



CENTRAL CONNECTICUT STATE UNIVERSITY

New Britain, Connecticut

Graduate Catalog 2008–2010

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UNIVERSITY OFFICES

Academic Deans		Graduate Admissions	860-832-2350
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Financial Aid Office	832-2200	Veterans Affairs	832-2838
George R. Muirhead Center for International Education	832-2040	For all numbers not listed above	832-3200

Send Inquiries to:

Graduate Recruitment and Admissions Office
 Barnard Hall, Room 102
 Central Connecticut State University
 1615 Stanley Street, P. O. Box 4010, New Britain, CT 06050-9958
 Office Phone: 860-832-2350; TDD: 860-832-1954; FAX: 860-832-2362
 Toll free (outside local calling area): 1-888-SEE-CCSU
 E-mail: graduateadmissions@ccsu.edu
 Home page: <http://www.ccsu.edu/grad>

GRADUATE STUDIES FORMS — DISTRIBUTION AND DUE DATES

TITLE OF FORM	RETURN TO	DATES DUE
Application for Admission, File Reactivation, Re-enrollment Forms	Graduate Admissions Office Also as on-line application (www.ccsu.edu/grad)	July 1 for fall semester, Dec. 1 for spring semester (some programs have earlier submission dates)
Graduate Capstone Course Registration Form (for Plans A or C—thesis or special project)	Graduate Studies Office	During CCSU registration periods
Submission of all requirements for the completed thesis and dissertation	Graduate Studies Office	April 15 for inclusion in the May commencement booklet; November 15 for inclusion in the December commencement booklet. All others during exam period.
Submission of all requirements for the completed special project	Graduate Studies Office	During the exam period of fall, spring, summer semesters
Application for Degree Candidacy	Graduate Studies Office (for approval)	
Graduate Assistantship Application	Return to the department or office where applying	
Graduate Assistantship Request Forms	Graduate Studies Office	July 31 for fall semester; Dec. 15 for spring semester
Withdrawal Request from courses; from the Graduate Program	Graduate Studies Office	
Change of Status (full-time, part-time)	Registrar	
Application for Graduation	Graduate Studies Office	Sept. 15 for fall semester (scheduled to participate in Dec. commencement); March 1 for spring semester (May comm.); April 1 for summer session (Dec. comm.)
Comprehensive Examination Application Form	Graduate Studies Office	Oct. 1 for fall; Feb. 15 for spring
Completed Planned Program of Study	Graduate Studies Office	Must be filed before completion of 16 credits
Course Substitution Forms	Graduate Studies Office	
Transfer of Credits Form	Graduate Studies Office	
Change of Graduate Degree/Program/Major/Specialization/Advisor	Graduate Studies Office	

Note: Forms are available in Graduate Studies, Registrar and Enrollment Center. Application for Admission and Re-enrollment and Reactivation Forms are available in Graduate Admissions and the School of Graduate Studies. All forms are also available on the graduate website at www.ccsu.edu/grad.

Materials related to graduate study also are available for faculty and staff as Microsoft Word documents that can be sent to students as attached files within an e-mail. Additional information about accessing these materials can be found on the Graduate School's website. Use the "Graduate Studies Committee" link and select "Electronic Graduate Study Plan (PDF)."

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THE UNIVERSITY

Central Connecticut State University (CCSU) is a regional, comprehensive, public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers Connecticut citizens access to academic programs of high quality. The University is also a responsive and creative intellectual resource for the people and institutions of our state's capitol region. CCSU's many international programs and contacts also uniquely position the University to provide students and businesses with opportunities to grow and prosper in the emerging global community.

Connecticut's oldest publicly supported institution of higher education was founded in 1849 as the New Britain Normal School, a teacher training facility. The school was moved to the present campus in 1922. It became Teachers College of Connecticut in 1933 when it began offering four-year baccalaureate degrees. After extensive growth and expansion, including the ability to grant degrees in the liberal arts, the school evolved into Central Connecticut State College in 1959. The present name and status—Central Connecticut State University—were conferred in 1983 to recognize the institution's change in commitment, mission, strategy, and aspiration. Now the University offers undergraduate and graduate degrees.

The largest of four comprehensive universities within the Connecticut State University System, CCSU enrolls over 9,700 undergraduate and nearly 2,500 graduate students. The School of Graduate Studies at CCSU offers graduate degree programs through the master's degree and sixth-year certificate levels, in addition to a doctoral degree program (Ed.D.) in educational leadership. The University has a full-time faculty of 432 members.

CCSU continues to grow, adding facilities and resources that place it among the finest state educational institutions in Connecticut. A growing network of overseas study opportunities, educational initiatives, and exchange programs have helped CCSU become an internationally oriented public university.

OUR MISSION

Central Connecticut State University is a community of learners dedicated to teaching and to scholarship. We encourage the development and application of knowledge and ideas through research and outreach activities. We prepare students to be thoughtful, responsible, and successful citizens.

Central Connecticut State University is, above all else, about teaching undergraduate and graduate students. Our research endeavors improve us as teachers and expose our students to methods of inquiry. The public service expected of all members of our community benefits our society—local and global—and builds our sense of citizenship.

We value the development of knowledge and its application in an environment of intellectual integrity and open discourse. We expect that members of the University will engage in activities ranging from basic research and the creation of original works, to helping individuals and organizations achieve success in purely practical endeavors. All these activities enrich our community of learners.

As a public university, we receive support from the State of Connecticut. We have three designated Centers of Excellence and many nationally accredited programs. We take very seriously our commitment to provide access to higher education for all citizens in this State who can benefit from our offerings. Our high expectations for ourselves contribute to the fine quality and continuous improvement of our undergraduate and graduate programs. We believe that quality and access are compatible and simultaneously achievable; our objective is to provide the support needed for our students to reach their full potential.

We also believe that higher education should promote the personal and social growth of our students, as well as their intellectual achievement and professional competence. We provide various opportunities for students to engage in activities or to join organizations and clubs where they develop leadership and other social skills. We foster a welcoming environment in which all members of our diverse community receive encouragement, feel safe, and acquire self-confidence.

Central Connecticut State University aspires to be: the premier public comprehensive university in Connecticut, with teaching as its primary focus, enhanced by the dynamic scholarship of its faculty; highly regarded by its many constituents; a significant resource contributing to the cultural and economic development of Connecticut; global in its perspective and outreach; and widely respected as a university dedicated to innovative, activity-based, life-long, and learner-centered higher education.

AFFIRMATIVE ACTION POLICY

Central Connecticut State University is committed to a policy of non-discrimination, equal opportunity, and affirmative action for all persons regardless of race, color, religious creed, age, sex, marital status, national origin, ancestry, mental retardation, genetic information, sexual orientation, physical disability, learning disability, past or present history of a mental disability, or criminal record. This policy is applicable to all employment practices, admission of students, and programs and services to students, faculty, staff and the community.

The University's affirmative action policy seeks to include persons of color, women, veterans, and persons with disabilities in its educational programs and in all job groups of its work force. Further information is available from the Office of Diversity and Equity, located in Davidson Hall 102 (860-832-1653) and from its website at www.ccsu.edu/AffAction/default.html.

GOVERNANCE

CCSU is governed by the Connecticut State University Board of Trustees, which oversees the four Connecticut state universities (Central, Eastern, Southern, and Western) and guides them in effectively serving the public. The board has 18 members, 14 of whom are appointed to six-year terms by the governor and confirmed by the General Assembly. Four members are student trustees who are elected by their fellow students.

The Board of Trustees determines the general policy of the university system; reviews and approves institutional budget requests; sets tuition and fees; and appoints the chancellor of the system and the university presidents. The board meets eight times a year, with meetings rotating among the four universities and the System Office. Board meetings are open to the public. For more information, visit www.ctstateu.edu/trustees/boardmembers.htm.

To obtain a copy of the University's audited financial statements, contact the Vice Chancellor for Finance and Administration, Connecticut State University System, 39 Woodland Street, Hartford, CT 06105.

ACCREDITATION AND MEMBERSHIPS

The University is accredited by the New England Association of Schools and Colleges, the Connecticut Department of Higher Education, and the Connecticut Department of Education (for programs leading to certification in education). All

programs leading to education certification are nationally accredited by the National Council for the Accreditation of Teacher Education (NCATE). In addition, several educator preparation programs are nationally recognized by their NCATE constituent organizations, including the educational leadership administration programs by the Educational Leadership Constituent Council (ELCC), the early childhood program by the National Association for the Education of Young Children (NAEYC), the elementary education program by the Association for Childhood Education International (ACEI), the mathematics education program by the National Council of Teachers of Mathematics (NCTM), the physical education programs by the American Alliance for Health Physical Education, Recreation, and Dance/National Association for Sport and Physical Education (AAHPERD-NASPE), the reading programs by the International Reading Association (IRA), the history and social studies education programs by the National Council for the Social Studies (NCSS), the special education program by the Council for Exceptional Children, and the technology and engineering education (K–12) program by the Council on Technology Teacher Education (CTTE). Programs in chemistry are accredited by the American Chemical Society. The honors track in Computer Science is accredited by the Computing Accreditation Commission of ABET. Programs in music are accredited by the National Association of Schools of Music (NASM). The Council on Accreditation of Nurse Anesthesia Programs has accredited the master's degree in biological sciences: anesthesia. The three majors in engineering technology (ET)—civil ET, manufacturing ET, and mechanical ET—are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202; 401-347-7700. The electronics technology major and the industrial technology major with all seven specializations are accredited by the National Association of Industrial Technology (NAIT). The construction management major is accredited by the American Council for Construction Education (ACCE). The Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education. The marriage and family therapy program is accredited by the Commission

on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy. The athletic training program and the exercise science program are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the professional and rehabilitation counseling program is accredited by the Council on Rehabilitation Education (CORE). The Council on Social Work Education has accredited the baccalaureate social work program.

The University is a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, the American Council on Education, the Association of American Colleges and Universities, the College Board, the Council for Advancement and Support of Education, the Council of Graduate Schools, the American Society for Engineering Education (ASEE), and many other professional organizations related to the activities of individual departments at Central Connecticut State University.

THE SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies at Central Connecticut State University was established in 1955. Graduate enrollment is nearly 2,500.

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

The University offers graduate programs leading to the degrees Doctor of Education, Sixth-Year Certificate in Reading and in Educational Leadership, Master of Science, Master of Arts, and Master of Arts in Teaching (MAT). Non-degree graduate-level planned programs leading to teacher certification and certificates for professional enhancement are also available.

GRADUATE MISSION

The School of Graduate Studies is a community of scholars devoted to increasing human awareness and understanding through scholarly inquiry, research, and study in specialized disciplines. The aim of graduate education is to provide students with the environment to develop knowledge and skills to make contri-

butions to their disciplines and to the rapidly changing world. Through an atmosphere of intellectual and personal integrity, an attitude of excellence, and a spirit of creative independence, our graduates develop mastery in their fields and become lifelong learners and leaders within their respective professions.

GRADUATE TENETS

- **Community of Scholars** — To facilitate active and ongoing participation, communication, and interaction of faculty and students around a shared commitment to the advancement of knowledge through innovation and research.
- **Scholarly Inquiry** — To foster a spirit of intellectual curiosity, reflective thinking, and the application of rigor in the evolving formulation of knowledge.
- **Intellectual and Personal Integrity** — To live according to personal and professional values and standards and to be cognizant of the consequences that decisions and actions have on others and the environment.
- **Excellence** — To strive for ongoing quality improvement through careful planning, innovation, and program evaluation.
- **Leadership** — To take initiative for shaping the direction of one's discipline by modeling high standards of professional behavior and inspiring and motivating others to do the same.

THE ACADEMIC SCHOOLS

School of Arts and Sciences. The School of Arts and Sciences offers a wide range of liberal arts programs at the bachelor's and master's level, as well as certificate programs. Subject-matter majors for students in teacher education programs are provided by the academic departments within the school. Faculty in Arts and Sciences also have the primary responsibility for the University's honors program, for providing developmental course work in basic skills and for the University's general education program.

Faculty in Arts and Sciences are involved in research and other scholarly activities both on campus and in the community and state. Students have the opportunity to work with faculty in their research and to collaborate on projects relevant to their study. Certain programs require supervised clinical practica or field study experiences.

School of Business. The School of Business prepares undergraduates for entry-level positions in business organizations through programs in accounting, international business, finance, management, management infor-

mation systems, and marketing. The School offers the state's only comprehensive graduate program in business teacher education.

School of Education and Professional Studies. Founded as the New Britain Normal School in 1849, Central Connecticut State University has a rich history and a longstanding tradition of excellence in the preparation of teachers. In the 21st century, CCSU's School of Education and Professional Studies continues this tradition through its commitment to preparing leaders for service in our communities and, thus, offers not only teacher education programs of excellence, but also equally strong professional programs for educators and human service professionals in a broad range of fields. Graduate programs include a doctoral program in educational leadership (Ed.D.) and accredited master's degree programs. Also offered are 6th-year certificate programs and several non-degree programs for the professional development of counselors, teachers, and administrators, e.g., Intermediate Administrator (092), Superintendent (093), Reading & Language Arts Certification, and Reading & Language Arts Consultant.

Undergraduate programs in the School of Education and Professional Studies include Nursing, Physical Education and Human Performance, Social Work, and Teacher Education. All undergraduate programs lead to a bachelor of science degree and are accredited by their respective professional organizations.

School of Engineering and Technology.

Central Connecticut State University is unique in that it has the only School of Engineering and Technology within the Connecticut public university system. The School of Engineering and Technology offers programs in technology and engineering education, industrial technology, engineering, engineering technology, biochemistry, and biomolecular sciences, in addition to graduate programs in engineering technology, technology management, biomolecular sciences, construction management, and technology and engineering education.

Designated as a Center of Excellence by the State of Connecticut, the School provides state-of-the-art equipment and facilities, with an emphasis on computer-integrated design and manufacturing. The Institute for Technology and Business Development, supported in part by the business community, facilitates outreach and research.

THE GRADUATE PROGRAMS

Central Connecticut State University offers graduate degree programs in approximately 40 fields of study, with many of the degrees offering specializations that provide additional focuses.

The Master of Arts (M.A.) degree signifies completion of at least 30 credits of advanced study, including research and a capstone experience, which includes a thesis, special project, and/or comprehensive examination. Students in an M.A. program seek to expand their knowledge of particular subjects and may specialize in one aspect of those subjects relevant to their career goals. Students also choose an M.A. degree program when planning to continue their studies at the doctoral level.

The Master of Science (M.S.) degree is primarily a professional degree. Some M.S. programs are designed for certified teachers and some are designed for students in other professions. Degree programs include at least 30 credits of course work and capstone experiences in the form of theses, special projects, and/or comprehensive examinations.

The Master of Arts in Teaching (MAT) is designed to provide an accelerated route for both a master's degree and certification to teach in shortage areas of mathematics, sciences, English, Spanish, and technology and engineering classrooms. It offers high quality, full-time, degree-bearing teacher preparation to students who have completed content area coursework required for certification and have demonstrated their command of the content area.

The Sixth-Year Certificate (SYC) provides graduate study beyond the master's degree for teachers and other educators. Presently offered in the fields of reading and language arts and educational leadership, the Sixth-Year Certificate signifies completion of a program of study designed to prepare the recipient for a high level of professional practice and responsibility in public education. (Pending approval from the Connecticut Department of Higher Education is the Sixth-Year Certificate Program in Mathematics Education Leadership.)

The Ed.D. program in Educational Leadership, CCSU's first doctoral program, serves educational leaders in Connecticut through an innovative program of study integrating course work and field studies grounded in authentic inquiry. Faculty and doctoral candidates work together to improve

educational opportunities for the children and young people of Connecticut. Students accepted to the Ed.D. program proceed as a cohort through three years of intensive summer work to complete their core courses and seminar work. Students also complete a specialization and a dissertation. Students complete a minimum of 63 credits.

Graduate post-baccalaureate programs are available for initial teacher certification in elementary, secondary, TESOL, and pre-kindergarten through grade 12 fields, such as art, music, physical, special and technology and engineering education. In addition, course work taken within related degree programs (M.S. and 6th year) may lead to certification as school counselor, reading and language arts consultant, and intermediate administrator/supervisor. The office of the dean, School of Education and Professional Studies, provides up-to-date information concerning certification programs and state requirements for certification.

There are also **Official Certificate Programs (OCP)** in Cell and Molecular Biology, Construction Management, Data Mining, Environmental Health & Safety, Global Leadership and Literacy, Lean Manufacturing & Six Sigma, Pre-Health, Public Relations/Promotions, and Supply Chain & Logistics. Advanced OCP (master's degrees are required) are also available in Professional Counseling, Reading & Language Arts, and the Superintendent of Schools. Also available are post-master's planned programs of study for school personnel and students interested in other areas and disciplines.

GRADUATE PROGRAMS IN THE SCHOOL OF ARTS AND SCIENCES

Anesthesia

M.S.

Art Education

M.S., Teacher Certification, Post-Master's

Biological Sciences

M.A., M.S., Teacher Certification

Chemistry

Teacher Certification

Communication

M.S., OCP

Criminal Justice

M.S.

