

# ALUMNI ASSOCIATION AND FOUNDATION



## Alumni Association

Exciting things are happening for the Clinton 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 Institutional Advancement offices.

## Student Development Grant

The Alumni Association created and funds a student development grant program in an effort to financially support student development/academic opportunities. Student development funds can be used for any of the following:

- Support individual student travel to an off campus event such as a local, state, or national educational conference.
- Support educational projects in collaboration with a faculty member.
- Support educational projects where other sources of funds are not available.
- Other programs/events/projects that enhance student development.

Applications are available by contacting your Academic Advisor.

## 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 VP for 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 other campus offices to publicize, coordinate, and award scholarships. The Foundation has implemented a scholarship software system to make the application process more convenient and user friendly for current and prospective students. For more information visit [www.clinton.edu/scholarships](http://www.clinton.edu/scholarships).

The Clinton 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. In addition to financial support for individual students the Foundation is committed to enhancing the higher education experience for all students through campus improvements aimed at keeping Clinton on the cutting edge. The Foundation also supports innovative programming and professional development opportunities for faculty and staff.

# Endowments, Grants and Scholarships

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**Agnes Pearl Nursing Endowment**  
**Barbara McDowell Memorial Endowment**  
**Barbara Straw Memorial Endowment**  
**Bob Bruno Leadership Endowment**  
**Cadyville Civic Association Endowment**  
**CCC Alumni Association Endowment**  
**CCC Student Senate Scholarship**  
**Champlain Valley Business & Professional Women's Endowment**  
**Champlain Valley School of Nursing Alumni Association Scholarship**  
**Clinton County Medical Society Endowment**  
**Clinton County Tobacco Settlement NCLEX Scholarship**  
**Crab Island Memorial Scholarship**  
**Dulcie Sherman Nursing Endowment**  
**Florence Wilson Godwin Memorial Endowment**  
**Foundation Bookstore Scholarship**  
**George & Doris Riley Memorial Endowment**  
**George C. Joyal Memorial Scholarship**  
**George Moore Endowment**  
**George Schnob Student Emergency Fund**  
**Gordon R. Little Memorial Endowment**  
**Herbie Rock Memorial Endowment**  
**Hyman and Frances Krinovitz Endowment**  
**James Dean Wilson Memorial Scholarship**  
**Jessica Rocque Childcare Grant**  
**John P. Adams Memorial Endowment**  
**John Weldon Nursing Scholarship**

**John Weldon Endowment**  
**John and Bernadette Zelent Endowment**  
**Kyle Cartier Memorial Scholarship**  
**LeRoy M. Douglas, Sr. Memorial Endowment**  
**L.G. Robinson Foundation Scholarship**  
**Marilyn Luck Memorial Endowment**  
**Michael Lepage Business Scholarship**  
**Nikolas Michaud Nursing Scholarship**  
**PARC Business Endowment**  
**Plattsburgh Lion's Club Endowment**  
**Plattsburgh Noon Kiwanis Club Scholarship**  
**Richard Harmon Memorial Scholarship**  
**Robert Sawicki Memorial Endowment**  
**Roger P. Kennedy Memorial Endowment**  
**Schluter Systems Scholarship**  
**Shirley Regnier Scholarship**  
**Stasia and Lawrence Arcarese Nursing Scholarship**  
**Steve Martin Memorial Endowment**  
**Warren H. and Maria R. Olmsted 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 Clinton website at [www.clinton.edu](http://www.clinton.edu) for updates.*

# ACADEMIC INFORMATION





# Grading System

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

## Grade Quality Points

<b>A</b> (Outstanding Achievement)	4.0
<b>A-</b>	3.7
<b>B+</b>	3.3
<b>B</b> (Above Average Achievement)	3.0
<b>B-</b>	2.7
<b>C+</b>	2.3
<b>C</b> (Average Achievement)	2.0
<b>C-</b>	1.7
<b>D+</b>	1.3
<b>D</b> (Below Average Achievement)	1.0
<b>F</b> (Failure)	0.0
<b>W</b> (Withdrawal)	No Credit/No Quality Pts
<b>I</b> (Not Completed)	No Credit/No Quality Pts
<b>U</b> (Audit)	No Credit/No Quality Pts
<b>CR</b> (Adv. Placement CR/ CR. By Exam)	Credit/No Quality Pts
<b>P</b> (Pass)	Credit/No Quality Pts
<b>R</b> (Repeat Until Proficient)	No Credit/No Quality Pts
<b>FS</b> (Renaissance Program)	No Credit/No Quality Pts
<b>N</b> (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 098, MAT 098S (MAT 090/ MAT 098), MAT 100, MAT 100Q, RDG 095, and all ESL courses.

