

# ALUMNI ASSOCIATION AND FOUNDATION



# Alumni Association and Foundation

## 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 has been accomplished. The cottage is now serving as the home of the Alumni Association and Development offices.

## Art Gallery

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 Alumni dues in the amount of \$40. The benefits of 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).
- Free use of the Douglas Library.
- Annual, semi-annual, and quarterly College publications and newsletters (Please 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.



2011 Champlain Regatta Winners.

## 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 Associate VP of Institutional Advancement. 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.



Larry and Judy Jeffords, Co-charis of the Cleary Clinton Campaign.

# Endowments, Grants and Scholarships

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Agnes Pearl Nursing Endowment

Ann Kennedy Health Care Scholarship

Barbara McDowell Memorial Endowment

Bob Bruno Leadership Endowment

Bookstore Grant

Cadyville Civic Association Endowment

CCC Alumni Association Endowment

CCC Student Senate Scholarship

Champlain Valley Business & Professional Women's Endowment

Clinton County Medical Society Endowment

Clinton County Tobacco Scholarship

Crab Island Memorial Scholarship

Dan Padula Memorial Scholarship

Doreen Boynton Memorial Scholarship

Dulcie Sherman Nursing Endowment

Florence Wilson Godwin Memorial Endowment

George & Doris Riley Memorial Endowment

George Moore Endowment

Herbie Rock Memorial Endowment

Hyman and Frances Krinovitz Endowment

James Bracy Memorial Veteran's Scholarship

JCEO Scholarship

Jessica Rocque Childcare Grant

John P. Adams Memorial Endowment

John Weldon Nursing Scholarship

John Weldon Endowment

Julius O. Schwartz Memorial Scholarship

Kyle Cartier Memorial Scholarship

LeRoy M. Douglas, Sr. Memorial Endowment

L.G. Robinson Foundation Scholarship

Marilyn Luck Memorial Endowment

Michael Lepage Business Scholarship

Nik Michaud Nursing Scholarship

Padula Wind Energy Scholarship

PARC Business Endowment

Peru Central Federal Credit Union Scholarship

Pinnacle Scholarship

Plattsburgh Lion's Club Endowment

Plattsburgh Noon Kiwanis Club Scholarship

Plattsburgh Noon Rotary Club Scholarship

Robert Sawicki Memorial Endowment

Roger P. Kennedy Memorial Endowment

Stasia and Lawrence Arcarese Endowment

Steve Martin Memorial Endowment

Sunrise Rotary Club Scholarship

Thomas Raymond Memorial Nursing Scholarship

Warren H. and Maria R. Olmstead Scholarship

William J. Manion Memorial Endowment

Wyeth Legacy Scholarship Endowment

*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 website at [www.clinton.edu](http://www.clinton.edu) for updates.*

# ACADEMIC INFORMATION



# Grading System

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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                      |
| W (Withdrawal)                          | No Credit/No Quality Pts |
| I (Not Completed)                       | No Credit/No Quality Pts |
| U (Audit)                               | No Credit/No Quality Pts |
| CR (Adv. Placement CR./<br>CR. By Exam) | Credit/No Quality Pts    |
| P (Pass)                                | Credit/No Quality Pts    |
| R (Repeat Until Proficient)             | No Credit/No Quality Pts |
| FS (Renaissance Program)                | No Credit/No Quality Pts |
| N (With Letter Grade – Remedial)        | No Credit/No Quality Pts |

**W Withdrawal:** A "W" grade shall be used when a student withdraws from a course no later than the end of the tenth week of the regular semester, or after the tenth week, with instructor permission. The "W" grade may also 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.

**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. 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".

**P 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 Department Chairperson. 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.

**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/winter sessions 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. Please note: This does not apply to senior citizens auditing courses free of charge. For more information, see page 12.

## 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.

## Repeating a Course

Students may repeat, at CCC, any courses they have previously taken at CCC. However, Financial Aid will only cover repetition of coursework for which the following grades were assigned: "R", "RN", "F", "FN", and "W".

Students may repeat a course at another institution provided that the coursework is deemed equivalent by Clinton's Registrar and a "C" grade or better is earned in the class. However, the course will not replace the previously earned grade unless they submit a "Request to Repeat a Course at Another Institution" form to the Registrar prior to taking the course. If the student earns a grade of "C" or better, CCC will accept the course as transfer credit, and the previously earned grade will be excluded from the GPA (though it will remain on the transcript for record purposes). The grade earned at the other institution will not count in the GPA. (Section moved Fall 2013)

## Grade Point Average

Grade Point Average (GPA) indicates the student's level of achievement. It is the average number of quality points earned per credit hour.