Data Mining

M.S., OCP

Earth Sciences

Teacher Certification

English

M.A., Teacher Certification, Post-Master's

General Science

Teacher Certification

Geography
M.S.

History
M.A., Teacher Certification, Post-Master's

Information Design
M.A.

International Studies
M.S.

Mathematics
M.A., M.S., Teacher Certification

Modern Languages
M.A., Teacher Certification

Music Education
M.S., Teacher Certification, Post-Master's

Natural Sciences
M.S., Post-Master's

Physics
Teacher Certification

Psychology
M.A.

Public History
M.A.

Social Studies
Teacher Certification

Spanish
M.S., Teacher Certification

TESOL
M.S., Teacher Certification

GRADUATE PROGRAMS IN THE SCHOOL OF BUSINESS

Business Education
M.S., Teacher Certification

GRADUATE PROGRAMS IN THE SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES

Counselor Education
M.S., Post-Master's, Advanced OCP

Early Childhood Education
M.S.

Educational Foundations
M.S.

Educational Leadership
M.S., SYC, Ed.D., OCP, Advanced OCP

Educational Technology
M.S.

Elementary Education
M.S., Teacher Certification

Marriage and Family Therapy
M.S.

Physical Education
M.S., Post-Master's, Teacher Certification, Post Master's

Reading
M.S., SYC, Advanced OCP

Special Education
M.S., Teacher Certification

GRADUATE PROGRAMS IN THE SCHOOL OF ENGINEERING AND TECHNOLOGY

Biomolecular Sciences
M.A.

Construction Management
M.S., OCP

Engineering Technology
M.S.

Technology Management
M.S., OCP

Technology and Engineering Education
M.S., Teacher Certification

INTERDISCIPLINARY PROGRAM: SCHOOLS OF ARTS AND SCIENCES, ENGINEERING AND TECHNOLOGY

Pre-Health Studies
OCP

Computer Information Technology
M.S.

Many of the above programs have specializations that students may elect as specific areas of study. Further information about each of these programs is found in the program descriptions section of this catalog.

GRADUATE ADMISSIONS

APPLYING FOR ADMISSION

Central Connecticut State University welcomes advanced-level applicants with a broad range of abilities, interests, and backgrounds. Students are admitted to either full-time (nine hours or more) or part-time (eight hours or less) study. Applications are accepted for both the fall and spring semesters. (Some programs have summer matriculation.)

To be considered for full-time or part-time admission, applicants should submit the completed Application for Graduate Admission to the University, accompanied by a non-refundable application fee of \$50. Students may apply online at www.ccsu.edu/grad. The Application for Admission is also available upon request or may be obtained in a number of campus offices. As part of the application and admission process, an applicant must request that official undergraduate and graduate transcripts be submitted directly to the Graduate Recruitment and Admission Office, located in Barnard Hall, Room 102, from every institution at which courses were

taken, except Central Connecticut State University. Failure to identify on the application form all institutions attended or failure to have transcripts sent from each of them may be considered sufficient reason for non-admission or for subsequent dismissal from the graduate program. Applicants who have attended Central Connecticut State University must list all dates of attendance so their official records can be appropriately evaluated. All academic credentials submitted by an applicant become part of the student's permanent file at the University and cannot be returned.

Many graduate programs have established additional admission requirements beyond the minimum requirements of the School of Graduate Studies. Prospective applicants should consult the program description section of this catalog, or the graduate website at www.ccsu.edu/grad, to determine the requirements of the program to which he/she is applying. Such program-specific admission standards may include a higher minimum cumulative average; an undergraduate major or its equivalent in the program for which admission is sought; scores from the Advanced Test of Graduate School Examination (GRE); evidence of language proficiency; and additional evidence of admission, such as letters of reference, statements of goals and objectives, and personal interviews. If so required by the program of application, applicants must provide the additional evidence of admission directly to the department.

Further, some programs can accept only a limited number of qualified applicants and may review admission files only at certain times of the year.

Applicants to all programs are urged to consult the appropriate program description, the School of Graduate Studies, the graduate website, or the department chair to assure that all special admission requirements are met.

Admissions requirements are subject to change without notice.

Application Deadlines. It is strongly recommended that applicants apply for the fall semester by May 1 and for the spring semester by November 1. However, unless other programmatic deadlines have been set, all applications must be received no later than July 1 for the fall semester and December 1 for the spring semester. (A March 1 deadline exists for the programs that allow summer matriculation.)

It is recommended that international applicants submit all application materials one year before the semester they wish to begin their programs to ensure adequate time for processing visa applications and for making other arrangements. However, all international applications must be received no later than May 1 for the fall semester and by November 1 for the spring semester.

Please note that some programs have established earlier deadlines or admit students only once per year.

International Students. International applicants must meet all regular requirements for admission (including such tests as the Graduate Record Examination if applicable). In addition, applicants must submit a satisfactory score on the Test of English as a Foreign Language (TOEFL), when required. Applicants must also submit a Declaration of Finance form directly to the Center for International Education, which documents financial responsibility. Presently financial aid is not available for non-U.S. students. A limited number of graduate assistantships may be available to students who are available for on-campus interviews and/or who have successfully completed a semester of graduate study at Central Connecticut State University.

International applicants must submit the following in addition to the application form, application fee, official transcripts and records of undergraduate and graduate studies, and any program-specific application requirements:

(1) a Declaration of Finance form, which includes provisions for indicating and verifying financial capability and responsibility (not applicable for students in programs that are completed entirely on-line);

(2) original translations of academic records produced and verified by the educational institution in the home country, or by a U.S. academic credential translation service, if such materials are not in English. Notarized copies of originals are acceptable as well.

(3) an original foreign credentials evaluation from an acceptable professional evaluation service when necessary. (Students may check with the Graduate Recruitment and Admissions Office about acceptable evaluation services.)

(4) proof of competency in English as indicated by the Test of English as a Foreign Language (TOEFL) with a score of no less than 550 on the paper-based test, 213 on the computer-based test, or 79 on the Internet-based test (iBT), unless waived by the University.

Information about the TOEFL test is available from the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6154, USA. An undergraduate academic degree from a U.S. institution of higher education or from an overseas institution where the primary medium of instruction is English may be considered as proof of English competency. Central Connecticut State University reserves the right to require additional evidence of competency or to require that students admitted to graduate programs take courses to develop their English language skills. Decisions regarding the need for such courses will be made by the Associate Vice President of Academic Affairs and dean of the School of Graduate Studies in conjunction with the student's advisor and appropriate staff from the George R. Muirhead Center for International Education.

Central Connecticut State University is authorized under federal law to enroll non-immigrant, permanent resident students, provided they meet all admission standards. These students will be required to submit proof of immigration status.

Intensive English Language Program. The Intensive English Language Program (IELP) offers dynamic English language instruction to international students, faculty, foreign professionals, and other non-native English speakers. The Intensive English Language Program includes highly participatory instruction in reading, writing, listening, grammar, pronunciation, and speaking. Students are placed in the appropriate level, based primarily on the results of a placement exam which is administered the first day of the course. The IELP also administers an institutional TOEFL test five times per year.

Registration for these courses is done directly through the IELP office in the George R. Muirhead Center for International Education, Barnard Hall. Please contact the office at 860-832-3376 for application, course scheduling, or other information.

Re-Admission of Former Students. Students who wish to be considered for re-admission after one term of being withdrawn as a full-time student from a graduate program must be reactivated by completing a Request for Reactivation form. After two years of not being registered for classes, graduate students will be notified that they are in danger of becoming inactive and being dropped from their programs, unless they register for courses in the next semester. Once students are made inactive, they must reapply and pay a re-enroll-

ment fee of \$50 to continue in the program. Any semesters in which the student has not taken course work still continue to count toward the six-year time limit for completing the graduate degree program. Only students in good standing (3.00 graduate GPA or higher) are considered for reenrollment. Students may request file reactivation or reenrollment when their programs have not been completed.

If a former student wishes to enter a new program once his/her original program is completed, a new application (including the application fee and official transcripts from any additional institutions) must be filed. Good standing status on the accumulated graduate record (3.00 or higher GPA) also applies to such students.

ADMISSION CRITERIA

Master's degree applicants must hold bachelor's degrees from regionally accredited institutions of higher education. The undergraduate record must demonstrate clear evidence of ability to undertake and successfully pursue studies in a graduate field. A minimum undergraduate GPA of 2.70 on a 4.00 point scale (where A is 4.00), or its equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work is required. (Some programs require a cumulative GPA above 2.70, as well as other additional materials. Students are advised to check additional materials required by departments.)

For those students who apply to the School of Graduate Studies and do not meet the minimum undergraduate GPA of 2.70 on a four-point scale (where A=4.00), the quality points of credits for courses taken at the graduate level will be added to the quality points of the undergraduate GPA to compute the total GPA to determine if the required 2.70 has been met. Along with the overall 2.70, it is expected that students meet the requirement of a 3.00 GPA for their graduate or post-baccalaureate course work.

When applicable, evidence of successful completion of a master's degree from an accredited institution with a minimum 3.00 GPA, on a four-point scale (where A=4.00), will make the student eligible for admission to the School of Graduate Studies, and the undergraduate GPA will not be counted.

Applicants to the Ed.D. program and to Sixth-Year Certificates must hold master's degrees and bachelor's degrees from regionally accredited institutions of higher education. The academic record must demonstrate clear evidence of ability to undertake and successfully pursue studies in the graduate field. Each program has its own requirements.

Applicants are advised to consult the program description sections of this catalog or the graduate website about application requirements relevant to specific graduate programs.

Other Post-Master's Study. Students wishing to develop programs of study in other fields beyond the master's may request admission to 30-credit planned programs of post-master's study in available areas of interest. All planned programs of post-master's study, with the exception of the Ed.D. in Educational Leadership and Sixth-Year Certificates, are non-degree programs and are provided in a limited number of fields. Admission to programs of post-master's study is limited to students who hold an appropriate master's degree and, if applicable, the appropriate Connecticut teaching certificate, or who present other evidence of advanced course work in the field of study. Acceptance is based on performance at the master's degree level (minimum 3.00 on a 4.00 scale where A=4.00). Additional admission requirements are described in the program descriptions section of this catalog.

Official Certificate Programs (OCP) are academic programs of study that have been designed for those interested in developing expertise in a particular field of study. These do not lead to degrees and requirements are individually prescribed dependent on the program. The Graduate Application form lists the OCPs that are available. Applicants are advised to consult the program description sections of this catalog to determine specific requirements for each of the programs.

Teacher Certification Programs. Central Connecticut State University offers programs of preparation for teacher certification at both the undergraduate and graduate level. The School of Graduate Studies offers post-baccalaureate teacher certification programs, which lead to certification but do not lead to degrees. Consistent with state requirements for the undergraduate academic preparation of teachers, only those applicants who present at least a 2.70 (B-) undergraduate cumulative average may be considered for admission to a certification program at the graduate level.

After admission to the post-baccalaureate graduate program, a student seeking acceptance to the Professional Program in the School of Education and Professional Studies is required to submit a separate application and accompanying documents for review by the office of the dean, School of Education and Professional Studies, and the respective department. The application must be submitted by September 10 (for fall consideration) or by February 10 (for spring consideration) of

the semester in which the student is first eligible. (Note: These dates and processes differ for applicants to the Master of Arts in Teaching degree. Applicants should consult the Department of Teacher Education section of this catalog for more information.) An eligible student is someone who has: been admitted to the graduate program; completed or is enrolled in no less than six credits of post-baccalaureate course work at CCSU; met special departmental requirements; and passed the Praxis I Pre-Professional Skills Test-PPST or received an official waiver.

A complete application for the Professional Program in Education includes two letters of recommendation from persons able to testify to the candidate's suitability as a prospective teacher; an essay which demonstrates a command of the English language, describing in written narrative the reasons for wanting to enroll in the Professional Program and emphasizing experiences which are relevant to teaching; verification of a satisfactory Praxis I PPST completion or an official waiver; a copy of the letter of admission to the graduate program; and a signed copy of the official planned program of graduate study.

The student is responsible for presenting a complete application packet to the assistant dean of the School of Education and Professional Studies (Barnard Hall 203).

Students admitted for graduate study, but not yet admitted to the Professional Program for teacher certification, develop, with their assigned advisors, planned programs of required courses. The length of the planned program depends on the undergraduate preparation of the student. Most students must devote the equivalent of at least two years or more of full-time study in order to complete undergraduate coursework and professional education, including student teaching, in areas of study required for certification.

Most students must devote at least two years or more full-time study in order to complete undergraduate coursework and professional education, including student teaching, in areas of study required for certification. Students must be accepted to the Professional Program for Teacher Certification to register for Professional Program courses.

Student teaching has a separate application process. Those requesting student teaching in the fall semester must submit student teaching applications by March 1 of the preceding spring semester. Applicants requesting student teaching in the spring semester must apply by October 1 of the preceding fall semester.

Additional information about the requirements for entry into the Professional Program

may be obtained from the office of the dean, School of Education and Professional Studies (Barnard Hall 203). Student teaching applications and information are available in the Office of Field Experiences and Student Teaching (Barnard Hall 334).

CONDITIONAL ADMISSION

An applicant for graduate study in a master's degree program or some Official Certificate Programs who does not meet regular admission standards, but who has an undergraduate GPA between 2.40 and 2.69, may be considered for conditional admission when the department of application has agreed in advance to make this option available to prospective students. The conditional admission program is an arrangement which allows students to demonstrate the ability to perform successfully in a graduate degree program. The conditional admission plan is available only in a limited number of fields by departmental agreement.

Conditional admission does not apply to graduate study in the Ed.D. in Educational Leadership, Sixth-Year Certificate programs in Educational Leadership and Reading and Language Arts, or advanced OCPs.

Students admitted conditionally, where appropriate, are notified of pre-admission requirements. When any course requirements set forth are completed with grades of B or better and conditions are met with a GPA of at least 3.00, the academic advisor must then recommend full acceptance to the dean of the School of Graduate Studies.

ADMISSIONS APPEALS

Applicants who are denied admission to graduate programs at Central Connecticut State University may request reviews of these decisions. Such requests must be made in writing to the dean of the School of Graduate Studies and should include additional academic information (such as scores from standardized tests, grades in very recent courses, or letters of recommendation from instructors, etc.) which was not submitted with the original application. The dean will first consult the department offering the program for reconsideration of the applicant. Depending on the nature of the appeal, further consultation may be made with an appropriate designee of the academic school or the department chair of the relevant program before making a decision. The dean of the School of Graduate Studies will notify the student of her decision in writing. If an unfavorable decision is rendered, the applicant may request that the

appeal be sent to the Graduate Standing Appeals Subcommittee of Graduate Studies.

GRADUATE STUDENT POLICIES AND DEGREE REQUIREMENTS

The policies and degree requirements for graduate students at Central Connecticut State University are governed by the University faculty, and administered by the dean of the School of Graduate Studies. The Graduate Studies Committee, composed of faculty and graduate students who represent the graduate programs at Central Connecticut State University, reviews graduate curriculum and proposes policies affecting graduate students and programs that then need approval by the Faculty Senate. The Graduate Studies Committee also hears appeals related to student academic matters.

The sections that follow summarize graduate academic policies of the University. All graduate students are urged to become familiar with these policies and to follow them when making decisions about their graduate studies at Central Connecticut State University. The *School of Graduate Studies Handbook*, available in the Office of the School of Graduate Studies (Barnard Hall 102) and at the graduate website, details all policies related to graduate students and programs. Advisors are assigned to assist in planning the academic program, but they are not authorized to change established policy of the University. Advisors and students are responsible for ensuring that the academic program complies with the policies of the University.

THE PLANNED PROGRAM OF GRADUATE STUDY

The Planned Program of graduate study is an official document which lists the courses and other degree requirements that students must finish prior to graduation or recommendation for certification or other non-degree programs.

After a student has been admitted to study for a graduate degree, certification, or program of any kind, the student must consult with the faculty advisor to develop the

planned program of graduate study. An approved planned program is required for all graduate programs.

After the advisor has signed the planned program form, it must be submitted by the advisor to the School of Graduate Studies for approval. Once approved by the dean, School of Graduate Studies, or designee, it then becomes a formal plan for graduate study and represents a formal agreement between the University and the student. Any changes in the planned program must be approved by the advisor and the dean, School of Graduate Studies.

“Planned Programs of Graduate Study” forms are provided to the student upon full admission to the University. Additional planned program forms and course substitution forms are available in department offices and in the Office of the School of Graduate Studies.

The planned program should be developed with the advisor early in the student’s graduate studies but must be approved prior to the completion of 16 credits of course work. Further, no student may undertake the capstone requirement without having a planned program of study on file in the Graduate Studies Office. There is also no assurance that course work completed prior to admission to a program, or before the planned program has been agreed upon with the academic advisor, will be approved. However, graduate policy stipulates that no more than nine credits taken at the 500 level as a non-matriculated graduate student will be approved for programs requiring 30–35 credits (or 25% of the total credits for programs over 36 credits).

Six-Year Time Limit. All course work and capstone requirements (i.e., dissertations, theses, comprehensive examinations, and special projects) for the degree must be completed during the six years which precede degree conferral. That is, the student has six years from the earliest course listed on the planned program (including any work transferred from another institution or completed prior to matriculation) to complete all degree requirements.