**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 Clinton, any courses they have previously taken at Clinton. 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, Clinton 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.

## 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 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.

## 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 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.

## 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 summer sessions, and, when there is sufficient demand winter sessions.

### **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 2.00 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 Clinton. All courses taken by the student while at Clinton 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 accessing the Faculty Portal and submitting a request for a change of grade. The Registrar's Office will process change of grades that fall within the appropriate reasons for grade corrections listed below. All other requests for change of grade will be forwarded to the Vice President of Academic Affairs for approval or disapproval. Inappropriate reasons for grade changes are also listed below. Faculty members who request a change of grade will be notified of the approval or disapproval.

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.

### **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.

## 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.

## 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.

## SUNY Cross Registration Guidelines

In accordance with the SUNY Cross-Registration policy, students may seek to cross-register for courses at other SUNY Campuses. The primary goal of the cross registration policy is to promote timely degree completion, by providing students access to courses at other SUNY campuses, while they are enrolled at their home campus. To facilitate this objective, a formal Financial Aid Consortium Agreement has been created to allow student to register for academic credit with any other SUNY Campus(es) and have the combined credits considered for financial aid. There are two main reasons a student could benefit from cross-registration: First, to resolve scheduling conflicts for required courses that would delay timely program completion. Second, to allow student(s) to complete requirements in situations where a course or courses are unavailable at their home campus.

### SUNY Cross-Registration Criteria:

1. Student(s) must be matriculated to a certificate or undergraduate degree program to participate.
2. Cross-registered courses must be applied to the student's academic program or degree.
3. A student must be in good academic standing at the Home Campus.
4. A student must be enrolled in at least 6 credits with the Home Campus to ensure residency requirements are met.
5. Cross-registration is required to meet timely certificate or degree completion. Eligible approval circumstances include,
  - a. lack of course availability
  - b. course not offered
  - c. course is offered but there are no available seats
  - d. the course is available but conflicts with another required course, such that delaying completion of either courses would result in increased time to degree.
6. Cross-registration is available for the fall and spring terms only. Registration dates and deadlines vary by college.
7. The combined total of the home and host institution may not exceed 18 credits. Student may pursue a term credit overload with permission from their Academic Advisor and V.P. for Academic Affairs.
8. The student is responsible for meeting the prerequisites for cross-registered courses.
9. The student is responsible for completing the Cross-Registration request in the SUNY portal. For more information about the SUNY Cross-Registration portal and procedures please contact the Registrar.

## Deregistration Policy

1. Matriculated students may be deregistered from course(s) for which they lack the pre-requisite(s)/co-requisite(s).

- a. Deregistration may occur in advance, prior to the start of the next term. Deregistration may also occur at any time within the term the course is being taught for lack of prerequisite(s)/co-requisite(s).
- b. The Registrar may assign a final grade of W for the course(s) when deregistration occurs after date of record for the term.

2. Matriculated and Non-Matriculated students may be deregistered from course(s) for non-payment.
  - a. Deregistration will occur if the tuition bill is not complete by the published due date. Completion of the tuition bill includes:
    - i. Completed Certificate of Residence Form,
    - ii. Completed SFA Authorization Form and
    - iii. Payment of the Balance Due.

\* Deregistration of credits could affect students meeting satisfactory academic progress requirements and financial aid eligibility.

The initial deadline for deregistration each term will be published on the Registrar's website at [www.clinton.edu/registrar](http://www.clinton.edu/registrar).