The GPA 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 GPA.



## Academic Standing Policy

Clinton Community College students must maintain Good Academic Standing. Good Academic Standing means maintaining an acceptable cumulative grade point average (GPA), as per the Standards of Academic Progress chart on page 29. Students who do not maintain these standards will be placed on Academic Probation or be Academically Dismissed, as outlined in the chart on page 29.

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.

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 charts. Students who do not maintain these standards will be placed on Academic Probation, Academically Dismissed or Academic Warning. 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. Only credits taken at Clinton Community College are used for review in College Standards of Academic Progress. (Updated November 2012)

### Academic Probation

Students will be placed on Academic Probation for failing to maintain a cumulative GPA 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 chart.
2. Placement on Academic Probation for two semesters attended in succession.
3. All "F" grades in one semester or a combination of all "F" and "W" grades.

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.

First semester students who are registered for at least one non-credit course and successfully complete 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 be evaluated on a case-by-case basis. Grades earned in remedial courses will be considered during this review.

## 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 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 the Standards of Academic Progress or the NYS and Federal standards for maintenance of financial aid awards](#).

If a student is granted a one-time waiver to receive federal aid, they must get a 2.0 GPA or above for each subsequent term and successfully complete all courses registered to continue eligibility for financial aid. This academic plan is to ensure the student will be able to reach the required cumulative GPA and/or percentage of total earned hours vs. total attempted hours to eventually be within federal guidelines. If the student falls below 2.0 for a term GPA and/or does not successfully complete all courses registered for, the student will be evaluated and given the appropriate status. State aid eligibility will be reevaluated each term.

NOTE: A grade of W, I, R or F is not a successful completion. (Updated / added November 2012)

### Standards of Academic Progress

| Total Credit Hours Attempted | Cumulative GPA Warning | Cumulative GPA Probation | Cumulative GPA Dismissal |
|------------------------------|------------------------|--------------------------|--------------------------|
| 0 - 18                       | 1.0 - 1.29             | NA                       | 0.99 or below            |
| 19 - 32                      | 1.30 - 1.50            | 1.0 - 1.29               | 0.99 or below            |
| 33 - 48                      | 1.51 - 1.75            | 1.26 - 1.50              | 1.25 or less             |
| 49 - 62                      | 1.76 - 1.99            | 1.51 - 1.75              | 1.50 or less             |
| 63+                          | 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 18-21.

## Academic Information

### 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 Vice President for Academic Affairs 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.

#### **Academic Calendar**

Clinton Community College operates on a 15-week semester system during the fall and spring semesters. Clinton also offers two month-long summer sessions and a two-week winter session.

#### **Academic Honesty**

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 Department Chairperson 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 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 immediately become 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 "W".

#### **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 and 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. After the college's designated add/drop period, students must also get instructor approval before changing their courses. 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 grade point average (GPA).

#### **Change of Grade Policy**

Instructors can make grade corrections, when errors were made, by completing a Change of Grade Request form and submitting it to the Vice President for Academic Affairs, who, upon approval, will forward it to the Registrar. If the grade change is not approved by the VPAA, an explanation for denying the request will be forwarded to the instructor requesting the change.

Appropriate reasons for grade corrections or changes may include, but are not limited to

- demonstrable arithmetic, editing, or factual errors in calculating the grade,
- omission of assignments or parts of assignments in calculating the grade,
- a grade demonstrably based on factors unrelated to student performance.

Inappropriate reasons for grade corrections or changes may include, but are not limited to

- saving a student from an academic penalty such as dismissal, probation, or warning,
- enabling a student to graduate,
- enabling a student to maintain eligibility for financial

aid,

- enabling a student to graduate with academic honors,
- personal issues unrelated to academics,
- enabling a student to maintain eligibility for athletics or other co-curricular activities,
- managing enrollment levels to preserve programs or revenue or increasing retention rates. *(Updated December 2013)*

### College Level

Students who have completed between 0-29 credits are considered as having freshman-level status. Students who have completed 30 or more credits are considered sophomore level. *(Corrected August 2012)*

### 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. *(Corrected March, August 2013)*

### Credit Hour

The credit hour system for Clinton Community College is the semester hour. Each semester hour represents one contact hour of classroom time, or 15 hours total over the course of a semester. The majority of courses offered at Clinton Community College are three-credits, or three hours a week and 45 hours a semester.