If a student, due to extenuating circumstances, anticipates that he/she will be unable to complete all degree requirements within the six-year time limit, the student may request an extension by writing to the graduate advisor who will forward it with recommendations to the dean, School of Graduate Studies. When making the request, the student should include the

semester and year in which he or she expects to complete the degree and the reason for not meeting the six-year time limit. If the dean, School of Graduate Studies, deems the request justified, an extension will be granted. However, for programs of 30–35 credits, a maximum of eight years will be allowed in total to complete the degree; for programs of 36 credits or more, a maximum of nine years will be allowed.

Changes in the Planned Program. A course substitution form must be completed whenever a student wants to modify degree requirements or apply a course not previously included in an approved planned program toward requirements. Requests to change program requirements, which are initiated after the student has started a thesis or attempted after the comprehensive examination, must be approved by the student’s academic department as well as by the dean of the School of Graduate Studies.

Change of Program. To change a graduate program after admission, the student must complete a change of major/advisor form and submit it to the School of Graduate Studies Office. Students must be matriculated and must meet any special requirements of the program to which they are seeking approval for a change. The student is responsible for submitting additional materials for acceptance, if required, to the department. The form will be forwarded to the department that offers the requested program for a decision. The department may also assign conditions for admission.

If the change in program is approved, the student will be notified and assigned a new advisor. The student must then consult with the new advisor to develop a new planned program of graduate study for submission and approval. Subject to approval, course work completed prior to the change in program may be recommended for inclusion on the new planned program at the advisor’s discretion.

Degree Candidacy. Some graduate programs require students to make formal application for degree candidacy following the completion of nine credits (at least six of which must be from the area of specialization) in the planned program of graduate study. Students should consult the academic advisor concerning degree candidacy requirements of the particular program for which they have been accepted.

Admission to degree candidacy involves a formal review of the student's progress and potential by department faculty and a decision as to whether the student will be permitted to continue in the graduate program. Degree candidates must have a minimum cumulative average of 3.00 and must meet requirements for candidacy established by the academic department.

Recommendations concerning degree candidacy are included in the student's permanent graduate file. If a student is not approved for degree candidacy, he or she will be withdrawn from graduate study for that particular program.

Non-Capstone Qualifying Exam. Some graduate programs require qualifying examinations. To be eligible to take the examination, students must complete an application form, which is available in department offices or the School of Graduate Studies, or on the graduate website. Students should submit this form to the Office of the School of Graduate Studies. The academic department will review the application and notify eligible students concerning the time and place of the examination. The department will inform students of the results and forward paperwork to the School of Graduate Studies for inclusion in the student academic record.

Conditional Acceptance Policy. A student who has been conditionally accepted into a graduate program will be given only one opportunity to fulfill all conditions. If conditions are not met, the student will receive a letter of dismissal from the dean, School of Graduate Studies. A second attempt may be granted by the department and the dean of the School of Graduate Studies in exceptional circumstances; however, no student will be granted more than two opportunities to fulfill any conditions.

MASTER'S DEGREE REQUIREMENTS

The master's degree is conferred upon the student who has completed, subject to approval of the faculty and administrative officials, all requirements of the planned program of graduate study. Requirements include a minimum of 30 credits of approved graduate courses and a capstone experience of a master's thesis (Plan A), a special project such as an art exhibit, performance, or applied research project (Plan C or E), and/or a comprehensive examination (Plan B). The program descriptions section of this catalog explains the capstone options available for each degree program.

Each candidate for the master's degree is expected to demonstrate ability to present effectively the results of graduate study at the University and to analyze problems related to the area of specialization. Candidates must also maintain a minimum cumulative grade point average of 3.00 (B) on the graduate record at Central Connecticut State University. No more than two courses with grades of C may be carried in the planned program; otherwise such courses may have to be repeated or additional course work be taken and included on the planned program of study. Courses in which students receive a C- or lower will not be counted for graduate credit in the planned program and may not be used to meet prerequisite requirements for graduate courses. Students will be required to retake required courses in which grades of C- or lower are earned. Both grades will remain on the student's transcript.

Capstone Requirements. All master's degree programs at Central Connecticut State University include the capstone requirement of a thesis, a special project, and/or a comprehensive examination.

Thesis. The master's thesis is required of all graduate students completing degrees under the Plan A option. The thesis represents a report of original scholarship completed under the supervision of a faculty thesis advisor. Depending on department curriculum policy, students receive either three or six credits for completing the thesis requirement.

Students electing to write a thesis, in accordance with department or program policy, will select or be assigned a faculty thesis advisor. Students select a topic in consultation with the thesis advisor. The advisor and committee of a minimum of one additional faculty member must approve the thesis proposal and the thesis prior to the submission of each item to the dean of the School of Graduate Studies. Some departments require the student to give an oral defense of the thesis before it is submitted to the dean of the School of Graduate Studies, who assures that the thesis meets University standards for format and quality; when all requirements are met and approved, the thesis is transmitted to the University library. A thesis handbook is available in the Graduate Studies Office and also on the graduate website.

The following University requirements apply to all students writing theses:

1. Whenever possible, the student's graduate advisor will serve as the thesis advisor. If

the student and the advisor deem it appropriate, another faculty member may be appointed by the department chair to serve as thesis advisor.

2. The student must register for the thesis using the Graduate Capstone Course Registration Form, available at the School of Graduate Studies or at the website. Students must obtain all signatures as required on the form and must register during the regular registration period. To register, students must have a minimum grade point average of 3.00 and at least 18 credits completed in programs of 30–35 credits or 24 credits completed in programs with greater than 35 credits.
3. Students intending to complete a thesis should consult *The Master's Thesis Guide*, available in the School of Graduate Studies Office and also at the graduate website.
4. The thesis must be prepared in a style and format appropriate to the discipline and approved by the dean of the School of Graduate Studies. Among the currently approved styles are APA, MLA, Campbell, and Turabian.
5. A copy of the approved thesis proposal must be submitted to the dean of the School of Graduate Studies by the thesis advisor.
6. Two copies of the approved thesis, one original for binding by the library, plus three additional copies of the thesis abstract (not to exceed 200–300 words and one to two pages) must be submitted to the dean of the School of Graduate Studies. A digitized copy of the thesis is also required, accompanied by the permission form signed by the student and thesis advisor.
7. If a student planning to graduate in May wishes the thesis to be included in the May Commencement Program, the thesis must be submitted by April 15 of the year in which the student plans to graduate. If a student planning to graduate in December wishes the thesis to be included in the December Commencement Program, the thesis must be submitted by November 15 of the year in which the student plans to graduate.

Comprehensive Examination. The comprehensive examination is required of all students who select the Plan B option. The comprehensive examination covers the course work in the student's planned program. At the option of the department, the comprehensive examination may include an

oral examination and/or an oral defense of the written examination.

The comprehensive examination is normally taken during the last semester of study, but may be attempted any time after the completion of at least 75% of planned program requirements. Exceptions may be granted with the recommendation of the advisor and permission of the dean, School of Graduate Studies. Students are required to have a minimum 3.00 grade point average at the time of application. Examinations are given each fall and spring semester and, at the discretion of the academic department, during the summer. Students should consult their advisors and/or department chairs concerning the availability of a summer session comprehensive examination. A *Comprehensive Examination Handbook* is available in the Graduate Studies Office and also on the graduate website.

To be eligible to take the examination, students must complete an application form, which is available in department offices or the Graduate Studies Office, or on the graduate website. Students should submit this form to the Office of the School of Graduate Studies no later than October 1 for fall semester examinations, and no later than February 15 for spring semester examinations. The academic department will notify students concerning the time and place of the examination and will inform students of the results.

With departmental permission, students may retake the comprehensive examination. Students who do not pass the examination on a first attempt may be required to enroll in additional course work or to make other special preparations for reexamination. Students who fail the examination a second time must appeal to the dean of the School of Graduate Studies for permission to retake the examination. If the student again receives a failing grade on the comprehensive examination, he or she will be dismissed from the graduate program by the dean, School of Graduate Studies, unless he or she is granted permission to choose another capstone option by the program's department chair and the dean, School of Graduate Studies. The student may file an appeal within two weeks of receiving the dean's dismissal letter. If denied, the student may make a final written appeal to the standing Appeals Committee of the Graduate Studies Committee. Final results of the comprehensive exam (pass/fail) will be included on the student's graduate transcript.

Special Project. Students who elect the Plan C or E option must complete a special project. In general, the special project involves completion of a body of applied work appropriate to the degree specialty. The availability of this option and the requirements for the special project vary according to the degree program. However, all special projects, both Plan C and E, must include as a minimum an abstract, a definition of the project, project objective (purpose, rationale for conducting the project), a review of literature, research methods or a plan for the project, results or findings, summary or conclusions, and bibliography or references, as well as appendices, if appropriate. The department must specify the style and format to be used and whether an oral defense is required. A special project handbook is available in the Graduate Studies Office and also on the graduate website.

For Plan C, the faculty advisor or another faculty member in the department will supervise the project. The student's work will be evaluated by the advisor and by at least one other faculty member as determined by departmental requirements.

Students in a Plan C special project must register using the Graduate Capstone Course Registration Form, available at the School of Graduate Studies or at the website. Students must obtain all signatures as required on the form and must register during the regular registration period. To register, students must have a minimum grade point average of 3.00 and at least 18 credits completed in programs of 30–35 credits or 24 credits completed in programs with greater than 35 credits. The special project proposal will not be approved until the student has registered for the course.

A copy of the approved special project proposal must be submitted to the dean of the School of Graduate Studies by the advisor. When the special project is completed, one copy of the approved special project, including the abstract, plus an additional abstract for the Graduate Studies Office, must be submitted to the dean of the School of Graduate Studies. Students completing special projects may elect to submit digitized copies of their special projects for posting to the Elihu Burritt Library website. Digitized copies must be accompanied by permission forms signed by students and their advisors.

Students in a Plan E special project will register for the designated special project departmental course. To register, students must have a minimum grade point average of 3.00 and at least 18 credits completed in programs of 30–35 credits or 24 credits completed in programs with greater than 35 cred-

its. The student's work will be evaluated by the course instructor and by other members of the department as appropriate.

Students should consult the program descriptions section of this catalog concerning availability of a Plan C or E option and discuss with their advisors their departments' requirements for the special project. Students normally receive three credits upon successful completion of their projects.

DOCTORAL DEGREE REQUIREMENTS

At time of admission, all candidates must commit to summer study. Courses and learning experiences are sequenced over four summers and three academic years. The program is limited to admitting approximately 25 students in alternate years. They proceed through the program as a cohort, taking the same required courses and having the same experiences. If candidates are able to keep up with their cohort and do their dissertations in the planned one-year period of time, the program can be completed in three and one-half years.

The Ed.D. degree is conferred upon the student who has completed, subject to approval of the faculty and administrative officials, all requirements of the planned program of graduate study. Requirements include a minimum of 63 credits beyond the master's degree of approved graduate courses and a dissertation. A dissertation is different from a thesis. The dissertation in the Ed.D. program focuses on the translation of theory to practice. It is connected to the candidate's research interest and is expected to break new ground by providing a bridge between what is known from research and what needs to be done in practice. Each candidate is responsible for identifying a dissertation advisor, choosing a dissertation topic with the dissertation advisor, and completing the dissertation as outlined in the department's approval processes and described in detail in the *Assessment and Dissertation Handbook*.

THE SIXTH-YEAR CERTIFICATE

The sixth-year certificate is presently offered in educational leadership and in reading and language arts. (Pending approval from the Department of Higher Education is the Sixth-Year Certificate Program in Mathematics Education Leadership.) The certificate is awarded, subject to faculty approval, to students who complete all requirements of the planned program.

All course work and any related requirements for the sixth-year certificate must be

completed as specified within the “Six-Year Time Limit” section.

GRADUATE TEACHER CERTIFICATION PROGRAMS

After the student has been admitted, requirements for teacher certification at the graduate level will be individually prescribed through a transcript evaluation by an advisor in the School of Education and Professional Studies and departmental subject advisor when applicable. Certification requirements include not only course work (such as completion of undergraduate requirements for appropriate subject majors, professional education, and student teaching) but also the satisfactory completion of all requirements for admission to the Professional Program of the School of Education and Professional Studies.

Students are advised to contact their advisors as soon as possible after they are admitted to graduate study. For current information concerning Connecticut and University requirements for certification, they may consult the office of the dean, School of Education and Professional Studies. Students completing planned programs of teacher certification programs do not participate in graduation ceremonies.

OFFICIAL CERTIFICATE PROGRAMS

Official Certificate Programs (OCP) are defined as academic programs of study that have been through a complete University curricular review and approval process, but which do not lead directly to a formal degree. These programs are designed for people interested in developing expertise in a particular field of study, but who do not wish to complete formal degree requirements. The advantage to these programs is that they are formal programs of study, in which students may be matriculated, may pursue their studies on a full- or part-time basis, and may be eligible for financial aid. Most importantly, these programs are coordinated by faculty closely tied to the area of interest who are committed to advising students enrolled in these programs, ensuring that the student is best able to achieve his or her educational goals. Requirements for Official Certificate Programs at the graduate level will be individually prescribed by the program director after the student has been admitted to Graduate Studies. When requirements have been completed, students are issued a certificate from the dean, School of Graduate Studies. Students completing planned programs of certificate programs do not participate in graduation ceremonies.

POST-MASTER’S PLANNED PROGRAMS

Students wishing to pursue post-master’s study in areas other than the sixth-year certificate and the Ed.D. may request admission to a planned program of post-master’s study. Thirty-credit planned programs of graduate study beyond the master’s degree are individually prescribed programs of advanced study which are developed with an advisor. Students develop planned programs with their advisors. All requirements must be completed within a six-year time period dating from the earliest course included on the planned program. When requirements have been completed, students may request an official letter from the dean of the School of Graduate Studies which documents that they have completed 30 credits in a planned program of graduate study beyond the requirements for a master’s degree. Completion of post-master’s requirements is also noted in the student’s official University record. Students completing planned programs of post-master’s study do not participate in graduation ceremonies.

GRADUATE STUDENT RESEARCH

In compliance with federal regulations, CCSU has a policy in effect which states that all research (including research conducted by graduate students) using human subjects must be reviewed and approved by CCSU Human Studies Council (HSC). Proposals must be submitted for review prior to data collection, as there is a strict policy that no research will be reviewed retroactively. Information regarding the HSC and the proposal submission process can be found at www.ccsu.edu/humanstudies. Students may also refer to the *Master’s Thesis Handbook* or the *Special Project Handbook* or contact the School of Graduate Studies or the Office of Sponsored Programs for more detailed information regarding conducting research using human subjects.

If research involves the use of animals, CCSU policy mandates that approval must be sought from the CCSU Institutional Animal Care and Use Committee (IACUC). Application materials may be obtained by contacting the IACUC chair; the application for project approval is also found in the *Master’s Thesis Handbook*.

ENROLLING IN GRADUATE COURSES

Information about registration and fees is provided beginning on page 21. This section includes information about course

numbers, enrollment, and withdrawal from graduate study.

Course Numbering System. The following numbering system is used by Central Connecticut State University:

001–099	Non-credit courses
100	Search courses (undergraduate credit)
101–199	Courses open to first-year students, and in general to all undergraduate students
200–299	Courses open to sophomores, and in general to all undergraduate students
300–399	Courses open to juniors, and in general to sophomores, juniors, and seniors
400–499	Courses open to seniors, and in general to juniors, seniors, and graduate students. Additional work is required for graduate students to earn graduate credit.
500–599	Graduate courses; prior to enrollment undergraduates, who meet requirements of a minimum 3.00 GPA and 90 credits of study, may request registration by obtaining approval of undergraduate advisor, instructor, chair of the department offering the course, and the dean of the School of Graduate Studies, who will give preferential admission to graduate students.
600–699	Graduate courses open only to master’s, sixth-year, and doctoral students.
700–799	Graduate courses open only to doctoral students

Courses numbered 400 and above may be included in a planned program of graduate study only when they are listed in the graduate catalog and the course description so allows and when approved by the advisor and the dean, School of Graduate Studies. Students may have a maximum of nine credits (and in some cases zero to six, depending on the program) at the 400 level as approved by the program advisor. Graduate students enrolled in 400-level classes are required to do additional work as compared to their undergraduate classmates.

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

Maximum Course Load. Students who register as part-time students in the Enrollment Center/Office of Continuing Education or online may enroll for a maximum of eight credits. Students who register as full-time students enroll for no fewer than nine credits, and up to a maximum of 15 credits.

Adding a Course. Students may add courses on a space-available basis (that is, enroll in courses in addition to those for which they have previously registered) prior to the scheduled beginning and through the first eight days of each semester. All students add courses in the Enrollment Center/Office of Continuing Education or online through their pipeline accounts. Capstone and independent study courses also may be added within this same period; however specific forms are used that require signatures including that of the dean, School of Graduate Studies. Registration after a semester's scheduled beginning but within the add period is dependent on course enrollment and/or the willingness of the instructor, department chair, and dean(s) to approve an additional student.