## 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 includes 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 a certificate or degree from Clinton Community College, students must have completed the required number of credit hours and courses according to their curriculum catalog. Students must have a cumulative quality point average of 2.00 or better, and must have completed a minimum of fifteen (15) credits in residency (excluding grade-bearing portfolio or proficiency credits). Each academic year the College will confer degrees or certificates to students in May for spring graduates, August for summer graduates or December for fall graduates. The College will host an annual commencement ceremony held in May. Expected student graduates for fall, spring and summer terms will be invited to participate.

In order to graduate, students must first apply to participate in graduation by completing a graduation application. A



separate graduation application is required for each degree and/or certificate students are eligible to receive. Students must each obtain the signature of their academic advisor and submit the application to the Registrar's Office by the published deadline.

Graduation applications are found on the college website: <http://www.clinton.edu/Registrar/GraduationWorksheetArchive.xml>

### **Participating in the Commencement Ceremony Short of Credits:**

Participation in the commencement ceremony is a privilege reserved for students who are expected to complete all the program requirements. However, students lacking six (6) or fewer credit hours may participate in the commencement ceremony. Students who participate in the graduation ceremony short 6 or fewer credit hours are not eligible to be designated as graduating with honors or be considered for valedictorian/salutatorian status. In order to participate in the graduation ceremony lacking 6 or fewer credit hours, students must indicate, "Will attend ceremony short credits (≤ 6 cr.)" on their graduation applications. Additionally, if they are completing remaining credits-to-degree at another institution, they must indicate the name of the college or university from which they will be transferring credit back to complete Clinton's degree or certificate. The College will confer the degrees or certificates to the students in the following term, pending the successful completion of the remaining credits-to-degree.

### **Graduating by Reverse Transfer:**

Students may transfer to another college or university prior to completing their associate's degree or certificate program. Students still have the opportunity to complete requirements to graduate from Clinton Community College. When students transfer prior to program completion, these students must complete the required number of credit hours and courses according to the most recent college catalog to graduate. The current requirements may differ from the original curriculum catalog as changes to program degree requirements may be implemented each fall.

Students may select one of two options to be candidates for reverse transfer.

1. If students are completing the course(s) at another SUNY institution, they may apply as SUNY Reverse Transfer applicants. The SUNY Reverse Transfer application is available at the website: <https://www.suny.edu/reversetransfer/>. A portal is available to complete this application. The portal aids communication between SUNY campuses and students. Each student's institution will be able to upload final transcripts for evaluation by the Registrar.
2. If students are completing the course(s) at an out-of-state or non-SUNY institution, it is their responsibility to request official transcripts for evaluation by the Registrar.

The Registrar will determine the next eligible term to confer the degree or certificate, (December, May or August) based upon when the transcript has been received and evaluated to current degree requirements.

### **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.

### **Reading and Writing**

Most credit bearing courses at Clinton Community College require college-level reading and writing skills. Therefore, to enroll in those credit courses, a student must place into ENG 101 or successfully complete ENG 101S. In addition, a student must successfully complete RDG 095 or have placement scores that indicate college-level reading skills except to enroll in ENG 101.

### **Renaissance Program**

The Renaissance program provides an opportunity for students who previously attended Clinton and showed poor academic performance, to have a "fresh start" without their previous grades that were a C- or below counting against them. Students considering the program are advised to consult with Financial Aid regarding financial aid eligibility. In order to be considered for the program, students may not have taken a course at Clinton for at least five (5) 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 Registrar's Office or on Clinton's website at [Clinton.edu/registrar](http://Clinton.edu/registrar) under forms.

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 of C- or below.
2. Credit earned for previous courses in which the student earned a "C" or better will be retained.
3. For determining the student's GPA, course work with a C grade or better prior to readmission and credits completed after readmission to the College will be included.
4. For determining the student's earned hours, course work with a C grade or better prior to readmission and credits completed after readmission to the College will be included.
5. 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 Clinton 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 Clinton 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 Clinton. The student who attends a fellow SUNY College may

submit a SUNY Reverse Transfer Application. The Application is free to the student and available at [www.suny.edu/reversetransfer](http://www.suny.edu/reversetransfer). Following the student submission of a Reverse Transfer Request, the current SUNY Campus will upload the transcript for the Clinton Registrar's review. If the necessary course requirements are successfully completed and verified by transcripts, the student will receive a diploma granting the Clinton 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 Clinton will be the valedictorian, and the student with the same GPA but a lower percentage of Clinton 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 Clinton will be the salutatorian.