In order for students to be considered full-time, they must enroll in a minimum of 12 credits each semester. Half-time study (the typical minimum needed for financial aid) is 6 credits.

### **Cross-Registration Guidelines: See Updated Policy, Effective 8/2013 from CCC to SUNY Plattsburgh or Empire State**

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 SUNY Plattsburgh 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, 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.

### **from SUNY Plattsburgh or Empire State College to CCC**

Cross-registration is an arrangement permitting full-time matriculated students coming from SUNY Plattsburgh or Empire State College to come to Clinton Community College for up to two courses per academic year (one course allowed for Fall/and or Spring semester). This program is allowed during the Fall and Spring semesters only. No extra tuition is charged, but students are responsible for any fees that may be required by CCC for a particular course. Credits and grades earned through cross-registration are recorded on the home institution's transcript. Cross registration forms must be picked up from the student's home institution and provided to the CCC Registrar's Office with a statement indicating that they are a full-time, matriculated student. The soonest that cross-registration can occur at CCC is the day prior to the semester beginning

on a "space available" basis with the exception of online students who may register one week earlier. If a student is registered in a course at CCC prior to the day before the semester begins, the student may not withdraw from the course and register as a cross-registered student for the same course.

### **Cross Registration Guidelines - Updated: from CCC to SUNY Plattsburgh or Empire State**

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 semester at SUNY Plattsburgh or Empire State College. Cross-Registration is permitted for courses that are not taught at Clinton Community College or to remove a schedule conflict that delays timely program completion. . This program is available during the fall and spring semesters only. No extra tuition charge is assessed, 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 CCC academic record. Cross-registration forms are available at the CCC Registrar's Office.

### **from SUNY Plattsburgh or Empire State College to CCC**

Cross-registration is an arrangement permitting full-time matriculated students coming from SUNY Plattsburgh or Empire State College to come to Clinton Community College for up to two courses per semester. This program is allowed during the Fall and Spring semesters only. No extra tuition is charged, but students are responsible for any fees that may be required by CCC for a particular course and may be asked to provide a certificate of residence. Credits and grades earned through cross-registration are recorded on the home institution's transcript. Cross registration forms must be picked up from the student's home institution and provided to the CCC Registrar's Office with a statement indicating that they are a full-time, matriculated student eligible for cross-registration. Students may cross-register for courses starting one week after new students for the upcoming term are allowed to register and up to the end of the add/drop period.

*(New Policy effective August 2013)*

### 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.

### Gainful Employment Information

On October 29, 2010, the United States Department of Education published new regulations mandating that colleges and universities report data and disclose information on certain Title IV eligible programs designed to lead to gainful employment in a specific career. At Clinton Community College, all of our certificate programs fall under the auspices of the gainful employment regulations.

Clinton Community College is committed to ensuring that prospective students receive all of the information they need to make an informed choice. Yearly gainful employment data is available on our registrar's office website at [www.clinton.edu/registrar](http://www.clinton.edu/registrar). Amongst some of the data assembled include information on the number



of graduates in our programs, the cost of attendance, the careers that the certificates will prepare students for and more. Questions about gainful employment should be directed to the Registrar's Office at (518) 562-4124.

### **Graduation Requirements**

In order to receive an certificate or 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).

In order to graduate, students must first complete a graduation worksheet with their advisor. The signed form must be submitted to the Registrar's Office by the deadline announced by the Registrar's Office. Applications for the degree submitted after the deadline will be on file for the following graduation. Participation in the Commencement Ceremony is a privilege reserved for students who have completed all the requirements for their degrees or certificates. 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 should complete the course(s) within the following semester from which they are participating in the graduation ceremony. For May graduation, the student should complete their course(s) – either at CCC or another accredited college – by the end of the Summer session. For December graduation, the student should complete their course(s) – either at CCC or another accredited college – by the end of the Spring semester.
2. Students must complete a Permission to Participate in Graduation request form, which are available in the Registrar's Office. The student, student's advisor, and Registrar must sign the form.
3. Students who participate in the graduation ceremony short 6 or less semester hours are not eligible to be designated as graduating with honors or be considered for valedictorian/salutatorian status.
4. 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 be sent to the Registrar's Office at CCC prior to the beginning of the Fall semester (for May graduation participants) or the beginning of the Summer session (for December graduation participants).