Dropping a Course. Dropping courses will be allowed up to the last day of the third week of classes during a regular semester. If a full-time graduate student drops below nine credits, the student must change status from full-time to part-time. Requests for dropping a course must be in writing; a confirmation copy of this will be given to the student. Courses dropped by the deadline do not appear on the student's transcript. Forms are available in the Enrollment Center/Office of Continuing Education, Willard Hall, and in the Registrar's Office, Davidson Hall. The deadline for dropping all full-semester courses is included in the Enrollment Center/Office of Continuing Education bulletin and in the schedule of classes provided by the Registrar's Office.

Warning: Failure to carry a minimum of nine credits may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state, and other benefits, including but not limited to various financial aid programs, Veterans benefits, and Social Security benefits. Students dropping below nine credits are ineligible for participation in

intercollegiate athletics. In addition, full-time graduate assistants must carry a minimum of nine credits.

Withdrawing from a Course. Graduate students, full-time or part-time, can withdraw from any class during the fourth week to the end of the eighth week by going to the Registrar's Office or the Enrollment Center/Office of Continuing Education and completing a two-part withdrawal request form. No approval is necessary if completed by the deadline. A "W" will appear on the transcript in all cases of withdrawal; no exceptions. After the eighth week of classes, withdrawals are only permissible under extenuating circumstances after recommendation of the instructor and chair, and approval of appropriate dean(s). Poor academic performance is not considered an extenuating circumstance. A "W" appears on the transcript. If a student stops attending and fails to officially withdraw from a course, a grade of "F" will be recorded on the student's record.

"Bridge" Course. A "bridge" course is an entry-level graduate course which may share lectures with a specific advanced undergraduate (400-level) capstone course that is integral to each program (undergraduate and graduate). Each of these courses will have different numbers, titles, syllabi, and requirements. Undergraduate bridge courses must not have graduate credit.

"Link" Course. A "link" course is a graduate course which may share lectures with a specific advanced undergraduate (400-level) course on the same topic. These courses may be electives. Each of these courses will have different numbers, titles, syllabi, and requirements. Undergraduate link courses must not have graduate credit.

Withdrawing from the Graduate Program. A full-time student who wishes to withdraw in good standing from all course work in progress during the current semester at the University must consult with the Registrar or designee and file all appropriate forms.

A part-time student who wishes to withdraw in good standing from all course work in progress during the current semester must consult with the director or a designee in the Enrollment Center/Office of Continuing Education (Willard Hall).

Any student who no longer wishes to pursue a graduate degree program must provide written notification to the School of Graduate

Studies. Readmission into a graduate program will be contingent on the student's academic standing. Students obtain forms for reentry in the Graduate Studies Office or Graduate Admissions. If the student subsequently wishes to resume full-time graduate study within two years, a Request for Reinstatement form must be submitted through Graduate Admissions. After two years, students must reapply by filing a re-enrollment form and paying a fee of \$50 to resume their studies.

THE GRADING SYSTEM

Letter grades, including their plus and minus combinations, are utilized by the School of Graduate Studies. The following grade point equivalents will be used to compute cumulative grade averages: A (4.0); A- (3.7); B+ (3.3); B (3.0); B- (2.7); C+ (2.3); C (2.0); C- (1.7); D+ (1.3); D (1.0); D- (0.7); F (0.0). No planned program credit is awarded for grades of C- or below, but all grades received in post-baccalaureate status at Central Connecticut State University remain on the graduate transcript and are included in the student's cumulative grade average. Additional grades used at CCSU include:

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

The Pass/Fail grading option is not available to graduate students, other than for recording performance on the Comprehensive Examination.

Incomplete Grades. A grade of Incomplete may be recorded at the discretion of the instructor when a student, for circumstances which cannot be controlled, is unable to complete the requirements of a course in which he or she is registered during the current semester or session.

The student who receives a grade of Incomplete will be responsible for assuring that all course requirements are completed within one calendar year of issuance, or sooner if required by the instructor. A grade of Incomplete which has not been changed by the instructor within the year allowed for course completion will become an F (failure) automatically. (This latter policy does not refer to grades of Incomplete received for capstone theses or special projects.)

Grade Appeals. Academic grading reflects careful and deliberate judgment by the faculty member instructing a course. However, the University recognizes that there may, on occasion, be an error or injustice in the determination of a final grade for a course.

Any student who believes that a final grade involved an error or a palpable injustice should confer with the instructor who awarded the grade no later than the fourth week of the following regular academic semester (fall/spring). If the outcome is not satisfactory, the student may present the case next to the department chair who may effect a settlement upon written agreement with the instructor. Further appeal shall be to the dean of the appropriate academic school, and, if no settlement can be effected, to the Grade Appeals Review Board of the Academic Standards Committee. The full text of the Appeals for Grade Changes Policy may be found on page 40 of the *2007–09 Undergraduate Catalog* and in the *School of Graduate Studies Handbook*.

Non-Graded Appeals. A formalized process for appealing non-graded, performance-based assessments, such as comprehensive examinations, degree candidacy, etc., has been established by the Graduate Studies Committee. Similar to grade appeals, a student who believes that an error or a palpable injustice has occurred should first confer with the department to which the appeal is directed. If the outcome is not satisfactory, further appeal shall be to the dean of the appropriate academic school. If no settlement can be effected, the student should bring the appeal to the Standing Appeals Committee of the Graduate Studies Committee. (Contact may be made through the dean of the School of Graduate Studies, 102 Barnard Hall.) The Graduate Appeals Committee will meet as a group to determine whether there is merit to an appeal of a non-graded, performance-based assessment by reviewing documents and records that are presented with the appeal. If the Appeals Committee believes that additional information is needed, the committee will request clarification from the department and/or student. The Committee's determination will be based on whether the student was denied due process. The Appeals Committee will render its decision in writing by notifying the graduate student and copying the dean, School of Graduate Studies.

GRADUATE STUDENT FRESH START POLICY

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

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

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

TRANSCRIPT POLICY

A transcript is the complete, unabridged academic record, without deletions or omissions, compiled while at Central Connecticut State University. Upon the granting of a degree or completion of a program, a student's transcript is considered officially sealed, meaning no changes in grades or alteration in courses will be made unless that student believes that the information in his or her transcript is inaccurate, misleading, or in violation of his or her rights of privacy. It is a student's responsibility to review and confirm the accuracy of his or her academic record. A student may view his or her transcript at any time on the Web to verify its content. It is recommended that the degree recipient confirm the accuracy of all grades, honors, terms, and cumulative GPA notations at the time final grades are posted to their academic records, on or about graduation.

It is a student's responsibility to notify the Office of the Registrar, in writing, of the information in the transcript that he or she believes is inaccurate, misleading, or in violation of his or her rights of privacy. A student who believes that his or her transcript is inaccurate, misleading, or in violation of his or her rights of privacy has the right to request an amendment to the transcript and, if this request is denied, the right to an opportunity for a hearing to challenge the content of the transcript on the ground that it is inaccurate, misleading, or in violation of his or her rights of privacy. If, as a result of the hearing, the

student's request is denied, the University shall inform the student of the right to place a statement with the transcript, commenting on the contested information in the record or stating why he or she disagrees with the decision of the University, or both.

GOOD ACADEMIC STANDING

All graduate students must maintain a 3.00 (B) cumulative grade point average (CPA) in course work at Central Connecticut State University in order to be in good academic standing. Good academic standing is required to receive financial aid and to graduate.

DISMISSAL, PROBATION POLICIES

Students who drop below a 3.00 average will receive a letter from the dean of the School of Graduate Studies, informing them that they are no longer in good academic standing and that they have been placed on academic probation or dismissed from their programs.

Once a letter of dismissal is received, the student is expected to promptly meet with the dean of the School of Graduate Studies and provide an explanation for his/her poor performance. If a student receives a letter of dismissal and fails to meet with the dean of the School of Graduate Studies as recommended in the letter, the student's schedule will be dropped and he/she will be withdrawn from his/her program. A student who is dropped from the program and who wishes to reapply must do so through the School of Graduate Studies. The dean, School of Graduate Studies, in consultation with the department offering the program, will decide whether the student may continue with his/her studies. Continuation will be contingent upon the student's progress in meeting the requirements for good academic standing, as well as other materials as required.

In addition to grade-point requirements for good academic standing, students should note that no more than two grades of C are permitted for courses included on the planned program of graduate study leading to a doctoral or master's degree or sixth-year certificate. Students who receive more than two grades of C, or who achieve grades low enough so that, in the judgment of the dean of the School of Graduate Studies, they will not be able to attain the 3.00 CPA required for graduation, will be dismissed from the graduate program.

Students who are dismissed for academic reasons may appeal first to the dean, School of Graduate Studies. If an unfavorable decision is rendered, they may then appeal to the Graduate Studies Committee.

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

Students who are dismissed from a graduate program will not be allowed to take courses for graduate credit unless they have the permission of the instructor, the chair of the department offering the course, and the dean, School of Graduate Studies.

TRANSFER OF GRADUATE CREDIT IN DEGREE PROGRAMS

Students may request transfer of credit for graduate courses completed at another regionally-accredited institution of higher education. All credit presented for transfer must show an earned grade of 3.00 (B) or higher, must be included on the student's planned program of graduate study at Central Connecticut State University, and must be completed within the six-year period preceding graduation and conferral of the graduate degree. Courses which were applied to a previously completed degree will not be transferred to a new degree program.

The amount of graduate work transferable to a graduate degree program is limited to a maximum of nine credits for programs requiring 30 to 35 credits or 25 percent of the total credits for programs requiring 36 credits or more, not including prerequisites. (Some programs may have more stringent policies.) In order to be transferred, a course or courses must be determined to be:

- graduate level from an accredited institution authorized to grant graduate degrees;
- passed with an earned grade of 3.00 (B) or higher (Pass/fail courses may not be transferred);
- within the six-year limit at the time of graduation from CCSU;
- recorded on an official transcript from the granting institution; and

- included on the planned program by the graduate program advisor.

Students who have been admitted to graduate programs must obtain prior written approval from their advisors and the dean of the School of Graduate Studies if they wish to take courses at another institution for transfer into their planned programs of graduate study. Forms for requesting transfer and substitution of credit are available in the Office of the School of Graduate Studies and the Enrollment Center/Office of Continuing Education. Students who do not receive prior approval may not be able to use courses from other institutions as part of their planned programs. Students are responsible for requesting that an official transcript of any approved transfer courses is sent to the Graduate Studies Office.

Graduate students are advised that the Connecticut Department of Higher Education as well as our various accrediting organizations have very strict policies concerning the recognition of credit awarded by non-collegiate institutions. The University does not presently have any agreements with non-collegiate institutions which allow for recognition and transfer of credit. Students should also be aware that "continuing education units" (CEUs) may not be transferred to graduate degree programs or applied toward the completion of graduate degree requirements.

DEGREE RECEIPT AND GRADUATION

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

Central Connecticut State University confers degrees three times during the academic year: May, August, and December. Students expecting to receive degrees during any of

these periods must complete all applicable program requirements by the last official day of the semester or session in which the degree is to be awarded.

Students who anticipate finishing degree requirements during the spring semester (May completion) should submit the Application for Graduation no later than March 1. Students who anticipate finishing degree requirements during the summer sessions (August completion) should submit the Application for Graduation no later than April 1. Students who plan to finish degree requirements during the fall semester (December completion) should submit the Application for Graduation no later than September 15. Graduate-level Application for Graduation forms are available in the Graduate Studies Office and on the website, as well as in other areas on campus.

All students who submit an Application for Graduation and expect to receive the doctoral degree, master's degree, or sixth-year certificate are eligible to participate in formal University-wide commencement ceremonies. Students who complete degree requirements in the spring semester are scheduled to participate in the May commencement ceremony. Students who complete degree requirements in summer sessions or the fall semester are scheduled to participate in the December commencement ceremony. Information about commencement ceremonies will be mailed to all eligible students who then inform the University whether they plan to participate.

STUDENT REGULATIONS AND CONDUCT

Graduate students at Central Connecticut State University are expected to follow University regulations outlined in the *Student Handbook* (available online at www.ccsu.edu/Students/handbook) and the *School of Graduate Studies Handbook* (available from the Graduate Studies Office, Barnard Hall). These handbooks describe in detail the code of student conduct and subsequent disciplinary actions that may occur as a result of violations of this code. Policies of particular importance to graduate students are summarized below.

Attendance. Regular attendance for classes is expected of all graduate students and may be a course requirement. Frequent absences can result in a lowered grade or possible course failure.

Policy on Academic Misconduct. At Central Connecticut State University we value

personal integrity as fundamental to our interactions with each other. We believe that one of the purposes of a University education is for students to learn to think critically, to develop evaluative skills, and to express their own opinions and voices. We place special weight on academic honesty in all of our intellectual pursuits because it is a value that is fundamental to academic life and scholarly practice. All members of the University community are obligated to uphold high standards of academic honesty in their scholarship and learning. Therefore, we expect students to take personal responsibility for their intellectual work and to respect and acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose work and thought one may draw upon. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

The CSU code of conduct, Guidelines for Student Rights and Responsibilities and Judicial Procedures, defines academic misconduct as including, but "not limited to, providing or receiving assistance from another, in a manner not authorized by the instructor, in the creation of work to be submitted for academic evaluation (including papers, projects, and examinations). Plagiarism is defined as presenting, as one's own, the ideas or words of another person, for academic evaluation, without proper acknowledgement."

Cheating may take many forms. It includes, but is not limited to, the following actions, unless explicitly authorized by the instructor:

Exams:

- Copying from another person's paper or receiving unauthorized aid from another person during an examination;
- Use of unauthorized materials or devices during an examination or any other form of academic evaluation and grading; e.g., use of signals, notes, books, or calculators during an examination when the instructor has not approved their use;
- Knowingly allowing another person to copy from one's paper during an examination.

Improper Behavior:

- Use of another person as a substitute in any form of academic evaluation or acting as a substitute for another person in any form of academic evaluation; e.g., a student cannot have another person take an examination for him/her;

- Acquisition or distribution of improperly acquired examinations; e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without the permission of the instructor. (Examinations which have been distributed by an instructor are legitimate study tools.);
- Submission of another's material as one's own for academic evaluation;
- Preparation of work for another student to submit for academic evaluation;
- Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation; e.g., working with another student on an assignment when the instructor has not authorized working together;
- Submission of the same work, or substantially similar work, in more than one course without prior consent of the evaluating instructor(s);
- Disruption in classroom, lab, or research and study areas; any conduct or actions that grossly or persistently interferes with the academic process. (See Rights and Responsibilities, "Prohibited Conduct," *Student Handbook*.)

Falsification or Misuse of Academic Information:

- Falsification or misrepresentation of one's own academic record or that of anyone else; e.g., altering a transcript for admission, hacking into the University's computer system and changing a grade, having another student take an examination in one's place, signing someone else's name to an attendance sheet.
- Unauthorized use of information in University computer records or the computer files of other students (see Computer Use Policy);
- Using unauthorized materials or fabricated data in an academic exercise; e.g., falsifying data in a research paper or laboratory activity; conducting research on human or animal subjects without review by the appropriate panel or supervisor.

Plagiarism:

- Copying sentences, phrases, paragraphs, tables, figures, or data directly or in slightly modified form from a book, article, or other academic source without using quotation marks or giving proper acknowledgment to the original author or source.
- Copying information from Internet Web sites and submitting it as one's own work;

- Buying papers for the purpose of turning them in as one's own work;
- Selling or lending of papers for the purpose of violating academic honesty policies. (This may also be an academic crime, see Connecticut General Statutes, §53-392a.)

Understanding Plagiarism:

Plagiarism is presenting another person's work without acknowledgements, whether in the same or in slightly modified form. In academic practice this is regarded as theft, intended to gain undeserved credit. Like other forms of academic dishonesty, plagiarism is cheating. To academicians, a well-documented paper is more impressive than one which arouses the suspicion of a reader who is familiar with the student's work and alert to echoes of other writers. The proper use of outside sources does not necessarily mean that a paper is lacking in originality, nor does the presence of quotation marks in the text. In fact, the purpose of research and documentation is to share useful information with the reader. The penalties for plagiarism greatly exceed the unlikely reward of gaining credit by getting away with it. Students must be careful to avoid plagiarism and are responsible for learning how to present the ideas of others in their own work. For current documentation practice, student should consult the instructor and a style manual. When material is borrowed from another person, the source must be indicated. There are three ways in which another writer's material may appear:

1. by putting quotation marks around short passages borrowed verbatim (word for word); or by setting off from the text, without quotation marks, for longer quotations;
2. by précis: condensing part of a writer's argument; and
3. by paraphrase: interpretation of a writer's ideas.

All three must be acknowledged either in footnotes or informally in the text.

Consequence of Academic Misconduct:

- There are significant consequences when a graduate student engages in academic misconduct.
- In each case the faculty member will initiate a conference with the student, after which the faculty member who believes that misconduct has occurred must complete a University Academic Misconduct Report, which is the record of a faculty member's determination that the student identified in the report has engaged in academic misconduct.

The content of a University Academic Misconduct Report shall include all items indicated in the form attached to this policy.