If the GPAs and percentages of credits taken at Clinton 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 appropriate department chairperson and then 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 Dean of 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.

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# General Education

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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:

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

### Basic Communication

Students will:

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

### Foreign Language

Students will demonstrate:

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

### Humanities

Students will demonstrate:

- A. 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:

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

### Natural Sciences

Students will demonstrate:

- A. 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
- B. Application of scientific data, concepts, and models in one of the natural sciences.

### Other World Civilizations

Students will demonstrate:

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

### Social Sciences

Students will demonstrate:

- A. 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
- B. Knowledge of major concepts, models and issues of at least one discipline in the social sciences.

### The Arts

Students will demonstrate:

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

### Western Civilization

Students will:

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

## II. COMPETENCIES

### Critical Thinking (Reasoning)

Students will:

- A. Identify, analyze, and evaluate arguments as they occur in their own or others' work; and
- B. 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 Clinton courses will satisfy one or more of its general education course requirements. For additional information, contact the Counseling and Advisement Office.

The currently approved Clinton 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  
HIS 203 History of the Champlain Valley

### 2. Basic Communication

BUS 218 Business Ethics  
COM 101 Public Speaking  
ENG 101 English Composition  
ESL 101 Advanced Composition

### 3. Foreign Language

CHI 101 Elementary Mandarin Chinese I  
CHI 102 Elementary Mandarin Chinese II  
FRE 101 Elementary French I  
FRE 101P Elementary French for the Professions  
FRE 102 Elementary French II  
FRE 201 Intermediate French I

FRE 202 Intermediate French II  
SPA 101 Elementary Spanish I  
SPA 101P Elementary Spanish for the Professions  
SPA 102 Elementary Spanish II  
SPA 110 Spanish for Health Care  
SPA 201 Intermediate Spanish I  
SPA 202 Intermediate Spanish II

### 4. Humanities

ENG 102 Literature and Composition  
FRE 250 Québec Culture and Society  
HUM 180 Signing Chorus  
MUS 184 Jazz Appreciation  
PHI 101 Introduction to Philosophy  
PHI 102 The World's Religions

### 5. Mathematics

MAT 101Q Quantitative Literacy II  
MAT 103 Finite Mathematics  
MAT 104 College Algebra with Trigonometry I  
MAT 105 Technical Mathematics I  
MAT 161 Elementary Statistics  
MAT 204 College Algebra with Trigonometry II  
MAT 205 Technical Mathematics II  
MAT 215 Calculus for Business Students  
MAT 224 Calculus & Analytic Geometry I  
MAT 225 Calculus & Analytic Geometry II

### 6. Natural Sciences

BIO 100 Human Biology  
BIO 101 General Biology I  
BIO 102 General Biology II  
BIO 204 Microbiology  
BIO 206 Ecology  
BIO 250 Biotechnology  
CHE 100 Introduction to Forensic Science  
CHE 101 Applied Chemistry  
CHE 111 General Chemistry I  
CHE 112 General Chemistry II  
ENV 101 Environmental Science  
ENV 210 Environmental Technology  
GEL 101 Physical Geology  
MET 101 Meteorology  
PHY 100 Physics for the Liberal Arts  
PHY 111 General Physics I  
PHY 112 General Physics II  
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 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  
 ART 115 Art of the Western World: Ancient through Medieval  
 ART 116 Art of the Western World: Renaissance through  
 20th Century  
 HUM 110 Introduction to the Arts  
 HUM 180 Signing Chorus  
 MSM 239 Art of the Film  
 MUS 101 Music Appreciation  
 MUS 115 American Musical Theater  
 MUS 184 Jazz Appreciation  
 THE 110 Theater and Performance  
 THE 115 American Musical Theater

### 10. Western Civilization

FRE 250 Quebec Culture and Society  
 HIS 121 Origins of Western Civilization  
 HIS 122 Western Civilization in the Modern Era

## II. COMPETENCIES

### 1. Critical Thinking (Reasoning)

ENG 120 Critical Reading  
*Infusion\*\**

### 2. Information Management

CSC 102 Introduction to Microcomputer Applications  
 LIB 101 Library Research Skills  
 SCI 110 Foundational Skills in Science  
*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)

## LeRoy M. Douglas Sr. Library

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

We are 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. Librarians are available to assist patrons in selecting and locating materials; 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.

Our print collection includes over 43,000 volumes as well as subscriptions to approximately 30 print journals, magazines and newspapers. Specialized collections include the Adirondack collection containing books of local interest, the juvenile collection supporting children's literature courses, and an archives housing historical materials and a special collection related to the college, including the two Hotels Champlain, Bellarmine College, and Bluff Point.

Current online resources include the library catalog and more than 100 individual databases providing access to articles in more than 65,000 full-text magazines, journals, and newspapers, as well as digital books. Access to the campus network and the Internet is available from 32 computer workstations throughout the library; wireless access is also available.

The Productivity Center provides a space for students to use software, access academic resources, and collaborate on group work. Sharing the space is the Career Center which provides current resources for resumé and cover letter writing, interviewing, and job searching. The library also has a state-of-the-art classroom with 20 computers for instructional sessions, in addition to quiet and group study rooms.

The library has an extensive collection of education and entertainment DVDs, CDs, and equipment for individual use and classroom instruction. Individual and group viewing stations are available, as well as walk-up scanning station.

## 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 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 which are located throughout campus and when not in use by a class is generally available for use.
- Wireless internet is available in all buildings on campus.
- 30 MB of network (private) storage accessible from any college computer.
- Student Portal which provides web access to student's current schedule, transcript, registration for classes, billing, financial aid, current and past course information as provided by the instructor, and advisor contact information.
- Webmail for registered students includes mail, personal calendar, notes and other tools.
- Located on the left navigation pane of the IT web page are two popular links: Commonly Asked Questions from our Students link provides quick answers and the 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, Reading, Humanities, Social Sciences, Math, Science, Computers, and Study Skills
- Online tutoring

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, Reading, 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 Dean of Student Affairs

The Dean of Student Affairs serves as the chief student advocate on campus and acts as the campus ombudsman. The Dean of Student Affairs also coordinates 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. The Accommodative Services office 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 a copy of their disability documentation to the Learning Resource Specialist (Room 211M). 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 service members, Veterans, and their families.

For further information, visit the website at [www.clinton.edu/VeteransAffairs](http://www.clinton.edu/VeteransAffairs) or call (518) 562-4125.

## Financial Aid

The Financial Aid staff at Clinton Community College is ready to assist student and parents in applying for Federal, State and Foundation scholarship money that may help meet educational costs. Approximately 80% of full-time students at Clinton receive some form of financial assistance. Please recognize however, that the first responsibility for financing a student's education rests with the student themselves.

The College gives priority in awarding funds to students with the greatest financial need. There are Federal and State regulations students are required to maintain in order to continue receiving financial aid. For more information visit [www.clinton.edu/financialaid](http://www.clinton.edu/financialaid), e-mail [financialaid@clinton.edu](mailto:financialaid@clinton.edu), or call (518) 562-4125.

## Athletics

Clinton Community College has four 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

## Intramural Sports Offered:

- Indoor Soccer
- Basketball
- Volleyball
- Racquetball

## Recreation Opportunities:

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

## Activity Classes Offered Include:

- Indoor Soccer
- Volleyball
- Tennis
- Racquetball
- Dance
- Canoeing
- Golf
- Pilates
- Snowboarding
- Downhill Skiing
- Cardio-Kickboxing
- Physical Fitness
- Career Fitness
- Hiking and Camping
- Aerobic Conditioning
- Intercollegiate Soccer
- Intercollegiate Basketball

## Past Accomplishments:

- 2010-11 NJCAA Women's Soccer National Champions
- 2013-14 NJCAA Regional Men's Basketball Finalist
- 11 Northern Independence Conference Championships
- Regional Sportsmanship Recognition every year since inception of award
- Numerous NJCAA Academic and Regional All-Americans and Clinton Scholar Athletes

For information on participating in Intercollegiate Athletics, please contact Kevin Daugherty, 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.