### **Graduation With 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.

### **Joint Admissions Program: Clinton Community College & State University of New York College at Plattsburgh**

The CCC/SUNY Plattsburgh Joint Admissions Program is for entering students to Clinton Community College or students in their first year. Students will be assured of a guaranteed spot in the upper division (bachelor degree level) of a program at SUNY Plattsburgh by completing the Joint Admissions form and following the guidelines of the program. For more information contact Career Planning and Placement at Clinton at (518) 562-4317.

### **Reading and Writing**

Credit bearing courses at Clinton Community College require college-level reading and writing skills. Therefore, to enroll in credit courses, a student must place into ENG 101 or successfully complete ENG 094. In addition, a student must successfully complete ENG 093 or have placement scores that indicate college-level reading skills except to enroll in ENG 101.

### **Repeating a Course**

*(Section Moved to page 28)*

### **Renaissance Program**

The Renaissance program provides an opportunity for students who left CCC because of poor academic performance to have a "fresh start" 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. Applications for the Renaissance program are available in the Vice President for Student Affairs Office.

When a student has been approved for the Renaissance program, his or her previous academic record will be reviewed, and:

1. "FS" (fresh start) grades will be assigned in place of the previously earned grades.
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 GPA, only course work completed after readmission to the College will be included.
4. All course and grade information will remain on the student's transcript regardless of when those courses were taken.

### **Semester Credit Overload**

During the Fall and Spring semester, no student may enroll for more than 18 credits without approval from their advisor, Department Chairperson and Vice President for Academic Affairs. During the Summer session, 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 from his or her advisor, Department Chairperson and Vice President for Academic Affairs.

### **Technology Statement**

A CCC student should expect that any class may require some course activity that uses a computer and the internet. Activities could include, but are not limited to, accessing the course syllabus, schedule, or other handouts on the website, completing homework online, taking quizzes or submitting written work, participating in a discussion or sending/receiving e-mail.

### **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 may participate in graduation ceremonies.

### 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 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.

### Withdrawal from the College

Students who wish to withdraw from the College during a semester should contact the Career and Transfer Office to complete the necessary paperwork and discuss their reasons for withdrawal and possible options. (Complete statements regarding the circumstances of withdrawal are frequently required by other institutions and by employers.)

## Academic Grievance Procedure

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 Department Chairperson 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 Affairs, 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 department of the faculty member named in the grievance;
  - B. One full-time teaching faculty member not from the same academic department 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.





# 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:

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

## General Education Requirements for Transfer Programs

### For Transfer to SUNY Institutions

In 1998, the Board of Trustees of the State University of New York adopted a General Education Requirement which specified that all SUNY baccalaureate degree candidates must complete a minimum of 30 credits of a comprehensive general education curriculum as a condition of graduation. For students who entered the State University prior to the fall of 2010, successful completion of one course approved in each of the ten Knowledge and Skill Areas, and overall competency in the areas of critical thinking and information management constitute completion of the SUNY General Education Program. For students who entered the SUNY system in the fall of 2010 or later, successful completion of at least three credit hours each in the areas of mathematics and basic communication as well as three credit hours each in at least five of the remaining eight Knowledge and Skill Areas, and overall competency in the areas of critical thinking and information management constitute 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 A.A. or A.S. degree programs.

*NOTE: 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 baccalaureate degree programs incorporate a substantial general education component. Students who plan to transfer to four-year colleges or universities outside the State University of New York should check with the receiving institution to determine which CCC courses will satisfy one or more of its general education course requirements. For additional information, contact the CCC Transfer Advisor.

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.xml](http://www.clinton.edu/GeneralEducation/GeneralEducationRequirementCourses.xml)

## 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
- ESL 101 *Advanced Composition (Added 1/14)*

### 3. Foreign Language

- CHI 101 *Elementary Mandarin Chinese I (Added 1/14)*
- CHI 102 *Elementary Mandarin Chinese II (Added 1/14)*
- 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
- FRE 250 *Quebec Culture and Society (Added 1/14)*
- 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
- Or 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
- MET 101 Meteorology
- PHY 100 *Conceptual Physics (Corrected 1/14)*
- PHY 111 General Physics I
- SCI 101 Science Inquiry for Bio & 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

### 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 111 Photography I
- ART 113 Digital Photography
- ART 114 *Introduction to Illustration (Added 1/14)*
- HUM 110 Introduction to the Arts
- 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

*\*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.