- A copy of each University Academic Misconduct Report will be sent to the student, the department chairperson, the dean of the School of Graduate Studies, and the director, Office of Student Conduct.
- Upon receipt of the University Academic Misconduct Report, the director, Office of Student Conduct, with the dean, School of Graduate Studies, in consultation with the faculty member, may initiate further proceedings, which may result in sanctions, including disciplinary probation, suspension, or expulsion from the University.
- The sanctions for academic misconduct available to a faculty member include any or all of the following:
 1. A grade of “F” for the course.
 2. A grade of “F” for the material being evaluated.
 3. A reduced grade for the material being evaluated.
 4. The assigning of additional course work.

When Graduate Students are Suspected of Academic Misconduct:

1. When a faculty member reasonably believes that there is sufficient information to demonstrate that a student may have engaged in Academic Misconduct:
 - a. The faculty member will discuss the incident with the student, in the presence of the department chair, if the faculty member or student so desires.
 - b. At this time the faculty member shall outline the possible penalties as specified in the *Student Handbook*.
 - c. The faculty member will indicate that the matter may be referred to the dean of the School of Graduate Studies or the director, Office of Student Conduct, for possible disciplinary action.
2. Based on the available documentation, the response offered by the student, if any, and other relevant information:
 - a. The faculty member will, within a reasonable period of time, reach a determination whether the student has engaged in Academic Misconduct.
 - b. Should the faculty member determine that Academic Misconduct has occurred, the faculty member shall retain evidence of the said misconduct.
3. If the faculty member determines that Academic Misconduct has not

occurred, no University Academic Misconduct Report need be prepared.

4. If the faculty member determines that Academic Misconduct has occurred, the faculty member shall:
 - a. impose an academic sanction;
 - b. prepare and forward to the dean, School of Graduate Studies, and director, Office of Student Conduct, a University Academic Misconduct Report indicating the determination reached and sanctions imposed; and
 - c. inform the student that additional University Academic Misconduct Reports may result in more severe penalties.
5. The faculty member:
 - a. May contact the dean of the School of Graduate Studies or the director, Office of Student Conduct, to request a conference with the student to further explain the act leading to the University Academic Misconduct Report. The conference will be facilitated by the dean of the School of Graduate Studies and include the director of the Office of Student Conduct, a Graduate Studies Committee member not affiliated with the graduate program of the student, and the graduate student. This meeting will not be a disciplinary hearing, but a consultation with the student to further explain the misconduct.
 - b. May request a disciplinary hearing with the dean of the School of Graduate Studies and the director, Office of Student Conduct, in cases of serious forms of academic misconduct.
6. In accordance with the “Student Records and Directory Information Policy,” the Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including “the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on

the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility” (*Student Handbook*).

Subsequent Violations of the Academic Misconduct Policy:

When the director, Office of Student Conduct, or the dean of the School of Graduate Studies has multiple University Academic Misconduct Reports filed on a particular student, a “Pre-Hearing Investigation” may be conducted in anticipation of disciplinary action, which may result in disciplinary probation, suspension, or expulsion from the University. If the director, Office of Student Conduct, or the dean of the School of Graduate Studies determines that a formal hearing is warranted, a faculty member or members may be requested to provide information.

A Student’s Rights When Suspected and/ or Charged with Academic Misconduct:

1. A student has the right:
 - a. To meet with the faculty member, in the presence of the department chair if so desired, before any determination has been made.
 - b. To be informed during this meeting of the faculty member’s suspicions and have an opportunity to discuss the matter.
 - c. To appeal a finding of Academic Misconduct made during the course of the semester, within 10 school days of being provided with a University Academic Misconduct Report. A written statement of appeal must be provided to the faculty member, the department chairperson, the dean of the School of Graduate Studies, and the director, Office of Student Conduct, setting forth the basis of the student’s appeal. Upon receipt of a student’s mid-semester appeal, the director, Office of Student Conduct, will consult with the faculty member, the department chair, and the dean of the School of Graduate Studies and communicate to the student within 10 school days the results of the student’s appeal.
2. Once a final grade is awarded, the student may file a grade appeal in accordance with the “Appeals for Grade Change Policy.”
3. If a student receives a final grade of “F” as a result of violating the Academic Misconduct Policy, and that grade is

upheld by the grade appeal process, no retroactive withdrawal from the course will be permitted.

4. All end of the semester appeals must be made in accordance with the “Appeals for Grade Change Policy.”
5. In addition to academic sanctions provided by the faculty member, if disciplinary proceedings have been initiated by the director, Office of Student Conduct, or the dean, School of Graduate Studies, a student has the right to have such proceedings resolved in accordance with the “Rights and Responsibilities” (*Student Handbook*).

Professor’s Responsibilities When Academic Misconduct is Suspected During End of the Semester Grading

If a faculty member reasonably suspects academic misconduct during end of the semester grading, a grade of Incomplete may be entered to be replaced by an appropriate grade once the issue is resolved. The grade of Incomplete allows a faculty member to complete end of the semester grading and still follow up on suspected violations of the University Academic Misconduct Policy.

For Academic Misconduct, reported by a member of the University Community other than the relevant faculty member, please refer to “Academic Misconduct” in “Rights and Responsibilities” (*Student Handbook*).

Computer Use. The campus computing facilities are available to graduate students to facilitate educational objectives, research, and study. In exercising computer privileges, graduate students are expected to follow University rules and regulations governing the use of computer accounts and equipment. These regulations are found in the *Student Handbook*.

REGISTRATION, TUITION AND FEES

A student admitted to a graduate program at Central Connecticut State University may attend the University full time or part time. Graduate students are permitted to change from full-time to part-time status (and vice versa) on a semester-by-semester basis while they complete degree requirements. Full-time students who plan to change their sta-

tus must contact the Registrar’s Office to avoid billing problems.

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

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

The cost of graduate study at Central Connecticut State University depends on whether the student registers full time or part time. In addition, costs may vary depending on Connecticut residency and on certain other categories of attendance. Full-time graduate students who receive appointments as graduate assistants pay tuition but receive a waiver for certain other fees.

Connecticut Resident Status. Connecticut resident status is defined by Public Act 74-474 as explained in the Application for Graduate Study. To request a change of resident status, the student must contact the University’s Registrar and supply all necessary documentation. Until such time as a determination of Connecticut residency can be made, the applicant will be classified as an out-of-state resident. Failure of any student to disclose fully and accurately the facts related to residence in the state may result in dismissal from graduate study.

New England Regional Student Program. Central Connecticut State University is a participant in the New England Regional Student Program. This arrangement offers residents of the other New England states the opportunity to enroll at Central Connecticut State University for programs unavailable in their home states at the Connecticut resident tuition and state university fee rate plus a surcharge. Other fees are also required. Similarly, state residents may avail themselves of programs offered by schools in other New Eng-

land states not available at public institutions within Connecticut.

For further information about the programs available through the New England Regional Student Program contact the New England Board of Higher Education, 45 Temple Place, Boston, MA 02111 617-357-9620; website: www.nebhe.org—or contact the Graduate Recruitment and Admissions Office, Barnard Hall, Room 102, at 860-832-2350.

Full-Time Student Status. A graduate student who registers for *nine credits or more* is considered a *full-time student* for tuition purposes.

Full-time graduate students are charged the tuition and fees established by the Board of Trustees of the Connecticut State University. New students receive information on their acceptance letters and register online through CentralPipeline or in the Registrar’s Office. Continuing full-time students receive information by email about registration and related procedures conducted by the University Registrar.

Full-time students who fall below the nine credit minimum course load, required to maintain full-time status, must change their status to part-time. Part-time charges will replace full-time charges and any money that has been paid will be transferred to the new charges. Any excess payment will be refunded according to University refund policies. Please note that those enrolling as full-time students may not withdraw from the University as part-time students during the first week of University-wide classes, without incurring the 40% penalty.

Part-Time Student Status. A student who enrolls in *eight or fewer credits* is considered a *part-time student*. Part-time students must register online or in the Registrar’s Office and pay fees online or in the Bursar’s Office. Continuing students who have not filed a planned program will need to consult with a faculty advisor prior to registration to obtain an alternate pin number. Newly accepted students do not require an alternate pin number for the first semester of enrollment.

Part-time graduate students are charged a fixed rate per credit. Part-time students are also charged a \$62 Registration Fee which gives them access to various University services and facilities, including the Student Center, the University library and student parking.

Summer and Winter Sessions. Summer and Winter Session registration is conducted by

the Registrar's Office for all graduate students. The *Summer Session Bulletin* and the *Winter Session Bulletin* are available online or in the Registrar's Office. Summer and Winter Session fees are the same as part-time fees during regular academic semesters. The University permits a maximum registration of seven credits during each five-week Summer Session. During Winter Session, students may enroll in up to four credits of academic course work.

FULL-TIME TUITION AND FEES

Tuition and fees are subject to change at any time without notice by action of the Connecticut State University Board of Trustees. The per semester costs for 2008–09 of tuition and fees charged to full-time graduate students (nine or more credits of courses) are as follows.

	Resident	Non-resident
Tuition	\$2,188.50	\$6,097.50
State University Fee	\$439.50	\$1,078.50
General Fee	\$1,143.00	\$1,143.00
Student Activity Fee	\$37.00	\$37.00
Information Technology Fee	\$111.50	\$111.50
TOTAL	\$3,919.50	\$8,467.50

Sickness Insurance. A sickness insurance fee of \$413 per term in the 2008–09 academic year is required of all students who do not submit an on-line waiver form through CentralPipeline.

Total Tuition and other required fees

Fall	\$3,919.50	\$8,467.50
Spring	\$3,919.50	\$8,467.50

PART-TIME COURSE AND REGISTRATION FEES

The 2008–09 fees charged to part-time graduate students are as follows. These fees are subject to change without notice. Students are charged according to their level (graduate or undergraduate) and not the level of the course.

Registration Fee	\$62.00
Courses numbered 099–699 (per credit)	\$420.00
Doctoral students—courses numbered 099–799 (per credit)	\$576.00
M.S. Data Mining courses (per credit)	\$450.00

OTHER FEES

Depending on student status and/or course selections, other fees will be charged to students as follows:

Applied Music Fee (1/2 hour)	\$200.00
Applied Music Fee (1 hour)	\$400.00
Audit Fees (same as for credit-bearing courses)	
Coop Fee	\$200.00
Design Lab Fee	\$65.00
Excess Credit Fee (over 18) (per credit)	\$420.00
Online Course Fee	\$50.00
Re-Registration Fee	\$100.00

On-Campus Room and Meals. Very limited on-campus graduate student housing is available for international graduate students. Off-campus residents may participate in the meal plan which is required for all students living in the campus residence halls.

Room Deposit (applied to room rates)	\$250.00
Residence Hall Room Per Semester	
Standard	\$2,510.00
James Hall	3,008.00

Meal Plan (required of on-campus residence hall students):

All Access (all meals served/unlimited)	\$1,799.00
All Access+\$100 Blue Chip	\$1,899.00
All Access+\$200 Blue Chip	\$1,999.00
All Access+\$250 Blue Chip	\$2,049.00

PAYMENT OF FEES

All graduate students accepted for full-time study must pay a non-refundable **\$200**

Graduate Confirmation Deposit which secures a place at the University. This fee is later applied towards the full-time tuition/fees.

Tuition and fees are due by July 15 for fall semester and December 15 for spring semester.

Central Connecticut State University settles all accounts in United States dollars, and does not assume any liability for losses that may result from foreign exchange rate differences under any circumstances. Central Connecticut State University's liability in the event of an error to a student's account is limited to the correction of the error in United States dollars.

Penalties. The University will assess a **Late Charge of \$50** if payment is received after the due date. A **Service Charge of \$50** will be assessed for checks returned as non-negotiable. Registration and transcripts may be withheld for any student who has an unpaid financial obligation.

WITHDRAWAL AND REFUND POLICY FOR FULL-TIME GRADUATE STUDENTS

All full-time students who have paid tuition and fees but wish to withdraw from Central Connecticut State University must do so through the University Registrar. Refunds to eligible full-time students are processed by the cashier (Memorial Hall).

Full-time graduate students who have not registered for classes at the University and have not paid tuition or fees, but who have been accepted for a graduate program should notify the Registrar's Office if they wish to change their full-time status.

Prior to the first day of classes, students who are ineligible to continue because of grades or because of other actions by the University are entitled to a refund of tuition and fees as applicable.

All applicable refunds are automatic upon formal withdrawal from the University and will be granted according to the following schedule:

Confirmation Deposit Fee: Non-refundable
Housing Deposit: Non-refundable
Balance of Housing Fee:

Upon withdrawal from the University,	
100%	of the balance refunded prior to the second day of classes
60%	of the balance during the first two weeks of classes
40%	of the balance during the third and fourth week of classes

No refund after the fourth week.

Students cancelling their room reservations within the four weeks prior to the start of classes, but who remain students, will be subject to a cancellation charge.

Meal Fee:

Refundable upon withdrawal at a prorated basis

Balance of Tuition and Fees:

Upon withdrawal from the University,	
100%	of the balance refunded prior to the second day of classes
60%	of the balance during the first two weeks of classes
40%	of the balance during the third and fourth week of classes

No refund after the fourth week.

WITHDRAWAL AND REFUND POLICY FOR FALL AND SPRING SEMESTERS FOR PART-TIME GRADUATE STUDENTS

Part-time graduate students go to the Registrar's Office to process withdrawals from the University for all scheduled courses and

refund requests. Upon written request to the Registrar's Office, a refund of course fees for the semester will be made according to the following schedule.

If the Registrar's Office cancels a course, students are notified by mail. A refund of the course fees and registration fee will be processed upon return of the written notification of cancellation.

Courses meeting for a full semester:

100% of course fee through the first week of classes

50% of course fee through the second and third weeks of classes

No refund after the third week of classes.

Courses meeting for eight weeks:

100% of course fee through the first week of classes

50% of course fee through the second week of classes

No refund after the second week of classes.

Courses meeting for fewer than eight weeks:

Please consult the *Registration Bulletin* for refund dates.

Note: The registration fee is non-refundable.

Please allow approximately 2 to 3 weeks for processing of refund checks. Credit card adjustments are applied to the cardholder's account.

TUITION AND FEE WAIVERS

The University will waive the tuition and certain other fees on a space-available basis for persons **age 62 or older** who have been formally admitted to a graduate program and register.

Veterans. Veterans and certain others may qualify for veterans assistance programs, including waivers. Eligible students should consult the Office of Veterans Affairs (Willard Hall 133). Anyone seeking to receive veterans benefits must be formally admitted to a graduate program and enrolled in courses required within the planned program of graduate study.

CENTRAL PAYMENT PLAN (CPP)

The CENTRAL Payment Plan is an alternative to the standard semester one payment of tuition, fees, room and meals. This plan is available to full-time students only. The CPP is an installment payment plan that allows CCSU charges to be paid in four installments per semester. Fall semester installment payments are made in four monthly installments, beginning July 15

and ending on October 15. Spring semester installment payments begin December 15 and end on March 15.

There is an enrollment fee for this service but no interest charge. The fee is \$35 per semester. Full-time students desiring to be enrolled in the CPP may complete the Enrollment Form on the third page of the electronic billing statement.

All questions concerning the CPP should be directed to the CCSU Bursar's Office, located in Memorial Hall 104, at 860-832-2010. Office hours are Monday–Thursday, 8 a.m. to 5 p.m.; Friday, 8 a.m. to 4:30 p.m.

CAMPUS DEBIT CARD (BLUE CHIP) ACCOUNTS

Each student at the University has the opportunity to establish a campus debit card account, called a "Blue Chip" account. This account is associated with the student's campus identification card (CCSU Blue Chip Card). Photo identification cards are mandatory for all full- and part-time students, faculty, and staff. The CCSU Card Office manages the photo ID system and Blue Chip accounts and is located in the Student Center, Room 106 (inside the Bookstore).

The Blue Chip Card also is used as a campus debit card. A student may use funds on deposit to make purchases with the Blue Chip Card at Memorial Hall cafeterias, Student Center dining areas, campus Barnes and Noble Bookstore, all campus vending machines, public-access copiers, MicroLab printers, and residence hall laundry machines, as well as at many off-campus vendor and food locations. Students may deposit money to their Blue Chip accounts over the Internet with credit cards or in person at the Card Office or at any one of five Card Value Centers located throughout the campus (Burritt Library, Marcus White MicroLab, Student Center, Sheridan Residence dorm, and Campus Police Station, which is open 24 hours a day). The Card Office and Bursar's Office accept cash and checks.

The University has an agreement with Achieve Financial (formerly CenConn) Credit Union to provide bank accounts that allow the Blue Chip Card to be utilized as an ATM card. Students opening an account with Achieve Financial have regular banking privileges at the credit union. Once their credit union accounts are activated, students may use the Blue Chip Card as an ATM card in on- or off-campus ATM machines. Students receiving financial aid may choose to have excess financial aid electronically deposited to their bank accounts. In addition, students working

on campus may have their paychecks electronically deposited to their bank accounts. The Achieve Financial Credit Union office is located on campus in the Student Center, Room 106 (860-832-0139).

Questions concerning Blue Chip Cards and accounts, or the credit union's banking program, may be directed to the Card Office. Card Office hours during the fall and spring semesters are Monday through Wednesday from 9 a.m. to 5 p.m., Thursday from 9 a.m. to 7 p.m., and Friday from 9 a.m. to 4 p.m. The phone number is 860-832-2140; or visit the website at www.cardoffice.ccsu.edu.