The Counseling and Advisement Office provides academic advisement and registration for students re-entering the college. New transfer students will also be advised through the Counseling and Advisement Office, until assigned to a faculty advisor. All part time students are advised by the Counseling and Advisement Office.

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 Services

Our mission is to provide CCC students with opportunities for personal development, to navigate career and educational pathways, and successfully access different experiences across the region.

Career Services offers a variety of services that are intended to benefit the educational experiences of the entire student and alumni population. Career Services understands the relationship between career exploration, academic advisement, experiential learning and post-graduate readiness. This understanding drives the mission of this office. Students need to take action to: develop personal awareness about occupational/personal interests, choose a degree program that enhances these interests and individual strengths, and then make a connection between the degree and employment or transfer opportunities. Career Services strives to facilitate these needs.

Planning for a career also includes understanding degree requirements, why those requirements are important to educational goals, and how those goals will impact academic purpose (transfer or work). This all occurs on an individual timeline. Through professional counseling, Career Services provides a combination of career/interest inventories, advisement and experiences to assist students in clarifying the career/degree decision making process. The results of these can facilitate action for connecting personal interest with academic purpose.

### Additional Services & Resources Include:

- Career-based advisement
- Choosing/changing majors
- Professional Development & Skills (resume writing, interviewing skills, employment searching)
- Academic skill building
- On-campus job recruitment
- Experiential/Applied Learning Experiences (volunteering, job shadowing, site visits, cooperative educational experiences and internships)
- Career-resource library
- Employment openings and announcements
- Resume/cover letter writing
- professional portfolio

Within Career Services, the *Clinton Career Connect* platform, provides tools and access to regional and nationwide employers and organizations, and is the main platform that Clinton Community College uses to post internships, job opportunities, and other important career-related information. For more information, contact the Career Services Office by calling (518) 562-4345.

## 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.

## 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 Clinton Health Office is staffed by a part-time registered nurse and 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
- Information on student health related topics
- Health and wellness education

## Ombudsman

The President of the College has appointed the Dean of 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 Dean of Student Affairs at (518) 562-4121.

## Registrar's Office

The Registrar's Office is located on the first floor of the Moore Academic and Administrative Building. The Registrar's Office coordinates class registration, processes transcript requests and enrollment verifications, updates student address and name records, reviews graduation application and processes schedule changes.

## Requesting an Official Transcript

Transcript requests can be made in person, by fax, U.S. Postal Service, or email (fax number, mailing address, and email 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.**

Use the Transcript Request Form available on our website at [www.clinton.edu/transcript](http://www.clinton.edu/transcript). Print, complete, sign, and submit the form. The form can be submitted either through mail, fax, or by emailing the signed and scanned form to the Registrar's Office. When emailing the form, please send to [transcript@clinton.edu](mailto:transcript@clinton.edu).

## Registrar's Office

Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, NY 12901  
Phone: (518) 562-4124  
Fax: (518) 562-4118

## Faculty Student Association

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

- Campus Store
- Residence Life
- Meal plan & Cougar Cash administration
- Public Transportation (CCPT) Bus Passes

### Campus Book Store

The CCC Bookstore delivers an omni-channel retail experience that ensures easy customer access to the products and services you want, when and where you want them on any device - including smart-phones and tablets. Purchase your textbooks on-line or in person during regular business hours.

In partnership with Follett Higher Education Services, we can confidently provide access to the largest inventory of course materials and a network of more than 7,000 publishers and providers to offer the greatest selection of affordable options.

These options include a growing rental library that saves students, on average, 50 percent or more compared to purchasing a new textbook. The CCC Bookstore delivers a risk-free rental experience, allowing students to highlight, take notes and easily convert the rental to a purchase should you decide to keep the text.

Rental offerings are complemented by an extensive selection of digital learning technologies, including a proprietary digital reader. Digital materials enable students to study anytime, anywhere and often feature interactive learning tools, such as video, animation and models. These cost-saving options can be explored both in-store and on-line.

The CCC Bookstore is also the official place for "Clinton" apparel and accessories, technology, gifts and supplies.

### Regular Store Hours

Monday thru Friday 8:00 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) 562-4167 to make special arrangements.