## 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.*

## 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 ten 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)



# ACADEMIC SERVICES



## LeRoy M. Douglas Sr. Library

The Library provides information services to students, faculty, staff and the local community in support of the college curriculum and as a resource for lifelong learning. The mission of the Douglas Library is to provide the college community access to the information, ideas, services, and environments needed to strengthen teaching and learning.

The library is centrally-located on the second floor of the George Moore Academic and Administrative Building, overlooking scenic Lake Champlain. The library is named for LeRoy M. Douglas Sr., one of the first chairs of the college's Board of Trustees, who was instrumental in securing Bluff Point as the permanent site for the college.

The library provides a full complement of services and materials. Reference staff are available to assist patrons in selecting and locating materials and patrons also have access to online reference services 24/7. Faculty may request course-related instruction sessions through reference services. Students may take advantage of opportunities for both formal and informal instruction in library use through class visits, workshops and individual consultation with librarians. Circulation staff are available to assist patrons with reserve materials and loans.

The library's print collection includes over 43,000 volumes as well as subscriptions to approximately 80 print journals, magazines and newspapers. Specialized collections include the Adirondack collection containing books of local interest; the juvenile collection supporting children's literature courses; the Reavis collection focusing on issues in education; and an archives housing historical materials and a special collection related to the college, including the two Hotel Champlains, Bellarmine College, and Bluff Point.

Current online resources include the library catalog and approximately 70 individual databases providing access to articles in more than 21,000 full-text magazines, journals, and newspapers, as well as digital books. Access to the campus network and the Internet is available from 29 computer workstations throughout the library; wireless access is also available. The library also has a state-of-the-art classroom with 20 computers for instructional sessions as well as quiet and group study rooms.

The library, has an extensive collection of education and entertainment DVDs, CDs, records, software and equipment for individual use and classroom instruction. Individual and group viewing stations are available, as well as computer workstations with facilities for scanning. The Teaching and Learning Center (TLC), also located in the library, is available for faculty and staff to learn and use digital presentation tools.

## Information Technology Department

Our mission is to empower students, staff and faculty to develop, use and manage information effectively by providing them with the resources, training and data management tools necessary to fulfill the college mission.

For assistance, please try the Knowledge Base or "Commonly Asked Questions" links available on the website ([www.clinton.edu/IT](http://www.clinton.edu/IT)). Contact the Technology Coordinator at (518) 562-4261 (campus extension 261) or stop by room

339M. The Tutoring Center, located at 430M, provides 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, transcript access and other services on the "Commonly Asked Questions from our Students" link located on the IT website.

### Services available include:

- Computer labs are located throughout campus and when not in use by a class are generally available for use.  
**Wireless internet hotspots are located in the following areas:**  
**Main Building:** Douglas Library, Lobby 1 & 2, the Board Rm.  
**Stafford Center:** Atrium Area, 206T, 230T  
**Forrence Building (HPER):** Lounge Area
- 15 MB of network (private) storage accessible from any college computer.
- Student Portal provides web access to student's current schedule, transcript, and contact information for advisors.
- Webmail which includes mail, personal calendar, notes and other tools. The webmail area is purged so be sure to copy any mail or other information to be kept from one semester to another.
- Knowledge Base providing tips and techniques on an assortment of computer tools.

## 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, Social Sciences, Math, Science, 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 to gain confidence in an academic environment; it offers individual and group tutoring for Writing, Humanities, Social Sciences, Math, Science, Computers and Study Skills. The Tutoring Center also administers college placement testing in the Tutoring Center computer lab.

All tutors at the Tutoring Center are experienced professionals, 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 and strategies for academic success.

# STUDENT SERVICES



## The Office of the Vice President for Student Affairs

The Vice President for Student Affairs 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. Accommodative Services attempts to coordinate students' needs with services and resources available within the College system and in the community. In order to assist the students, the College offers a number of support services, including academic advisement and classroom and testing accommodations.

Students with disabilities are encouraged to identify themselves to the college by providing copies of their disability documentation to the Learning Resource Specialist (Room 420M). They are required to meet with the Specialist each semester in order to develop a service plan.

The Accommodative Services Office also serves as a National Voter Registration Act registration site.

