research received \$893.6 million in fiscal year 2006-2007 in external funding, supporting 17,362 employees. Research is itself a major factor in the university's gain in national prominence and the state's economic growth. The Research Foundation has grown 93.7 percent in ten years and has secured 40 patents, with 201 applications.

State University researchers pioneered nuclear magnetic resonance imaging (MRI) and the supermarket barcode scanner, introduced time-lapse photography of forestry subjects, isolated the bacteria that causes Lyme disease, and developed the first implantable heart pacemaker. Cutting-edge discoveries are currently being made on our campuses in key intellectual disciplines such as nanotechnology and microelectronics, advanced materials, biomed/biotechnology, bioinformatics, and environmental diversity.

The 30 community colleges are located throughout the state. In 2007, 214,000 students were enrolled in the community colleges. A number of colleges offer residential living and several operate from more than one location. Students study a range of two-year programs leading to the associate degree as well as one-year certificate programs. More than half of community college graduates transfer to four-year institutions to earn their bachelors degrees, while others begin work immediately. Community colleges play a significant role in the economy by training the New York State work force.

The State University's economic impact is profound - increasing the earning power of SUNY graduates and meeting the needs of business and industry. State University campuses educate the citizenry and enrich the quality of life through cultural offerings. In addition, our campuses draw students from outside the community who add to the economic base of the region. The State University strengthens the state's business environment through its Small Business Development Center, through creation of incubator facilities to foster high-tech industries, and through efforts to maximize the rate at which University research is transferred to industry development services. Community colleges respond proactively when their communities need workforce training and campuses continually develop new programs to meet the need of both business and industry. The University can be seen as a more than \$10 billion industry with 64 locations around the state and more than 83,000 full-time equivalent employees.

SUNY libraries provide a wealth of information resources and services tailored to meet the needs of their students, faculty, staff and surrounding communities. SUNYConnect is a joint initiative of the SUNY Provost's Office of Library and Information Services and the libraries of the SUNY campuses to share collections and services across the SUNY System; a common library management system allows universal access to 57 electronically connected libraries, giving students access to 18 million volumes and thousands of electronic resources and digital images.

As of 2005, the University numbers 2.3 million graduates on its rolls. The majority of the University's alumni resides and pursues careers in communities across New York State, contributing to the economic and social vitality of its people. SUNY alumni include judges, CEOs, authors, scientists, physicians, teachers, coaches and elected officials. They are a source of great pride to the University.

A Board of Trustees, appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses, governs the State University. Community colleges have their own local boards of trustees whose relationship to the SUNY Board is defined by law.

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# Addendum 1

(10/2008)

## Alternative Educational Options

(continued from page 15)

### Basic Skills Program

Students who succeed in college have strong reading, oral and written communication, mathematical, and reasoning skills. To provide the assistance that many new college students need to improve their skills in these areas, Clinton Community College offers six Basic Skills Program courses:

ENG 093	Reading and Study Skills
ENG 094	Fundamentals of Composition
MAT 096	Arithmetic
MAT 098	Fundamentals of Mathematics
MAT 100	Introductory Algebra
COM 100	Communication and Life Skills

Students are placed in Basic Skills courses on the basis of placement test scores and previous educational experience. Some students are advised to take all of the Basic Skills Program courses, while other students may need one or two of the courses. Descriptions of the Basic Skills courses are included in the course-description section of this catalog.

Academic-support services, such as the following, are available to students in Basic Skills Program courses:

1. Tutoring in writing and mathematics.
2. Tutoring in most subjects taught at Clinton Community College.
3. Personal, academic and vocational counseling and advising.

Although some Basic Skills Program courses do not count toward students' degree requirements, these courses provide the opportunity for personal and academic development that many students need in order to reach their educational goals.

### Independent Study

Independent Study is a vehicle for serving the special needs of the student body, complementing the regular programs of study with added educational and cultural experiences. Qualified students with particular interests may pursue them in greater depth than present courses provide or, in appropriate cases, may pursue honors level studies.

### Procedures

1. Independent study applications will be completed by the student in consultation with the appropriate faculty member. The student's signature will indicate that he or she fully understands the description of the material to be studied, the evaluation procedures to be used, the work to be produced, the time frame allowance, and the credits to be granted. The sponsoring faculty member(s) will sign and date the form forwarding it to the appropriate division's representative.

2. The division will review the proposed contract to assure that the study is appropriate to this college, and that the credits to be granted are commensurate with the study involved. The division will forward the form to the student's advisor.
3. The student's advisor will review the proposed contract for the purpose of incorporating its content into the student's program. If the independent study contract is a substitution for a required course, the appropriate substitution form will be completed by the advisor and attached to the proposed contract for action by the Vice President of Academic Affairs. The fact that it is a substitution will be entered on the application by the advisor.
4. The Vice President of Academic Affairs will review the application and provide final administrative action on the contract. A lab fee may be charged as deemed necessary by the Vice President of Academic Affairs. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original contract application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
5. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop.

### Directed Course Study

Directed study in a catalog course may be available to part- or full-time Clinton students enrolled in a degree program when a scheduling conflict exists involving required courses or when a student is within fifteen (15) credit hours of graduation. There must be an exceptional reason for a student to take a regular catalog course as a directed study rather than in a scheduled class.

When a student feels that it will be necessary to take a course by directed study, the student should contact his/her advisor to see if an alternative course of study could be found. If a directed study seems to be necessary, then the student should:

1. Find an appropriate instructor at the College willing to conduct the course as a directed study.
2. Obtain the required form from the Registrar's Office. The student should complete the part on the form that asks for the reason why the course is being taken as directed study. The instructor administering the directed study will complete the part asking for how the directed study will be given and how the student will meet the course requirements.
3. When the form has been completed, the student will bring it to the appropriate Division Coordinator or administrative head. The division will review the proposed course of study to determine if it would meet the requirements of the course when taken in a regularly scheduled class.
4. If the proposal is approved by the division, it will be for-

warded to the student's advisor. If approved, the advisor will forward the proposal to the Vice President of Academic Affairs.

5. The Vice President of Academic Affairs will review the application and provide final administrative action on the proposal. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
6. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop.