STUDENT HAND BOOK
In the interest of serving our students, we are providing you with the most complete information possible regarding services, resources and policies at CCAC. We believe it is very important that all students are aware of their privileges, resources and responsibilities.

We hope you will use this handbook to help you maintain a positive learning experience while you are a student at CCAC.

Dr. Quintin B. Bullock, CCAC President

CCAC NORTH WEST REGION

North West Regional President 412.237.2543
412.369.3611

ALLEGENEY CAMPUS

Dean of Students 412.237.2520
Security 412.237.2662
Student Accounts 412.237.CCAC (2222)

NORTH CAMPUS

Dean of Students 412.369.3655
Security 412.369.4100
Student Accounts 412.237.CCAC (2222)

CCAC SOUTH EAST REGION

South East Regional President 412.469.6301
724.325.6611

BOYCE CAMPUS

Dean of Students 724.325.6651
Security 724.325.6653
Student Accounts 412.237.CCAC (2222)

SOUTH CAMPUS

Dean of Students 412.469.6201
Security 412.469.6260
Student Accounts 412.237.CCAC (2222)
The academic portal provides access to all of the academic information you need as a student or faculty member at CCAC. Once logged into the portal, you have access to Blackboard courses and assignments, CCAC Central, email, important academic deadlines, can search and register for courses, and much more. Simply use your CCAC NetID (network account) to gain access to the academic portal. Students can access the Academic Portal by visiting my.ccac.edu. Students can access the Office of Academic Affairs by visiting ccac.edu/academics/academic-affairs.php.

The CCAC Catalog is available online at catalog.ccac.edu.

This student handbook is published by the Community College of Allegheny County. The information herein is accurate as of publication date (August 2021) and therefore is subject to change.
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MISSION STATEMENT
The Community College of Allegheny County prepares individuals to succeed in a complex global society by providing affordable access to high quality career and transfer education delivered in a diverse, caring and innovative learning environment.

VALUES STATEMENT

Learning
We are committed to high academic standards and quality services provided in a caring, innovative and professional learning environment that places the success of students first.

Community
We strive to serve the educational, economic and social needs of the community as one college through creative collaboration and teamwork.

Diversity
We honor and embrace diversity by creating a positive, inclusive college culture that respects individual differences and values the unique experiences and perspectives of all students, faculty and staff.

Integrity
We promote an honest and open exchange of information and ideas, accountability for the effective use of resources placed in our trust and the fair and consistent treatment of all individuals.

VISION STATEMENT
The Community College of Allegheny County will be the region's preferred gateway to a more prosperous future. Through our commitment to learning, innovation and positive social change, CCAC will advance individual and community success.
1. Becoming a more supportive, caring, and inclusive college.
   5C Alignment: A Commitment to Care
   • Support initiatives that assist students in overcoming material needs outside of the classroom.
   • Ensure that no student lacks access to the IT tools and systems necessary to support a student’s educational journey.
   • Develop students’ resilience and mental wellness.
   • Improve customer service with better communication and interactions with students.
   • Expand the reach of CCAC support services, education, and workforce training through online and remote learning.

2. Expanding the college’s role in addressing social and economic challenges in the community.
   5C Alignment: Serve the Whole community with a Focus on Social Justice
   • Develop a systematic approach to managing stakeholder relationships that connects students to community resources and essential services.
   • Align existing and new CCAC programs with regional and antional priorities, and the economic shifts precipitated by COVID-19.
   • Expand opportunities for students and members of the community to engage in civic, equity, and other matters integral to the interests of the wider community.
   • Leverage the national spotlight on community colleges through the college’s marketing and recruitment efforts.

3. Design a more effective and equitable teaching and learning environment for all students
   5C Alignment: Identify and Dismantle Campus Structures that Breed Disparities and then Redesign the College for Equity
   • Support and encourage faculty innovation and curricular redesign to promote equity and student goal attainment.
   • Drive economic and social mobility for all through bold and substantial institutional changes that improve rates of college completion, transfer, and attainment of jobs with value in the labor market.
   • Align data systems and decision-making to maximize learning outcomes and equity.
   • Create the physical and technological infrastructure needed to ensure equity, inclusion, and student success.

4. Improving stewardship of the college enterprise and resources.
   5C Alignment: Build a Culture of Equity on Campus and Fund What Matters Most
   • Develop an institutional culture that supports inclusion and nurtures innovation through our hiring, onboarding, training, and professional development processes.
   • Enhance CCAC’s internal communications and flow of information among all locations, employee groups, and individuals.
   • Identify and operationalize new learning and workplace best practices and efficiencies that are less defined by place and organizational silos.
   • Develop more robust, aligned, and participative planning, assessment, and budget processes in order to fund what matters most.
CCAC’s Learning Goals embrace the college’s vision and definition of an educated person. The foundation for CCAC’s General Education program is the college vision of providing “an exemplary learning community where individuals can develop their full potential” in an environment of the highest standards “of academic excellence, technological advancement, innovative responsive programming and economic development.” An educated person is one who acquires and continues to expand upon the following (Assessment of Student Learning Committee, July 2005):

- A broad range of knowledge upon which to make value judgments
- The skills to locate valid information and comprehend that information
- The ability to analyze critically and synthesize efficiently valid information
- The ability to listen carefully and to communicate effectively

CCAC’s Learning Goals support the above definition of an educated person by uniting student learning experiences across all programs, courses and services at CCAC. The Learning Goals include essential knowledge and skills that help students adapt to and participate in global, cultural, social, political, economic, personal and technological change. These Learning Goals support students in achieving the following:

- Successful pursuits in higher education
- Successful careers
- Lifelong learning

A CCAC student who graduates with an associate degree will have a level of proficiency comparable with the first two years of a baccalaureate degree in the following areas: communication; technological competency; information literacy; critical thinking and problem solving; quantitative and scientific reasoning; culture, society and citizenship; and information literacy.

Communication
Employ written and oral communication skills in order to convey clear and organized information to target audiences for specific purposes. The following are ways in which this goal may be achieved.

1. Generate communication that addresses audience and purpose.
2. Employ syntax, usage, style and tone appropriate to academic disciplines and professional environments.
3. Present ideas in an organized framework.
4. Develop ideas using concrete reasoning and clear explanation.

Technological Competencies
Use digital technology, productivity software, discipline-specific applications and technology-mediated collaboration tools to complete tasks. The following are ways in which this goal may be achieved.

1. Use technology resources to design, develop, present and publish information products.
2. Employ technology resources to conduct research, analyze data, solve problems, synthesize information and inform decision-making.
3. Use technology ethically and legally.

Critical Thinking & Problem Solving
Identify problems, explore and prioritize solutions and revise priorities as a means for purposeful action. The following are ways in which this goal may be achieved.

1. Identify and summarize the problem and/or question in clear and concise terms.
2. Collect and review information from credible sources.
3. Consider the influence of context, assumptions and underlying bias of resources.
4. Synthesize and integrate information in order to support conclusions.
5. When supported, articulate findings and prioritize solutions appropriately.
Quantitative & Scientific Reasoning
Apply appropriate mathematical and/or scientific concepts and theories in order to interpret data and solve problems based on verifiable evidence. The following are ways in which this goal may be achieved.

1. Identify and extract relevant data from problems, experiments or projects.
2. Organize data into tables, spreadsheets, graphs, symbols, equations and/or other visual representations.
3. Analyze and interpret quantitative and qualitative data using sound mathematical/scientific concepts.
4. Evaluate evidence and decide if conclusions based upon data are valid and consistent.

Culture, Society & Citizenship
Describe and explain behaviors and beliefs of various populations throughout the United States of America and the world. The following are ways in which this goal may be achieved.

1. Discuss the role of diversity and equity in the context of the United States of America and the world.
2. Review social and cultural conventions within their historical contexts.
3. Examine the interdependence of people in their respective environments.
4. Examine the artistic and aesthetic values of various cultures.
5. Explain the nature of a democratic society.
6. Articulate the values of civic engagement, community involvement and the role of service.

Information Literacy
Acquire, analyze, organize and evaluate information through technological and traditional means. The following are ways in which this goal may be achieved.

1. Determine the nature and scope of information needed for a specific task.
2. Critically evaluate and organize information sources and content.
3. Acquire and use information ethically and legally.
Nondiscrimination Policy

The college does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct which affects tangible job benefits, unreasonably interferes with an individual's academic or work performance or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this policy or applicable law by contacting the college's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other board policies or administratively issued regulations and procedures. The college prohibits and will not engage in retaliation against any person who in good faith reports a violation of this policy, provides information in an investigation of a potential violation or otherwise engages in protected activity under the law.

Accommodations for Individuals with Disabilities

The college recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, the college provides reasonable accommodations for qualified students and employees with identified disabilities consistent with the requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state and local laws and regulations.

The college maintains an Office of Supportive Services for Students with Disabilities at each campus location to receive, review, and evaluate requests from students who require an accommodation with respect to their educational program. The college's Civil Rights Compliance Officer/ADA 504 Coordinator has oversight of the internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination on the basis of disability. If any student believes they have been denied an accommodation or otherwise have a grievance regarding the college's disability procedures, the grievance procedures are outlined in the Civil Rights and Sexual Misconduct Reporting and Response Procedure. Contact information for these resources is as follows:

Civil Rights Compliance Officer/Title IX Coordinator
808 Ridge Avenue, Byers Hall, Room 316
Pittsburgh, PA 15212
Telephone: 412.237.4542
Email: kschoos@ccac.edu

Supportive Services for Students with Disabilities
412.237.4612 • supportiveservices@ccac.edu

Allegheny Campus  SSC321
North Campus  Room 1008
Boyce Campus  North Wing Room N560
South Campus  Room B311

Title IX Notification

It is the further policy of the college to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the college's educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Questions or complaints regarding Title IX issues may be directed to the College's Title IX Coordinator or the United States Department of Education's Office for Civil Rights as follows:

CCAC Civil Rights Compliance Officer/Title IX Coordinator
808 Ridge Avenue, Byers Hall, Room 316
Pittsburgh, PA 15212
Telephone: 412.237.4542
Email: kschoos@ccac.edu

Office for Civil Rights
US Department of Education, Philadelphia Office
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Facsimile: 215.656.8605 • Telephone: 215.656.8541
Customer Service Hotline: 800.421.3481
Email: OCR.Philadelphia@ed.gov
Web: www.ed.gov/ocr

For GRIEVANCE PROCEDURES FOR INDIVIDUALS WITH DISABILITIES, please see page 49.

The college’s Office of Human Resources is designated to receive, review and evaluate employee requests for accommodations in the workplace due to an identified disability.
SERVICES FOR STUDENTS

ACADEMIC ADVISING
Academic advisors are available in a remote environment through our Virtual Advising chat sessions as well as through face to face appointments to help students explore various programs of study and develop educational goals. They assist with course selection and provide information about registration, course electives, changing a major and graduation requirements. Students are encouraged to ask questions and to contact the academic advisors as they continue their enrollment.

While all students are encouraged to see an academic advisor, some students are required to see one:
• New degree or certificate seeking students
• Students who have not completed their developmental classes
• Students changing their major
• Students on academic probation
• Students applying for graduation

Tools for developing your academic plan are available at:
• CCAC Catalog online at catalog.ccac.edu
• Self-Service Student Planning

For more information, visit ccac.edu/advising/index.php.

AFFORDABLE LEARNING MATERIALS
CCAC encourages instructors to use affordable learning materials in their classes whenever possible. Affordable content includes textbooks, lab manuals, and online homework portals. Class sections that use affordable content are labeled in the course schedule in three ways:

1. Sections that use zero cost resources, or Open Educational Resources (OER), are labeled with a Z at the end of the section number (for example ENG 101 AC01Z). OER are educational materials that are published under an open license that permits free use by the public. High quality OER are available in many introductory level college courses, and are reviewed by experts in the topic similar to traditionally published textbooks.

2. Sections that use reduced cost materials are labeled with an R at the end of the section number (for example ENG 101 AC01R). This means that the materials selected for this course are 1/3 of the price of the standard materials. If a textbook for a class would normally cost $150, a section that uses a $50 textbook would be labeled with an R.

3. Sections that use low cost options are labeled with an L at the end of the section number (for example ENG 101 AC01L). This means that the materials for this course will not exceed $40.

Many of these materials are available in electronic formats. A PDF version of these materials can often be downloaded to your device, so you can have access to them even when you are not connected to the internet. Additionally, a low cost printed version is available for many zero cost options. This is available for students who prefer to read material in this format, but it is not required. Finally, all affordable content must meet the same accessibility guidelines as traditional learning materials. The Office of Supportive Services for Students with Disabilities on each campus is available to assist students with accessing these materials.

ADmissions
As an open-enrollment institution, CCAC provides learning opportunities for all students regardless of prior educational background. If you have a high school diploma, a General Education Development (GED) certificate, or are 18 years of age or older with reasonably equivalent experience, CCAC can help you achieve your academic goals. Under special circumstances, students who: 1) do not have a high school diploma or GED certificate; and 2) are younger than 18 years of age may enroll in CCAC classes with permission from their parents and high school counselor.

CCAC requires placement testing for many students. Please see placement testing policy on page 32.

APPOINTMENT CENTRAL
CCAC provides an online tool for students to schedule appointments for key services such as Counseling, New Student Orientation and Graduation Visit ccac.edu/appointment-central/ to utilize this service.

In response to COVID-19, CCAC services have shifted to remote delivery. For the most up to date links and schedule of services please refer to ccac.edu.

Students are also encouraged to read the CCAC COVID-19 Student Guide for Returning to On Site Courses found at ccac.edu/about/covid-19.php.
BASIC NEEDS
CCAC has established a number of programs and services for students who are seeking assistance with basic needs. Basic needs include things like food, shelter, clothing and healthcare. For assistance with Basic Needs support, contact a CCAC Navigator at 724.325.6695 or navigators@ccac.edu.

CCAC has established food pantries at each campus and center location to help students who are in need of food. Three is also a Campus Clothes closet located at the South Campus for students who need professional clothing.

Allegheny Campus Cupboard
PE Building, Room 105 • 412.237.2675

Boyce Campus Cupboard
Room S-593 B • 724.325.6845

Homewood-Brushton Center Cupboard
Main Hallway (across from Barber School classroom) • 412.371.1600

North Campus Cupboard
Left of Main Entrance • 412.369.3725

South Campus Cupboard
G Building, Room G-313 • 412.469.6352

West Hills Cupboard
Room S1714 • 412-788-7511

NAVIGATORS
The CCAC Navigators serve as case managers who help students identify resources and supports so that they can achieve their personal and academic goals. These resources include but are not limited to food and SNAP benefits, housing and utilities, books, technology, mental and physical health. The navigators work closely with the Department of Human Services to stay up to date on resources and to assist students in making connections to available services.

CCAC BOOKSTORE INFORMATION
CCAC has five full-service bookstores, located on the Allegheny, Boyce, North and South campuses as well as at the West Hills Center. Each store is dedicated to serving the needs of students and faculty on their campus. CCAC Bookstores carry all required textbooks and instructional materials, including a large selection of school supplies, reference books and study aids. The bookstores also sell CCAC insignia clothing and gifts, snacks, software and more. Students can order class rings, pins and graduation regalia. Port Authority bus passes are currently available at the Allegheny, Boyce and South campus bookstores.

Students may also shop for their textbooks and general merchandise needs online at ccacshop.com. Items may be shipped to a home/business address or made available for in-store pick-up at any of the CCAC Bookstores. The store’s website accepts all major credit cards, PayPal and financial aid for online payment. Rental agreements and transactions may also be done through the bookstore website.