### Campus Life

The Campus Life Office 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 life program at Clinton Community College is to offer our students frequent opportunities to use skills and knowledge they have gained in making independent and mature decisions.

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

The FSA has two (2) 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 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 (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, making a four-person suite. All rooms include beds, dressers, chairs, high speed internet access, and basic cable 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 charge to PELL or TAP) and then to housing and meal plans.

### \*Room Rates for the 2018 – 2019 Academic Year

#### Single Occupancy Room

- \$3,525.00 per semester
- (\$7,050.00 per year)

#### Double Occupancy Room

- \$2,950.00 per semester
- (\$5,900.00 per year)

\*Rate schedule is subject to change. Call (518) 562-4372 for more information. Residence Halls will not be available after December 2018. Please contact Director of Campus Life for assistance with off-campus housing at (518) 562-4381.

The residence hall complex has Resident Assistants and a Resident Director 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 Resident Director works 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, security, and operation of the residence halls, all room assignments, and programming in the 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 Clinton 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 campus is located only two (2) 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 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. Commuter students who need a bus pass should go to the FSA Business Office to purchase one at the end of each month. Residence hall students also need to go to the FSA Business Office to receive their pass at the end of each month.

### **Meal Plan and Cougar Cash Administration**

The Faculty Student Association and our food service provider 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 purchase a meal plan. There are many options for those who do not reside on campus, as well. The dining program strives to be dynamic, ever changing and evolving to keep up with trends, allergen and lifestyle choices and operates with an emphasis on sustainable programs and eco-friendly initiatives.

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 at the Cougars Den:**

7:30 AM – 1:30 PM and 5:00 PM – 6:00 PM (Mon. - Thurs.)  
7:30 AM – 1:30 PM (Friday)

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

Breakfast ..... 7:30 AM – 10:45 AM

Lunch ..... 11:00 AM – 1:30 PM

Dinner ..... 5:00 PM – 6:00 PM

*Brunch is offered on Saturday and Sunday.*

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

### **Hours of Operation at PARC Dining Hall:**

Brunch ..... 11:00 AM – 12:00 PM (Sat. - Sun.)

Dinner ..... 5:00 PM – 6:00 PM (Sunday)

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

Students may only use one meal per meal period. They may 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 meal plan).

For current Board Plan Offerings and Rates Contact the FSA Business Office at (518) 562-4372.

### **Identification Cards**

During the first week of classes, there will be an opportunity to obtain a student ID. IDs (and replacements) are obtained from the FSA Business Office, room 112M. IDs are needed to utilize the services of the library, gym, meal plan accounts, and to access the residence halls. There is a \$5.00 fee to replace damaged cards. Lost, stolen, or misplaced IDs are \$15.00 to replace.

# Campus Clubs

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## 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.

## Christian Students Club of Clinton

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

## Civility Club

The Civility Club aims to promote awareness of civility on campus. To ensure a friendlier campus, the club will foster dignity and respect between all individuals regardless of race, ethnicity, national origin, religion, disability, sex or sexual orientation. The clubs will establish an expectation of courtesy in behavior and communication. Another objective of the group is to promote a campus climate that is considerate and tolerant of a diversity of opinions, ideas, and backgrounds. The organization hopes to advance a culture of honesty, responsibility, and conscientious behavior. Another purpose of the group is to bring awareness respect to the community in regards to college property and the property of others. The club will encourage the highest standard of academic and ethical integrity.

## 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 Clinton 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 Clinton 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.

## Equality 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.

## Future Human Services Professionals Association

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

## International Club

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

## Knitting and Crochet Club

Welcome knitters of all levels. Even if you haven't knitted before, join a group of knitting enthusiasts who will show you all the purls and loops! Projects include knitting baby hats for newborns at CVPH and more!

## 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 Clinton 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 Clinton 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.

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

### **Veterans Club**

This club is among the most active at the college. They plan for and conduct the yearly Veterans' Day Observance every November, which has become one of the largest ceremonies in the region. The club organizes at least one fund raising event each year and donates some of proceeds to local veteran groups and another portion to the club-created "Clinton Veterans Club Loan Fund" managed by the Clinton Foundation. In addition, the club holds events designed to foster school spirit and create a sense of community among students.