## Veterans Affairs

This office supports students who have served or continue to serve in the military, spouses of Veterans and Veteran-Dependents. The Veterans Certifying Official also processes claims for military-based aid through the Department of Veterans Affairs (GI Bill) and the Department of Defense programs such as GoArmyED and MyCAA (military spouses). Clinton Community College has a commitment to upholding the standards of the Servicemembers Opportunity Colleges (SOC) to maintain the educational opportunities for servicemembers, Veterans, and their families.

For further information, visit the website at [www.clinton.edu/VeteransAffairs/](http://www.clinton.edu/VeteransAffairs/) or call (518) 562-4266. (Updated Feb 2013)

## Financial Aid

To explore financial aid options, visit the website at [www.clinton.edu/financialaid/](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. The teams compete in Region III of the National Junior College Athletics Association (NJCAA) and are members of the Mountain Valley Athletic Conference.

### Intercollegiate Sports Offered:

- Men's and Women's Soccer
- Men's 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:

- 2010-11 NJCAA Women's Soccer National Champions 11
- Northern Independence 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 Racquetball Courts
- Weight Room
- Cardio Equipment
- Locker Rooms
- Tennis Courts

### Counseling and Advisement

The Counseling and Advisement Office provides support to students to assist with their academic and personal success. The Counseling and Advisement Office is



staffed by Professional Counselors/Advisors who offer personal counseling, academic advisement, and student programming to address the developmental needs of students from diverse populations.

Students may receive free, confidential counseling and referrals for community and campus services as needed. For more information, contact the Counseling and Advisement Office by calling (518) 562-4199.

### **Career Planning and Transfer Services**

The Career Planning and Transfer Office (CPT) offers a variety of services that are intended to benefit the educational experiences of the entire student population. At Clinton Community College, effective career planning involves an understanding of the relationship between Career Exploration and Academic Purpose (CEAP). This incorporates personal awareness about occupational/personal interests, choosing a degree program that enhances this interest, and then making a connection between the degree and employment or transfer opportunities.

Career planning also includes understanding degree requirements, why those requirements are important to educational goals, how those goals will impact academic purpose (transfer or work), and what kind of timeframe is involved. The CPT is available for students to discuss these issues so that the decision making process is based on understanding the information.

When students are unsure of their academic purpose, career counseling can help identify individual abilities, skills, values and interests, and relate them to the world of work. The CPT provides a combination of career inventories (Myers Briggs Type Indicator®, Self Directed Search, Strong Interest Inventory, and Pinpoint Career Guidance System) 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.

Transfer planning is not difficult, however, it can be a tedious process. Items to be considered include: college visits, applications, official transcripts, credit evaluation, essays, academic requirements, financial aid, housing arrangements, major choice, etc. The CPT can help you understand the requirements and process of transferring, so that it is a rewarding experience.

#### **Additional Services & Resources Include:**

- Career planning (resume writing, interviewing skills, job search)
- CPT web page
- Choosing/changing majors
- Academic advisement
- On-campus job recruitment
- Career-resource library
- Job announcements
- Transfer process (application, transcripts, transfer credit)
- On-campus college transfer days
- Complete Withdrawals

### **Academic Advisement**

All full time students are assigned a faculty or staff advisor during their first semester at Clinton Community College. The academic advisor assists the student to clarify educational objectives, plan a program of study and assist the student with registration for classes. Assignment of an advisor is determined by the student's program of study and the advisor's area of expertise.

The Counseling office provides academic advisement and registration for students re-entering the college. New

transfer students will also be advised through the Counseling & Advisement Office until assigned to a faculty advisor. All part time students are advised by the Counselor/Advisors in the Counseling & 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. Students are assigned to an Orientation date and are expected to attend.

### **Health Services**

The CCC Health Office is staffed by a full-time Registered Nurse.

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 student health related topics
- Health and Wellness Education
- Health Insurance for International Students

### **Ombudsman**

The President of the College has appointed the Vice President for Student Affairs 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 Affairs (518) 562-4120.

### **Registrar's Office**

The Registrar's Office is located on the first floor of the main building. Primarily, the Registrar's Office is where data entry of registrations occur, students may request a transcript, grades are processed, student address and name records are updated, graduation applications are submitted, enrollment verifications are provided, and schedules may be changed with add/drop forms.

#### **Requesting an Official Transcript**

Transcript requests can be made in person, by fax, or by U.S. Postal Service (fax number and mailing address are below). In all instances, the student's signature is required for release and we are therefore unable to accept emailed requests unless the transcript request form has been scanned.

Transcripts take 2 to 4 working days to process and are free of charge.