Lost or stolen cards should be reported to the Card Office, or to the Police Department (860-832-2375) after Card Office hours. A temporary ID will be issued and the Blue Chip account will be placed on hold until a new Blue Chip Card is issued.

FINANCIAL AID BOOK ADVANCES

Some students receiving financial aid may have difficulty purchasing books at the start of the semester since financial aid funds are normally distributed after the first three weeks of classes. Full-time students receiving financial aid, where the amount of the financial aid exceeds all CCSU charges, are eligible to receive a book advance against this excess aid amount beginning 10 days prior to the first day of classes. Book Advance Request forms are available at the Bursar's Office. Such advances are deposited into the student's Blue Chip debit account, and the student's Blue Chip Card may be used to make book (CCSU Barnes & Noble Bookstore) or other incidental purchases on campus. The only distribution method for book advances is an electronic deposit to the Blue Chip account. No cash or checks are distributed as advances. Questions concerning book advances should be directed to the Bursar's Office, Room 104, Memorial Hall, phone 860-832-2010.

FINANCIAL AID

Applying for Financial Aid. To apply for financial aid, all students need to access www.fafsa.ed.gov and complete or renew the Free Application for Federal Student Aid (FAFSA). CCSU's Federal ID number is 013078. The FAFSA may be completed beginning January 1 for the next academic year starting in the fall. Students should access the Financial Aid website at www.ccsu.edu/finaid to learn about any posted priority processing

deadlines and to better understand the financial aid process at CCSU.

Financial aid for graduate students at CCSU is awarded on the basis of demonstrated financial need as determined by the data provided from the FAFSA. Graduate students enrolled in the nurse anesthesia and teacher certification programs have special circumstances which may affect how much aid they may receive; therefore, it is incumbent upon them to contact the Financial Aid Office for further information.

Eligibility Criteria. To be eligible to receive federal aid assistance, a student must be: (1) a U.S. citizen or an eligible non-citizen; (2) matriculated; i.e., admitted to a graduate program and enrolled in courses applicable to the program; (3) attending classes for at least six semester credit hours; (4) making satisfactory academic progress (SAP) toward the degree as defined by the University and in the Graduate Catalog; and (5) have demonstrable financial need.

Eligibility for financial aid can be determined only after the FAFSA has been filed and all other requested documentation has been submitted to the Financial Aid Office. Students will be notified if they qualify for any financial aid by an award letter and in the student's CCSU Central Pipeline Account.

Sources of Financial Assistance. The Federal Stafford Loan Program of subsidized and unsubsidized loans is the primary source of financial assistance for graduate students. Congress authorized a graduate Plus loan which may also be awarded upon request.

- **Federal Subsidized Stafford Loan—**Subsidized loans are based on need. Loan repayment begins after a six-month grace period following the date that studies terminated or dropped below the six semester credit hour minimum. The interest rate is fixed at 6.8 percent. The graduate student annual limit is \$8,500, and the aggregate loan limit is \$65,500.
- **Federal Unsubsidized Stafford Loan—**Unsubsidized loans are awarded to students without demonstrated financial need. The student is responsible for the accruing interest while in school, with an option to capitalize the interest payment. Loan repayment begins after a six-month grace period following the date that studies terminated or dropped below the six semester credit hour minimum. The

interest rate is fixed at 6.8 percent. The graduate student annual limit is \$10,000, and the aggregate loan limit is \$73,000.

- **Other Sources—**In addition to the federal Stafford loans, students are encouraged to personally explore other sources of financial aid assistance, including graduate assistantships, private scholarships, Veteran/GI Bill benefits, and the National Guard and Army Reserve. A variety of part-time job referrals, on and off campus, are available at the Financial Aid and Human Resources offices. Contact the Financial Aid office about personal, low interest alternative signature loans which may be available.

Award Notification. When financial aid eligibility has been determined after receipt of the FAFSA, an award letter outlining the types and amounts of aid offered will be sent by mail and posted in the student's CCSU Central Pipeline account. It is important that the student respond electronically, to accept and/or decline, and sign the aid offered.

Failure to respond may delay the posting of aid awarded and accepted to the student's Bursar's Office billing or result in cancellation of the aid. The award letter may require the completion of a Master Promissory Note and Entrance Counseling Interview upon acceptance of the federal Stafford loan.

Satisfactory Academic Progress (SAP). To remain eligible for financial aid, a student must earn a minimum of semester credit hours during a given academic year and remain in good academic standing. In addition, a student must be making satisfactory progress toward degree completion. Failed and audited courses will not be counted toward the minimum number of semester credit hours required for financial aid SAP.

- **Full-time Graduate Students—**SAP is defined as the successful completion of at least 18 semester credit hours each academic year of course work toward the graduate degree or approved program for students who initially enroll for the fall semester. Full-time students initially enrolling for the spring semester, or for the fall semester or summer session only, must complete nine semester credit hours during the academic year. They must maintain a 3.00 GPA to remain in good academic standing. Full-time students are eligible

for financial assistance for up to four semesters of full-time attendance, or until certified for graduation, whichever comes first.

- **Part-time Graduate Students—**SAP is defined as the successful completion of at least 12 semester credit hours each academic year of course work toward the graduate degree or approved program for students who initially enroll for the fall semester. Part-time students initially enrolling for spring semester, or for the fall semester or summer session only, must complete six semester credit hours during the academic year. They must maintain a 3.00 GPA to remain in good academic standing. Part-time students are eligible for up to eight semesters of part-time attendance, or until certified for graduation, whichever comes first.

Students who do not successfully complete the required number of semester credit hours during the fall and spring semesters may complete the needed credits during the summer session. Any student who does not complete the needed credits will be ineligible for financial aid assistance the following academic year.

However, upon presentation of evidence of medical or other legitimate personal or family emergency, a student denied financial assistance under this policy may appeal to the campus officer designated by the University President.

The Financial Aid Office is located in Memorial Hall, Room 103. For more information, call 860-832-2200 or e-mail financial aid @ccsu.edu.

GRADUATE ASSISTANTSHIPS

Central Connecticut State University's graduate assistantship program provides some financial support for students who wish to participate in an academically relevant work experience while pursuing graduate study. A limited number of graduate assistantships are available for full-time and part-time graduate students. Graduate assistants may assist in teaching, supervise laboratories, participate in leadership roles for service and partnership activities, and work with faculty who are conducting research. Faculty provide careful guidance so that graduate assistants develop new skills while carrying out their assigned

responsibilities. At the same time, graduate assistants help faculty to meet their obligations as teachers and scholars. Thus, the program provides real benefits both to the graduate student and to the University community.

Applying for a Graduate Assistantship.

Prospective graduate assistants must be admitted for graduate study toward the doctoral or a master's degree, sixth-year certificate, post-master's planned program, post-baccalaureate teacher certification, or official certificate program.

Applications for graduate assistantships may be provided at the time of admission and may also be obtained in the School of Graduate Studies or on the web at www.ccsu.edu/grad.

Students are encouraged to contact their academic department chairs or administrative offices concerning the availability of assistantships. The Career Services Office also assists students in finding graduate assistantships.

Graduate assistants are appointed by the dean of the School of Graduate Studies, upon the recommendation of a department chair or director, academic dean, or the principal investigator of a grant.

Eligibility. Graduate assistants must be fully admitted students pursuing course work leading to completion of the programs designated previously.

Assistantship recipients are expected to be enrolled in courses required within the planned program of graduate study and/or prerequisites necessary to offset any undergraduate deficiencies prior to taking such requirements.

To receive or to maintain an assistantship placement, a minimum GPA of 3.00 for all post-baccalaureate course work completed at Central Connecticut State University is required. New students must also have a GPA of 3.00; first year graduate students with no post-baccalaureate course work must have a cumulative 3.00 GPA from their undergraduate course work.

Types and Work Commitments. Assistantships are available on a full-time or half-time basis. Students appointed as full-time GAs provide approximately 20 hours of service per week during the semester or 300 hours per semester; students appointed as half-time GAs provide 10 hours of service per week or 150 hours per semester. Graduate Assistants may not be employed under any other employment category by the University. They

also are expected to make a full-time commitment to graduate study.

Course Loads for Graduate Assistants. To be awarded a full-time assistantship, a graduate student must be classified as a full-time student. Nine or more credits comprise the required course load minimum for full-time graduate students. Half-time appointed GAs who are full-time students must also enroll for nine or more credits of course work. A part-time student who receives a graduate assistantship must take from three to eight credits of course work.

Stipends. Full-time (20 hours per week) graduate assistants may receive a maximum stipend of \$4,800 each semester (which may fluctuate depending on the number of years in service as a GA), in addition to a waiver of the State University Fee and most of the General Fee. They pay resident or non-resident tuition as appropriate, a portion of the General Fee attributable to student accident insurance, and other insurance coverage costs as needed. Some insurance charges may be waived on the basis of alternate coverage.

Half-time graduate assistants receive a maximum stipend of \$2,400 each semester (depending on the number of years in service as a GA). If half-time assistants enroll full-time in the general fund (nine or more credits), they pay full-time tuition but receive a waiver of the State University Fee and most of the General Fee as specified for full-time assistants. Other provisions described above also apply to half-time graduate assistants who are full-time graduate students. If a graduate assistant enrolls for less than nine course credits within a semester, the student pays appropriate costs for part-time extension fund graduate students.

SCHOLARSHIPS AND FELLOWSHIPS

Graduate Academic Scholarships are annual awards provided each fall semester to highly qualified students as recommended by their departments. Each graduate program may nominate one student who has completed, among other requirements, a minimum of 15 credits of academic credit toward a graduate degree program and who has a grade point average of 3.50 or higher. The award recipients are selected in the fall, and the awards are distributed the following spring semester. Students should contact the academic departments or the School of Graduate Studies for information about the

Academic Awards and Outstanding Scholars Program for graduate students.

A Graduate Student Association (GSA) Scholarship is awarded to students who demonstrate academic excellence and exemplary involvement in University and/or community service activities. Competition for this scholarship is open to all matriculated graduate students who have completed a minimum of 15 credits of graduate academic credit in residence at Central Connecticut State University and who have a grade point average of 3.50 or higher. The scholarship recipient is selected in the spring; the award is distributed the following summer or fall semester. Application forms are available in the Graduate Studies Office.

The Anna Bubser Judd Minority Graduate Educational Administration Fellowship is awarded to a minority student who resides in the cities of Hartford or West Hartford and is enrolled in the Educational Leadership program. The Department of Educational Leadership can provide additional information.

Graduate students may contact the Institutional Advancement office for information about other scholarships.

GRADUATE ADVISING AND STUDENT SERVICES

ACADEMIC ADVISING

Upon formal admission to a graduate program, each student is assigned a faculty advisor. All students are encouraged to seek regular advice from their advisors about registration and course selection, progress toward degree completion, and opportunities for career development and further study. Students must consult with their advisors before registration for course work prior to the submission of official planned programs of study. The official planned program of graduate study, designed by the student and his or her advisor, must be submitted and approved prior to completion of 16 credits of course work.

A student may request a faculty advisor other than the one assigned by his or her department. To request a new advisor, a student must complete a "Request for Change of Major, Degree and/or Advisor" form, available in the offices of the School of Graduate Studies or the Enrollment Center/Office of Continu-

ing Education or on the web at www.ccsu.edu/grad. The student should submit the request to change his or her advisor to the Office of the School of Graduate Studies. Changes of advisor are not automatic; however, to the extent that individual faculty schedules permit, student requests for advisors will be honored.

Pre-admission advising is available in each school and in the offices of the academic departments during fall and spring academic semesters.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association of Central Connecticut State University includes as members all part-time and matriculated full-time graduate students. The Graduate Student Association (GSA) sponsors social activities, lectures, the GSA Scholarship, and Leadership Development Grants for all graduate students. Leadership Development Grants assist graduate students in attending conferences and workshops and/or in completing research associated with the preparation of the capstone experiences (theses and special projects). The GSA also funds the activities of graduate student societies in the academic departments.

In addition to sponsoring graduate student programs and activities, the GSA serves as the representative organization promoting graduate student interests on the Central Connecticut State University campus. The GSA president is a member of the President's Cabinet, which also includes the University's administrative officers and the president of the Faculty Senate. In addition, full- and part-time graduate students are represented on the University Budget and Planning Committee and the Graduate Studies Committee.

For further information, contact the Graduate Student Association through the School of Graduate Studies, Barnard Hall, Room 102 (860-832-2364) or through the graduate website.

OTHER STUDENT RESOURCES

Academic Center for Student Athletes.

The Academic Center for Student Athletes (ACSA) serves as a comprehensive program providing academic support for CCSU's intercollegiate student-athletes. The Center's staff assists student-athletes during team workshops, Center study hall hours, and one-on-one meetings by introducing them to time management tools, learning strategies and campus resources. The Center,

located in the library, is equipped with computers and provides a comfortable environment for studying. ACSA is also affiliated with the NCAA Champs Life Skills Program that offers a variety of life skills programs each year.

Alumni Association. The CCSU Alumni Association sponsors programs and services for students, alumni, and current members of the University community, including an affinity credit card and group-rate insurance programs. The Association also sponsors major events, such as Homecoming, Alumni Day, class reunions, networking socials throughout the state, and regional events around the country. Alumni receive the *Centralfocus* magazine and Enews communication and are invited to join the alumni group on LinkedIn.com. Career and library services are provided to alumni. The Association offers scholarship opportunities to undergraduate junior- and senior-level students who are children or grandchildren of alumni. An elected Board of Directors, consisting of alumni who volunteer their time to enhance the programs of the Association and its relationship with the University community, governs the Alumni Association. For more information, contact the Alumni Affairs Office at 860-832-1740 or visit www.ccsu.edu/alumni.

Campus Mediation Services. Campus Mediation Services recognizes that conflicts are a part of everyone's life. Its purpose is to help students responsibly and constructively solve their own conflicts. Sometimes people are unable to resolve their own conflicts by themselves, and they need someone to help.

Mediation is a voluntary, confidential and structured process of resolving disputes and conflicts with the help of a neutral third party. A mediator helps disputing parties to generate and evaluate options for reaching a mutually acceptable agreement. Often students in conflict don't have an opportunity to talk over their grievances in a neutral setting and to work together to find their own solutions. As a result, anger and frustration grow. Mediation is a workable alternative.

Campus Mediation Services is conducted on an as-needed basis. For questions regarding Campus Mediation, please call Ramon Hernandez, assistant dean, Student Affairs; Davidson Hall, Room 103, 860-832-1601.

Campus Ministry. The campus ministers are available to all students for personal counseling and participation in classroom discussion and to provide a variety of social,

spiritual, and educational programs. The Campus Ministry Office is located in Marcus White, Room 303 (860-832-1935).

- Protestant Campus Ministry, 860-832-1935
- Marci Miller, Jewish Campus Ministry, 860-832-1935; campus contact is Sharon Braverman, 860-832-3207
- John Campbell, Catholic Campus Chaplain, 860-832-1935; The Newman House of CCSU, 860-832-3795
- Imam Qasim Sharief, Islamic Campus Ministry, 860-832-1935; campus contact is Dr. Ali Antar, 860-832-2932.

Career Services. The University Career Services office (www.ccsu.edu/career) provides a comprehensive program of career services to all students. Graduating students are provided assistance with making the transition to employment through workshops on resume writing, interviewing techniques, job search strategies and information on employment. Recruiters from major area corporations, government agencies and school systems visit the campus as a part of the year-long campus recruiting program. In addition the office maintains listings of full- and part-time jobs which can also be accessed through Central Connections, the Career Services database, at www.ccsu.edu/career. Career fairs offer opportunities to meet with employers regarding all types of employment opportunities, Co-ops, and internships. The following career fairs take place during the academic year: September—"On-Campus Employment Fair," October—"Accounting Career Fair," November—"Fall Career Fair," and April—"Spring Career Fair" and "Education Career Fair."

Experiential education is a major focus for both undergraduate and graduate students. Career Services coordinates the University's Cooperative Education Program which is described in detail on page 95 of this catalog. Through this program, students work at six-month, paid positions which are related to their major fields of study and provide them with real world experience.

Career Services also helps students to access paid and unpaid internship opportunities through which students develop professional skills and test out their career goals.

Counseling and Wellness Center. The mission of the Counseling and Wellness Center (Marcus White Hall, Room 205) is to support the health and well being of all members of the

CCSU community. The Center offers free and confidential services, including individual, group, and relationship counseling, to full- and part-time students. The services include clinical assessment, short-term counseling, and referral assistance when appropriate. The Center also provides consultation services to all members of the campus community. The Center is committed to providing students with a welcoming and comfortable environment to discuss their concerns with seasoned professionals. Some of the programs sponsored by this department include the Natural Helpers Program, AlcoholEDU (online), prevention education programs on a range of behavioral health issues, and training for student leaders, staff, and faculty. Student internships and Graduate Assistant positions may be possible.

Cultural Opportunities. Many cultural opportunities are available to students, both on campus and in the New Britain and Hartford areas.

On campus, the Samuel S. T. Chen Art Center features an array of international, national, and regional artists in exhibits of fine arts, design, and scholastic arts. The Theatre Department facilities include one of the best-equipped, flexible, experimental stages in the region. Students may take advantage of concerts, theater, choral performances, and dance presentations by student groups, faculty, and professional companies from around the world.