**All financial hold (impounds) must be cleared before a student's transcript request can be processed.**

If mailing or faxing a transcript request, please use the Transcript Request Form available at our website at [www.clinton.edu/registrar](http://www.clinton.edu/registrar). Please print, complete, sign, and either mail or fax the form to the Registrar's Office.

Registrar's Office  
Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, NY 12901  
Phone: (518) 562-4123  
Fax: (518) 562-4118

# Faculty Student Association

The Faculty Student Association (FSA) offers 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:

Preschool 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.

### 2012-2013 Rate Schedule\*

|                     | Preschool Room | Toddler Room |
|---------------------|----------------|--------------|
| Full-time . . . . . | \$155.00/wk.   | \$165.00/wk. |
| Part-time . . . . . | \$115.00/wk.   | \$125.00/wk. |
| Hourly . . . . .    | \$5.25/hr.     | \$5.50/hr.   |

### Half Day Rates:

|                       |          |          |
|-----------------------|----------|----------|
| 2 half days . . . . . | \$40.00  | \$45.00  |
| 3 half days . . . . . | \$60.00  | \$63.00  |
| 5 half days . . . . . | \$100.00 | \$103.00 |

Thirty or more hours/week = full-time

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).

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

## Campus Book Store

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

Show school spirit with Clinton Community College clothing from the Campus Store, where there is 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. Merchandise for special gift giving occasions is also 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 a student needs a textbook and store hours are not convenient, they can phone (518) 562-4168 to make special arrangements.

During the first week of classes, there will be an opportunity to obtain a student ID. Students 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 to replace all lost, stolen, or misplaced IDs (\$25.00 for residence hall student).

## 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. Clinton is a small residential campus, and the 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. The CCC 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, which are located minutes from campus, and 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 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 a student's housing and board bill after their tuition bill has been paid. The first amount 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 2012 – 2013 Academic Year

Single Occupancy Room

\$3,125.00 per semester

(\$6,250.00 per year)

Double Occupancy Room

\$2,250.00 per semester

(\$4,500.00 per year)

\* Rate schedule is subject to change

The residence hall complex has Resident Assistants and Residence Directors living and working in the residence halls and is overseen by the Director of Campus Life. The Resident Assistants are the core of the housing program and live on the floors with students working to assist them in their college experience. The Residence Directors work as part of the residence life team creating a safe and healthy living/learning environment. The Director of Campus Life is responsible for the supervision, safety, and security of the residence halls.

As mentioned before, the foundation of the 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 CCC residential students. RAs assist in making the residence halls a place that students can call home. The RA position is challenging but also very rewarding in many ways. RAs work as community developers by assisting and encouraging residents to develop responsibility, act as peer counselors and leaders in the residence hall community, are administrators by being on duty and doing rounds in the buildings, serve as a resource for students, create both social and educational programs, and are 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. Residence hall students are provided with access to the CCPT bus system's "South City" route to and from the residence halls and main campus as well as the CCC/Shopper route, which gives residents access to the local mall and two shopping centers. With this in mind, students are responsible for making their own transportation arrangements, and car-pooling is encouraged.

### Meal Plan and Cougar Cash Administration

The Faculty Student Association and Sodexo welcome all new and returning students to Clinton Community College, and are here to help everyone get through the year. Students living on campus are required to participate in a meal plan. There are many options for those who do not reside on campus as well. Sodexo provides an extensive variety of wholesome food choices, a bountiful salad bar, ice cream, theme nights (a.k.a. Entertainment Events), healthful daily entrees and so much more.

When students arrive on campus, they are issued a Clinton Community College identification card. This card can be used to make food purchases in both dining locations with Cougar Cash or a meal plan. Every student, faculty, and staff member is eligible to purchase a meal plan and/or Cougar Cash.

With a Cougar Cash account one can buy meals, as well as 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 through Thursday

7:30 AM – 2:00 PM, Fridays

##### PARC Place Dining Hall

Dinner . . . . . 4:30 PM – 6:30 PM, Monday – Thursday

4:30 PM – 6:00 PM, Friday – Sunday

Brunch . . . . . 11:30 AM – 1:30 PM, Saturday and Sunday

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

Breakfast . . . . . 7:30 AM – 10:15 AM

Lunch . . . . . 11:00 AM – 2:00 PM

Dinner . . . . . 4:00 PM – 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 – \$4.50

Brunch – \$6.25

Lunch – \$6.25

Dinner – \$6.25

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 2012-2013 Academic Year

- 14 meals per week \$1,825.00 per semester  
(Usage example – 2 meals per day 7 days per week)
- 19 meals per week \$1,975.00 per semester  
(This gives students access to every meal offered!)