Locally, students will find two nationally known art museums, the New Britain Museum of American Art and, in Hartford, the Wadsworth Atheneum. Area theatres, including Hartford Stage, the Repertory Theatre of New Britain, the Goodspeed Opera House in East Haddam, and The Bushnell in Hartford, offer a variety of music, drama, and dance. The New Britain Symphony Orchestra performs four times per year in Welte Hall on the CCSU campus.

Elihu Burritt Library. The extensive print and digital resources of the Elihu Burritt Library support the scholarly information needs of the CCSU community. The library provides digital access to an ever-expanding full-text journal collection and specialized abstracting and indexing services. In addition to its extensive book and journal collections, the library houses a Curriculum Laboratory, a partial federal documents repository, and a 16,000-volume rare book collection, as well as the renowned Polish American Archives and Gender Equity Collections.

CONSULS (www.consuls.org), the shared catalog of the CSU libraries and the State Library, is the digital gateway to over 1.4 million books, journals, audio-visual materials, government documents and Internet resources. All members of the CCSU community may take advantage of the many remote access features, such as viewing library account information, renewing and requesting library materials, digital course reserves, off-campus database access, and reference assistance.

Enrollment Center/Office of Continuing Education. The Enrollment Center (Willard Hall Lobby) is a centralized service center for all students (full time or part time). Students may obtain all forms needed to initiate administrative and academic actions at the Center. The Center's hours of operation are Monday through Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to 4 p.m. and Saturday morning during the academic year, 7:45 a.m. to 12 p.m.

The University offers more than 500 courses each semester in the evening and on weekdays and Saturdays for graduate students. Credit and non-credit courses, workshops and seminars are also available to students, community groups, civic organizations, businesses and industry.

The Enrollment Center/Office of Continuing Education registers all part-time and full-time graduate students. Students are notified in advance of registration dates and procedures. All graduate students who have been formally admitted to one of the University's graduate programs receive advisement from their faculty advisors.

Information Technology Services. Information Technology Services (ITS) (Henry Barnard Hall) provides technology and communication services to the University community in support of CCSU's mission and strategic goals. ITS supports instruction, research, administration, and public service through effective use of computing and communication technologies, academic and administrative services, communication and multimedia delivery systems, and identification of new technologies and services, as well as education and guidance to users.

The Microcomputer Lab (Marcus White Annex) is the primary location for student access to computers and offers approximately 230 computers (PC and Macintosh), many laser printers, and a number of scanners available for student use. All

of the computers have a wide variety of popular software applications, as well as direct access to the Internet.

Users have access to any of the available hardware and software on a first-come first-served basis. The lab is open 90 hours per week, including weekends. A student ID card and BlueNet ID (username and password) allow a student to access all campus computer resources, including all of the software available on the computers in the lab. The primary focus of this lab is to provide support for students' academic achievements and classroom/instructional activities.

International Student Services. All international students should contact the coordinator of International Student and Scholar Services in the George R. Muirhead Center for International Education (Barnard 123) as soon as they are admitted to graduate study. The Center provides a wide range of orientation and advisement services for international students.

Learning Center. The Learning Center (TLC) helps students reach their academic potential. Students who wish to establish a strong grade point average are encouraged to visit TLC early in their college experience for assistance with collegiate study skills, time management and exam preparation. TLC provides study skills tutorials, individual and small group study sessions, a study skills course called The Master Student (ID 102), The Mathematics Tutoring Center, and learning styles and study skills assessment. TLC is located in Copernicus, Room 241 (860-832-1900).

Media Center. The Media Center, located in Willard Hall, coordinates all media-related services, including the University television channel and video production. The Center maintains instructional materials and multimedia classroom equipment. Facilities for consulting and developing instructional materials are available during scheduled times. Faculty and students, with the approval of a faculty member, may request media equipment for class use.

Sports and Recreation. Central Connecticut State University encourages a balanced program of sports and intramurals/recreation consistent with the educational responsibilities of the student.

Harrison J. Kaiser Hall is home to the Department of Physical Education and Human Performance, as well as the Inter-

collegiate Athletics Department which sponsors 18 varsity sports. Kaiser Hall houses the newly-renovated, 3,200-seat William H. Detrick Gymnasium, the Jack Suydam Natatorium and special function rooms, including a modern Nautilus and free weight training facility.

Arute Field, with new grandstands and a synthetic turf field, is where the football team plays its home games. The women's lacrosse program plays its home games on Arute Field.

Other sports facilities include Kaiser Annex, a 37,000-sq.ft. recreational/athletic, air-supported structure which features five tennis courts, a four-lane track, and fields for soccer, softball, baseball, and recreation.

Central Connecticut State's Blue Devils have gained national recognition on the playing fields. The University is a member of the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC) and the Northeast Conference (NEC) and conducts its athletic programs under the rules of these organizations.

Students may also take advantage of indoor and outdoor facilities for intramural programs and recreational use.

A Title IX Coordinator works with the Athletics Department to ensure Title IX compliance. Title IX is a federal civil rights statute that prohibits gender discrimination in education programs, including athletic programs that receive or benefit from federal funding. The major athletic categories that are analyzed for compliance are: sports offerings, scholarships, and other program areas, including equipment and supplies, coaching, availability, competitive facilities, and tutoring.

Student Center. The Student Center is the meeting place of the campus community and provides services that support student life. The 84,000 square feet of new and renovated space provides the University community with quality meeting and programming space. The Student Center is also the home of Student Activities/Leadership Development and the Women's Center, as well as several offices of student clubs and organizations.

To make it convenient for students to access support services, the Student Center offers a food court, an expanded bookstore, and a new full-service bank, as well as the CCSU Card Office. There is a student mailbox area where all residents and many commuter students have their own mailboxes. Students can study or meet with friends in the lounges. For relaxation, the Breakers

Game Room offers eight tournament billiard tables, foosball, electronic amusements, board games, and sports television.

Visit the website at <http://stdctr.ccsu.edu> for updated information on services and hours of operation or call the Student Center Information Desk at 860-832-1970.

Student Conduct. The Office of Student Conduct administers the student conduct system for all full- and part-time students. The goal of the Office of Student Conduct is the resolution of discipline cases in a developmentally sound manner consistent with University policy and applicable state and federal laws. This Office assists with the coordination of conduct referrals to counseling, alcohol and other drug education, and other programs.

In addition, this Office is responsible for the development and coordination of a variety of special activities designed to educate students, faculty, and staff concerning the student conduct system. It is also responsible for developing ways to effectively respond to incidents or issues which threaten to disrupt the learning environment. The Student Conduct staff is available to all students, faculty, and staff who may have questions or concerns regarding the University Disciplinary System. The Office is located in Barrows Hall, Room 110 (860-832-1667).

Student Disability Services. Student Disability Services (SDS) provides students, faculty, and staff with assistance and information on issues of access and fostering opportunities for students to participate in a barrier-free learning environment at the University. SDS's principal duty is to provide services and supports that promote educational equity for students with disabilities. Assistance includes arranging reasonable accommodations and auxiliary aids that are necessary for students with disabilities to pursue their academic studies, both in and out of the classroom.

Students with verifiable disabilities, visible or hidden, qualify for services. Students should disclose their disabilities to SDS as soon as they are notified of acceptance to the University to ensure timely services. All students must provide current documentation of disabilities that limit one or more major life activities. Disability categories include, but are not limited to, the following: mobility/orthopedic disabilities, specific learning disabilities, attention deficit disorders, vision and hearing disabilities,

acquired head injuries, psychiatric/psychological disabilities, epilepsy, and chronic health-related disabilities.

Course accommodations may include arranging for sign language interpreters, CART, readers, note takers, extended time for exams, on-campus housing, and classroom relocation if inaccessibility exists. In addition, students are assisted in developing strategies to negotiate campus life independently, learning advocacy skills, understanding legal rights and protections, developing compensatory skills, and becoming knowledgeable about adaptive technology and other on- and off-campus resources.

For more information, visit www.ccsu.edu/LearnCtr/disability/default.html; contact Natalie Stimpson-Byers, coordinator of Student Disability Services, at 860-832-1957 [TDD: 860-832-1954] or visit The Learning Center in Copernicus Hall, Room 241.

University Health Service. Under the direction of a Medical Director, University Health Service offers medical services to all students for maintenance of health and the evaluation and treatment of acute illnesses and injuries. In addition, the staff provides contraceptive counseling, evaluation of sexually transmitted infections, mental health screening (working closely with the Counseling and Wellness Center), clinics for travel, year-round tuberculosis prevention, and a flu clinic in late fall. Patients are seen by appointment only, except in the event of an emergency. Appointments are *free*, and many services are provided at no cost. However, in-house prescriptions, certain lab tests, and immunization updates require a minimal fee. Certain laboratory tests, x-ray costs, and prescriptions filled in outside pharmacies are covered through each student's particular health insurance plan. Referrals to appropriate specialty consultants are made as needed.

All full-time students are required to submit a completed medical form that includes a medical history, immunization data, and a physical examination by a health care provider prior to registration at the University. All matriculated part-time students are required by the University to have up-to-date immunization records for measles and rubella consistent with State of Connecticut Department of Health Service guidelines (part-time form available on our website). Failure to submit the required medical information may result in the withholding of registration schedules and/or housing assignments.

General information (860-832-1925); medical appointments (860-832-1926). Hours: Monday through Thursday, 8:30 a.m.–4 p.m.; Friday, 9:30 a.m.–4 p.m. (subject to change). University Health Service is located in the Marcus White Annex, next to the computer lab.

University Ombudsperson. The University Ombudsperson serves as a prompt, impartial, and confidential resource designated by the President of CCSU to assist members of the campus community to resolve problems or complaints quickly and properly. The Ombudsperson also helps the University to develop, implement, and maintain policies and procedures that equitably address the rights and responsibilities of everyone on campus. The University Ombudsperson can be a last resort, offering help when regular channels have failed, as well as an information resource, offering guidance for those who don't know where to begin. The Ombudsperson is not intended to replace existing University governance or appeal procedures but rather to improve communication regarding University operations and to enable members of the University community to protect their rights and have their concerns addressed in an efficient and effective manner. The office of the University Ombudsperson is located in Davidson Hall, Room 214 (860-832-2216).

Veterans Affairs. The Office of Veterans Affairs (Willard 133) assists eligible students to obtain tuition waivers and educational assistance benefits from the Veterans Administration. Questions concerning benefits and eligibility should be directed to the veterans affairs coordinator (860-832-2838).

Women's Center. The Ruthe Boyea Women's Center, named for its founding director, is a multi-purpose program and service center for students, staff and faculty. The center offers a variety of services for and about women, including peer education, re-entry counseling, support groups, crisis intervention, a luncheon series and programming and research on women's issues. The staff of the center also sponsors educational and cultural programs in response to the needs and interests of campus women. The Ruthe Boyea Women's Center is located in the Student Center, Room 215 (860-832-1655). Both men and women are welcome.

GENERAL INFORMATION

BOOKSTORE

The University Bookstore, operated by Barnes and Noble, Inc., is located in the Student Center. In addition to carrying course textbooks, the University Bookstore maintains an inventory of office and school supplies, assorted trade books, CCSU gift items, health and beauty aids, greeting cards, soda, snacks, and ice cream. Students are invited to shop via the web at www.ccsu bookstore.com. All course textbook information is available online. The Bookstore also offers a year-round book buy-back service. For additional information, call Jack O'Leary, director of the University Bookstore, at 860-832-BOOK (2665) or email olearyj@ccsu.edu.

CANCELLATION OF CLASSES OR FINAL EXAMINATIONS DUE TO INCLEMENT WEATHER

When classes are cancelled or delayed because of inclement weather conditions, the most accurate cancellation and delay information for Central Connecticut State University will be made available on the Snow Phone: 860-832-3333 and on the web at www.ccsu.edu/cancellation. These services will be updated twice daily: 6 a.m. for the day schedule and 2 p.m. for the evening schedule. More frequent updates will occur as weather conditions warrant.

If the University is forced to close or delay during the final examination period because of storm conditions, this information will also be made available on the Snow Phone and the web. These services will also carry information from the Registrar's Office once the affected exams are rescheduled.

CANCELLATION OF COURSES

The University reserves the right to cancel courses which have insufficient registration, and to change the schedule of courses or instruction as necessary.

CCSU FOUNDATION

The CCSU Foundation, Inc., was created in 1971, at the request of the University, as a vehicle to obtain private contributions to support educational programs and research at Central Connecticut State University. Incorporated under the laws of the State of Connecticut, the non-profit, eleemosynary organization is governed by an independent Board

of Directors which includes members of the faculty, the student body, the alumni, and the general public. The President of Central Connecticut State University is an ex-officio member of the Board of Directors.

For information on the audited financial statements of the CCSU Foundation, Inc., visit www.ccsu.edu/foundation/.

CHANGE OF NAME OR ADDRESS

Any change in name or address should be reported immediately to the Registrar's Office or the Enrollment Center/Office of Continuing Education. Students may obtain copies of the form at www.ccsu.edu/Registrar. If the University's name and address files are not updated, there will be delays in communication.

CHILDCARE

The Early Learning Program, Inc., a state-licensed childcare facility for preschool children between the ages of three to five, is available just off Paul J. Manafort Drive at 1285 East Street, New Britain. The program is available year round. The hours of operation are Monday through Friday, 7:00 a.m. to 5 p.m. Attendance options include nursery school and part- and full-time care. Priority enrollment goes to the children of CCSU students, faculty, staff, and alumni. If room allows, enrollment is open to the greater New Britain community through our School Readiness Program and others. For information, contact Program Director Talhaht Mannan at 860-827-7018.

FOOD SERVICE

On-campus meals, for students on a meal plan, are served in Memorial Hall. Meal plans are optional of graduate students, although they are required for any student who is living in on-campus housing. Meal Plan information is listed on page 22. Additional retail food services are available in the Student Center's Devil's Den Food Court, as well as at the Jazzman's Café located on the second floor of the Elihu Burritt Library. All-you-can-eat meals can also be purchased on a cash basis in the Memorial Hall Cafeteria. A 20% discount is given on food purchased with a Blue Chip Card at on-campus venues.

GRADE REPORTS

Students may retrieve their grades on the web via CentralPipeline, following the posting of grades at the conclusion of each academic semester and, for all summer courses, at the end of each Summer Session.

HEALTH INSURANCE

Health insurance coverage (accident and sickness) is mandatory for all full-time students. Chickering, a division of AETNA, provides a health insurance plan that can be purchased each semester or year through the University. All questions regarding the health insurance plan should be addressed to Chickering (see below for contact information). Students can purchase the sickness insurance plan through the University or elect alternative coverage through an outside carrier. The University provides accident insurance coverage for all full-time students; the premium is included in the general fee on the tuition bill, and the insurance coverage is through Chickering, AETNA. This accident coverage is not the primary insurance carrier unless there is no other insurance held by the student.

A combined sickness/accident policy is available for part-time students, as well as their dependents. Part-time students may elect the combined accident/sickness insurance through AETNA Health Insurance Plan by contacting and paying AETNA directly.

A dental plan is also available through Chickering, AETNA. See their website for details.

Brochures are available in the University Health Service and the Enrollment Center/Office of Continuing Education. For information regarding details of the policy, please visit www.chickering.com or call The Chickering Group at 877-375-4244.

IDENTIFICATION CARDS

All students are required to obtain a photo identification card; students must be registered for at least one class before a card can be issued to them. The Blue Chip Card is required to check out resources from the library and for access to the Computer Lab, as well as Welte and Vance parking garages and all dormitories on campus.

In addition to serving as a student's photo identification, the Blue Chip Card may be used as a debit card. Charges for laser printing at the Computer Lab and for copying on public copiers must be paid with the Blue Chip Card or by purchasing a Guest Card at a Card Value Center; there are no cash transactions. Students also use the Blue Chip Card in conjunction with any meal plans in Memorial Hall in which they participate. Meals purchased using the Blue Chip Card on campus at Devil's Den, Jazzman's, Nutmeg Room, and Memorial Hall will be discounted 20%.

Up-to-date information about the Card Office or the Blue Chip program (including participating off-campus vendors) can be found online at www.cardoffice.ccsu.edu, as well as on page 23 of this catalog.

LOCATION

Central Connecticut State University is situated approximately two hour's driving time from Boston, New York City, and southern Vermont. The campus, just 15 minutes from downtown Hartford, can be reached from state Routes 9, 71, 72, and 175, and Interstates 84 and 91. It is approximately 25 miles south of Bradley International Airport, which serves Hartford and Springfield, Massachusetts.

MEDICAL EXCUSE POLICY

The University Health Service will forward a medical excuse to the Office of Student Affairs only in those cases in which a student was seen in our office and the medical recovery or contagiousness of the patient/student warrants an absence from classes.

A student who is out of class for more than five days, and has not been seen as a patient in the University Health Service for the evaluation of the illness, should submit verification of the absence from his/her physician to the Office of Student Affairs. Notification of a student's absence will be relayed to the appropriate professor only if a physician's verification is submitted at the time of the request for notification. A student absent from class for five consecutive days or less should, upon return, explain the absence to the instructor. Please call 860-832-1605 for additional information.

OFFICE OF INSTITUTIONAL RESEARCH AND ASSESSMENT

The Office of Institutional Research and Assessment provides information about student success, including rates of retention and graduation, licensure passage rates, and a range of other measures. For more information about student success, visit www.ccsu.edu/OIRA/.

PARKING

All full- and part-time students must obtain parking decals from the University Police. Students may park in any campus lot or parking garage except those designated for administration, faculty, or staff. See the campus map for details at www.ccsu.edu/campus_map. Vehicles without decals, or improperly parked vehicles, may be ticketed or towed at the owner's

expense. Students are urged to learn and follow the campus parking regulations; additional information is available on the University Police webpage, accessible through the University website at www.ccsu.edu, or in the *Parking Guide*, available at the CCSU Police Department, 170 Manafort Drive.

PERMISSION FOR PHOTOS OF STUDENTS

Several offices of the University, principally those of Institutional Advancement, provide information to news organizations about CCSU's students' accomplishments and activities while they are at the University and at the time of graduation. Additionally, CCSU supplies photographs and other visual images of students and corollary text in response to requests from news organizations. As a regular practice, photographs of students, faculty, staff, and visitors to campus are used in publications produced by the University for recruitment and general information. Any student who does not wish to appear in any photos used for these purposes must notify the Office of Institutional Advancement immediately upon matriculation. It is, however, not possible to practice these restraints with respect to the use of photography (where groups of students appear) of scenes, events, or classes in session.

PET POLICY

With the exception of animals used to aid persons with disabilities, animals used in University laboratories and fish in residence hall rooms, animals are prohibited in campus buildings.

PUBLIC ACCESS TO STUDENT RECORDS

In accordance with appropriate federal and state laws, the University has designated certain types of student information as public or "directory" information. While the University respects the student's right to privacy and will do its best to protect that privacy, such information may be disclosed. The following is directory information: student's name, address, phone number, dates of attendance, class standing, academic major and degree(s) earned. Additional information is also deemed directory information, including participation in officially-recognized activities and sports, weight and height of members of athletic teams, and awards received.

Currently-enrolled students have the right to request that the University not release

address and phone information to individuals or organizations outside the University (although we are required to provide information to organizations which have provided the student any type of financial aid, including loans). A student who wishes to have his/her address and phone number restricted should contact the Office of Registrar. Such protection is provided for currently enrolled students only.

The University assumes that failure on the part of any student to specifically request withholding of certain directory information indicates approval of disclosure.

PUBLIC SAFETY

The University Police Department, located at 170 Manafort Drive, provides the campus community with a full range of protective and investigative police services around the clock. Also, the professional police officers of the department coordinate an escort service for students and are available to educate students in protecting themselves and their property.

Through an on-campus dispatch center, which is linked to other regional emergency services, officers are able to respond rapidly to any emergency. State-of-the-art emergency telephones, connected to the dispatch center, are strategically located throughout the campus. Additionally, two mass notification systems are scheduled to be online by the start of the fall semester. One is a siren/broadcast system that uses external speaker arrays; the other system sends notices to electronic devices (cell phones, email, etc.) of those who opt to receive notifications.

Central Connecticut State University is proud of its efforts to maintain a safe and secure place to live, study, and work. CCSU is, therefore, pleased to make available its annual "security report" on the role and authority of the University Police Department and the institutional policies concerning the security of the campus, as well as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. This report also cites statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by CCSU, and on public property within or immediately adjacent to and accessible from campus. This report is available at www.ccsu.edu/police/. Those without access to the Internet may obtain a copy by sending a written request to: Central Connecticut State University, Police Department, P.O. Box 4010, New Britain, CT 06050-4010.

STUDY ABROAD PROGRAMS

Central Connecticut State University can place students to study for CCSU credit almost anywhere in the world through a variety of study abroad programs. International experiences range from two weeks to one year in duration. CCSU offers two distinct types of programs — semester or academic year study abroad programs and courses abroad taught by our own faculty.

Study abroad programs allow CCSU students to enroll at one of our international partner universities, often on an exchange basis. Exchange program students pre-pay normal tuition and, in some cases, housing costs, to CCSU while exchanging places with international students. Full semester and academic year study abroad programs are currently available in the United Kingdom, Spain, France, Germany, Poland, Sweden, Hungary, Ghana, Puerto Rico, Jamaica, Barbados, Japan, China, Korea, and the Turkish Republic of Northern Cyprus. Financial aid applies to all CCSU programs, and scholarships are also offered on a competitive basis. With proper planning, all course work earned overseas may apply toward graduation and degree requirements.

To plan a study abroad program, contact the International Education Coordinator in the George R. Muirhead Center for International Education (CIE), Barnard Hall, Room 146, (860-832-2043). April 1 is the program application and scholarship deadline for all programs for the upcoming academic year. Specific program information and the dates of regularly scheduled information sessions can also be found on the CIE website at <http://www.ccsu.edu/cie>.

Students may also take individual courses taught abroad by CCSU professors during a Winter or Summer Session or taught at CCSU during the spring semester, with travel over spring break. Students choose from courses offered each year by faculty in a variety of disciplines and countries. Foreign language proficiency is generally not required. Registration for courses taught abroad in Summer or Winter Session takes place at the Enrollment Center/Office of Continuing Education, Willard Hall. Students must also declare their participation with the George R. Muirhead Center for International Education.

TRANSCRIPTS

A University transcript is a complete, unabridged academic record, without deletions or omissions, which includes the signature of an authorized official and bears the legal seal of the University. Central Connecticut State issues only official transcripts.

Transcripts may be obtained from the Registrar's Office, Davidson 115. The cost, which is subject to change, is \$5. All requests for transcripts must be in writing and include payment in advance. A copy of the form may be obtained at www.ccsu.edu/Registrar.

See "Transcript Policy" on page 17 for information on official sealing of transcripts.

VOTER REGISTRATION

Regardless of which town in Connecticut a student has as a place of residence, voter registration can be done on campus. Students can register to vote at either the Student Center Information Desk or at the checkout counter in the Burritt Library. All students are urged to take advantage of this convenient service, if they are not currently registered to vote, and to then exercise their rights and duties as citizens by becoming voters.

CENTERS AND INSTITUTES

Within the University and its academic schools are special centers and research institutes which enhance the academic programs offered by individual departments. Academic centers are listed with their schools. The University offers other centers with curricular, co-curricular, and extra-curricular resources and activities.

BIOTECHNOLOGY INSTITUTE

The Biotechnology Institute at CCSU is an interdisciplinary organization dedicated to developing graduates with excellent research skills to join the growing workforce in the field of biotechnology. The Institute is housed in the Department of Biomolecular Sciences and serves as a link between the academic community at CCSU and Connecticut's biotechnology industries.

The Institute provides unique research opportunities for undergraduates in the area of biotechnology, fosters the pursuit of research, promotes academic programs and student-centered research, develops strong contacts with Connecticut's biotechnology community in order to create opportunities for CCSU graduates to enter the biotechnology workforce through internships, cooperative education, and full-time employment, and conducts outreach programs that foster interest in biotechnology and science among pre-college students. For additional information, call Dr. Kathy Martin-Troy, director of the Biotech-

nology Institute, at 860-832-2655 or email martink@ccsu.edu.

CENTER FOR AFRICANA STUDIES

The Center for Africana Studies at Central Connecticut State University develops and encourages the study and teaching of Africans, African Americans, and all people of African descent throughout the Diaspora. The Center promotes and advances a better understanding of the African and African American experience among Africans in the Diaspora. It expands the understanding of the ideas, knowledge, experiences, and approaches to the study of Africa and the Diaspora. The Center promotes research, consultation, and community service among the CCSU faculty, students, and scholars in the community and throughout the world about Africa and people of African descent. It provides undergraduate and graduate instruction about Africa, African Americans, and people of African descent around the world through lectures, conferences, and a variety of activities.

The Center for Africana Studies educates the neighboring communities and engages them in understanding the African experience; provides mentoring and tutoring programs for students on campus and in the community; and develops international support systems for students and scholars of Africana Studies. These programs are established to encourage students to achieve academic success as well as obtain an understanding of their African heritage.

The Center for Africana Studies sees student participation in its activities as crucial to achieve its goals. In addition, it sees its extracurricular activities as critical both to student and faculty development and in ensuring that the community is well informed about Africa and Africans in the Diaspora.

CENTER FOR CARIBBEAN AND LATIN AMERICAN STUDIES

The Center for Caribbean and Latin American Studies is one of five regional studies centers at CCSU. The Center is dedicated to promoting a better understanding of the peoples and cultures of the Caribbean and Latin America through sponsorship of academic lectures, cultural performances, conferences, and exchange visits. The Center is located off the main floor lobby of the Elihu Burritt Library. The Center for Caribbean and Latin American Studies initiates and supports student exchanges with Caribbean and Latin American universities maintaining a formal and active relationship with CCSU; sponsors academic research and academic activities that

focus on the Caribbean and Latin America; engages in a wide variety of community outreach activities, focusing on links that connect elementary and high school students to CCSU; seeks external funding to support programs sponsored by the Center; and initiates and sponsors a variety of student and faculty Winter and Summer Session courses abroad to the Caribbean and Latin America.

CENTER FOR EAST ASIAN STUDIES

The Center for East Asian Studies at Central Connecticut State University provides opportunities for students and faculty, as well as the Connecticut business community, to keep abreast of changes in economics and politics and of comparative advantages in China, Japan, and Korea.

The Center seeks to develop and enhance global awareness, cultural diversity, and civic responsibility by fostering support for seminars, lectures, workshops, and exhibitions for faculty, students, and businesses in the U.S. and abroad; reciprocal visits of music, artistic, and sports groups; research and conferences; programs to promote international and intercultural understanding; and contacts and connections between Connecticut and the East Asian community, as well as student and faculty exchanges at CCSU's sister universities in China, Japan, and Korea.

In addition, the Dr. Mong Koo Chung/Hyundai Endowment Fund, Ki Hoon Kim Scholarship Fund, Koh Scholarship Fund, Yoko Niibo Scholarship Fund, and C. J. Huang Endowment, among others, award scholarships to those who are eligible and meet all requirements. These are administered by the CCSU Foundation, Inc.

CENTER FOR PUBLIC POLICY AND SOCIAL RESEARCH

The Center for Public Policy and Social Research (CPPSR), designated a Connecticut Higher Education Center of Excellence, is dedicated to enriching the quality of public policy, public service, University outreach, and applied research in Connecticut. CPPSR provides a wide range of informational resources, training, research, and consulting services to communities, municipal and state government, and non-profit organizations. CPPSR develops, facilitates, and supports faculty and student projects, which provide a unique opportunity to advance scholarship and applied research, as well as real-life experiences.

CPPSR serves the State of Connecticut by providing a neutral forum for the framing and debate of a myriad of contempo-

rary public issues. The Center also conducts research and helps facilitate the development and implementation of innovative public policy initiatives.

CPPSR houses the Governor William A. O'Neill Endowed Chair in Public Policy and Practical Politics. The Chair's programs include active archival and oral history projects which focus on Connecticut's modern public policy history, including the Governor O'Neill era and Connecticut's landmark lemon law initiative, and a partnership with the History Department, Elihu Burritt Library, Media Services, and the United States Library of Congress in the Veterans History Project.

CPPSR's applied social research function is maintained as an affordable resource for government, communities, and non-profit organizations requiring assistance with survey research, program evaluation, project development, and training of government officials. Among the resources utilized are expert faculty and capable students from the Schools of Arts and Sciences, Business, Education and Professional Studies, and Engineering and Technology.

CPPSR—and the Governor William A. O'Neill Endowed Chair—is located in the Robert C. Vance Academic Center, with a satellite office for applied social research in DiLoreto Hall.

CENTER FOR TEACHING EXCELLENCE AND LEADERSHIP DEVELOPMENT

The Center for Teaching Excellence and Leadership Development coordinates professional development activities and resources related to teaching and faculty leadership. Resources are located in Barnard Hall. The goals of the Center are to promote a learning community focused on studying and improving teaching to enhance students' learning and to enhance the growth of academic leaders in the CCSU community.

The Center sponsors various programs aimed at building and sustaining a learning community on the CCSU campus. Among the many programs offered by the Center are Teaching Excellence Workshops; resources for tenured and non-tenured faculty for continued instructional development in the teaching and learning process; and leadership development for current departmental chairs and others. Other activities included in the Center's mission are Scholarship of Teaching and Learning opportunities.

GEORGE R. MUIRHEAD CENTER FOR INTERNATIONAL EDUCATION

The George R. Muirhead Center for International Education (CIE) at Central Connecticut State University is the State of Connecticut's Center for Excellence in International Education. Drawing on the intellectual resources of the faculty and the experienced staff of international education administrators, the Center champions the University's vision to be "global in its perspective and outreach."

Through centers, which exist to serve the needs and interests of Connecticut's diverse communities and promote globalization among faculty and students, the CIE provides academic and cultural programs that promote a better understanding of the peoples and cultures of Africa, the Caribbean, Latin America, Europe, and East Asia. Working with the International & Area Studies Committee, the CIE also develops and supports study abroad, international student advising, CCSU courses abroad, international development, and teaching English as a second language.

All programs sponsored by the Center for International Education strengthen the University's commitment to diversity. They promote academic freedom by providing forums for international scholars, activists, and political and civic leaders to share their ideas and open dialogue and lively debate on campus about sensitive and difficult world issues. Through externally-funded technical assistance projects, the CIE provides opportunities for faculty to inform and enhance their teaching. Through study abroad and course abroad programs, the Center provides opportunities for students and faculty to engage the world as their classroom. Most importantly, through the presence of over 400 international students on campus each year, the Center promotes diversity as a critical component of the development of our students and fosters meaningful engagement with the ethnic heritages of our state.

For additional information, call the Center for International Education at 860-832-2040.

INSTITUTE FOR MUNICIPAL AND REGIONAL POLICY

The Institute for Municipal and Regional Policy (IMRP) promotes the mutual socioeconomic and environmental benefits of regional alternatives to problem solving and facilitates intergovernmental cooperation and comprehensive planning to address regional solutions to critical public

policy issues in Connecticut. The IMRP serves state and local government officials and entities, as well as community and non-profit organizations, and provides educational forums and materials, facilitation services, and research of innovative regional alternatives.

Located in the Robert Vance Academic Center, the IMRP's recent activities have included educational forums and presentations to address "smart growth" and transportation-oriented development, taxation, workforce development, and the links between housing and education. For additional information, call Andrew Clark, director of the IMRP, at 860-832-1871, or email clarkanj@ccsu.edu.

INSTITUTE FOR THE STUDY OF CRIME AND JUSTICE

The Institute for the Study of Crime and Justice (ISCJ) serves the interests of the criminal justice community in Connecticut by utilizing the University's faculty, staff, and student resources to perform applied research, train criminal justice personnel, and develop, implement, and evaluate criminal justice initiatives for local, state, and federal governmental clients. The ISCJ also serves as a centralized clearing-house for the exchange and dissemination of information concerning the criminal justice field.

Located in the Robert Vance Academic Center, the ISCJ provides opportunities for students to collaborate with faculty and practitioners in a variety of professional settings. For additional information, call Andrew Clark, director of the ISCJ, at 860-832-1871, or email clarkanj@ccsu.edu.

INSTITUTE OF TECHNOLOGY AND BUSINESS DEVELOPMENT

The Institute of Technology and Business Development (ITBD), located in downtown New Britain, is CCSU's comprehensive business outreach facility.

With a mission "to promote the economic development of the state and to help business and industry sustain economic growth," the ITBD serves a statewide clientele, ranging from manufacturers, entrepreneurs, inventors, healthcare providers, and real estate firms to state agencies, Chambers of Commerce, professional organizations, school districts, and media groups.

ITBD functions through four business centers. The Training Center delivers non-credit training programs, off-site and on-site, and helps area companies become

more competitive and improve their productivity. The Conference Center offers high-tech, conveniently located, and competitively priced meeting space to large and small groups. The Community Business Development Center (CBDC) supports the Connecticut Dept. of Transportation Disadvantaged Business Enterprise program; the ITBD's Business Incubator program, which is on the cutting edge of new business growth and is currently hosting 21 start-up businesses in varied markets from high to low tech; and the Youth Career training program initiatives. The federally funded Procurement Technical Assistance Center (PTAC) assists Connecticut businesses in securing contracts.

U.S.-CHINA BUSINESS CENTER

The mission of the U.S.-China Business Center (US-CBC) is to coordinate the outreach and developmental activities for Central Connecticut State University in the People's Republic of China. A further aspect of the mission is to forge links with Connecticut businesses and industries to integrate the University's initiatives in China and to assist in the formation of joint ventures between Chinese businesses and Connecticut businesses.

Located in Marcus White Hall, US-CBC promotes Central Connecticut State University as a leading, innovative, educational institution facilitating U.S.-China collaborations. Through the long and successful relationship that CCSU has had with the People's Republic of China, the University has had the opportunity to work with many provinces and cities across China, conducting training programs for public officials both in China and at CCSU. US-CBC is also the sponsor of a faculty/student study abroad program to the People's Republic of China during the Summer Session.