A 14 meal plan includes \$100.00 Cougar Cash per semester and a 19 meal plan includes \$125.00 Cougar Cash per semester. 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

(Breakfast, Lunch or Dinner Meals) . . . \$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 Bookkeeper of the FSA at (518) 562-4372.*

## **Activity/Outing Club**

The Activity/Outing Club provides fun, recreational, and educational activities and outings for student members. They promote fitness, wellness, and healthy lifestyle choices across campus and in the greater community.

## **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 weekend stay-over to places such as New York City, Boston, or Montreal. A listing of the fine arts venues and attractions that the art club has 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.

## **Cheerleaders**

The cheerleading team was formed in the fall of 2008 to promote a positive attitude and environment at games. Their goal is to help bring pride to CCC and to increase attendance at athletic games. They are off to a strong start, and hope to participate in a cheering competition in the near future.

## **Christian Students Club of CCC**

The purpose of this club is to promote Christian spiritual formation and fellowship.

## **Clinton Chronicle — Student Newspaper**

The Student Newspaper provides information before and after on upcoming events on campus or in the community. It is a resource that provides access for current and prospective students and alumni to CCC related information. The Student Newspaper gives students an opportunity to become involved in campus activities and also real life experience in the media.

## **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**

The 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.

## **Environmental Science Club**

The primary goal of the Environmental Science club is to promote awareness of sustainability among its membership and throughout the campus.

## **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.

## **Gay/Straight Alliance**

The purpose of the Clinton Community Gay/Straight Alliance will be to educate, support, and raise awareness. With the rise of suicide among teenagers and young adults, cyber-bullying, and increase harassment in high schools and colleges it has become, now more than ever, more important to help guide change into a positive direction.

## **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 America 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.

## **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.

## **National Organization for Human Services Honor Society**

The purpose of this society shall be to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service to humanity.

## **NSTA Science Club**

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.

### **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.

### **Phi Theta Kappa**

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.

### **Psychology in Film and Music Club**

This club will allow those interested in both the field of psychology and the visual/auditory arts the opportunity to interact socially and academically. Our major goal is to expose students to a variety of psychology related topics, fields, and events through film and music.

### **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 for our residence hall students to participate in such as bingo, midnight bowling, midnight breakfast, and residence hall vs. residence hall basketball games.

### **Sci-Fi Club**

Dedicated to the Anime/Fantasy/SciFi enthusiast. This club offers a forum for those interested in movies of these genres. Spend time discussing your favorite pastime with like minded individuals.

### **The Student Activities Board (SAB)**

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 Ambassador Program**

Student Ambassadors are leaders who are enthusiastic about attending Clinton, comfortable speaking in front

of groups and can relate to new students. Student Ambassadors help by leading prospective students and their families on campus tours of the academic buildings. They also share their experiences as a student on Student Panels.

Becoming a Student Ambassador will help build your resumé and also earn letters of recommendation for leadership and service to the Admissions Office.

You can become a Student Ambassador by having a minimum GPA of 2.5 and obtaining 2 letters of recommendation from a Clinton Community College staff or faculty member.

To join the program, or learn more about the program, you can contact the Admissions Office.

### **Students in Free Enterprise (SIFE)**

An internationally recognized organization with student "teams" from colleges and universities throughout the world. The mission of SIFE is to bring together the top leaders of today and tomorrow to create a better, more sustainable world through the positive power of business. A SIFE team at CCC would be a student service bridge complementing the academic bridge that CCC now offers in the two to four year college transition. In addition, CCC's international student enrollment has increased and is projected to remain strong. A SIFE team would provide an opportunity for international students to interact with the local community while working on local and international projects.

### **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 activities 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 program a vital part of the education experience at Clinton Community College.

To learn more about Student Leadership at Clinton Community College, please contact the Student Leadership Advisor at (518) 562-4330, or stop by room 140M.

### **Veterans Club**

This club was formed to assist student veterans with VA-related issues, mental health issues, and college relations. Long-term goals include visiting historical military sites, raising money for a veteran's scholarship fund, and setting up a carpool list for those with VA medical appointments in Albany.

*For more information about clubs, visit the Student Leadership Advisor in room 140M.*