Ordering Books and Materials on CCACShop.com
• Go to ccacshop.com
• Choose to “Shop by Student ID” or “Enter Courses”
• Choose the “Campus” associated with your section number (Ex. SC01, Z__ etc...see below)
• Select “Term” Ex. Fall 2021

BOYCE Campus sections: BC00, Z00
(if faculty “room” is Boyce)

ALLEGHENY Campus sections: AC00, HB00, Z00
(if faculty “room” is Allegheny)

NORTH Campus sections: NC00, Z00
(if faculty “room” is North)

SOUTH Campus sections: SC00, BH00, CA00, WC00, Z00
(if faculty “room” is South)

WEST Campus section: WH00

ALL Z section books are also available (in small quantities) at the Allegheny Campus Bookstore
• Choose DEPARTMENT (Ex. ECO = Economics)
• Choose COURSE # (Ex. 102)
• Choose SECTION # (Ex. SC01)
• Select “Find Materials”

Open any + (plus sign) to see details of requirements/make selections/proceed to checkout

You may also charge against your student account (financial aid, grants, loans, third party sponsors, refunds etc.) online. Check ccac.edu for the semester’s bookstore charging period.
Bring your course schedule to the bookstore when purchasing textbooks.

The CCAC Bookstores carry new and used textbooks required for the courses offered on campus and through the online learning program. CCAC Bookstores are sensitive to the high cost of textbooks and make every effort to keep new textbook prices competitive. In addition, CCAC Bookstores offer as many used books for sale as possible. Used textbooks sell for 25% less than new textbooks. To help lower the costs of higher education, CCAC students also have access to Follett's popular Rent-A-Text program, which saves 50% on average vs. the price of a new textbook. In addition to its robust rental program, Follett provides access to the largest selection of digital solutions. When shopping for textbooks in the store and online, students are encouraged to consult their course schedule when selecting their materials as not all sections, instructors or campuses use the same titles.

Note: CCAC Bookstore information and hours of operation are subject to change without notice.

Online Learning Course Materials
Students enrolled in internet/online (remote/zoom) learning courses are encouraged to shop the online bookstore for their textbooks and other course materials.

Return Policy—Textbooks
Textbooks may be refunded with a receipt within seven calendar days from the start of classes or within two days of purchase thereafter. Textbooks purchased during the last week of classes or during exams may be sold back under the buyback policy.

Last Day for Refunds dates will be posted throughout the store, on the bookstore’s website and attached separately to your receipt. If you have dropped the class, a full refund is available within the registrar’s add/drop guidelines and time frames. A copy of the drop slip and the original receipt is required. Any textbook purchased during midterms, the last week of classes or final exams is not refundable but may be sold back for current market value. No refunds will be issued on textbooks for classes running six days or less, one-credit or noncredit courses unless the course is dropped.

New textbooks must be returned in the same condition as purchased for a full refund. Shrink-wrapped textbook sets must be unopened; all enclosures (CDs, etc.) must be included and unopened. Textbooks that are “e-books” are returnable if code/password has not been accessed online.

Return Policy—General Merchandise
Non-textbook items may be refunded or exchanged within 30 days of the sale with the original receipt, providing the merchandise is in resalable condition. Items must contain all original packaging and accessories. Computer software, CDs and DVDs may be returned, provided they are unopened and shrink-wrapped.

Textbook Buyback
The CCAC Bookstores buy back textbooks daily throughout the academic calendar year at wholesale prices determined by national market value. Textbooks needed for upcoming classes will be bought back at up to half price at the end of each semester. Prices offered are determined by inventory need, condition and are subject to change. A current CCAC ID is required.

CCAC Bookstores accept the following as forms of payment: cash, check, Master Card, Visa, Discover, debit card and American Express. Third-party sponsorship and financial aid may be used during designated charging periods.

All CCAC Bookstores are open Monday through Friday at the start of each semester and may offer extended evening and Saturday hours at times throughout the academic calendar year. Visit the bookstore’s website for the currently posted hours of operation for each campus at ccacshop.com. For more information, contact the store manager at your campus, ccac.edu/student-services/bookstores.php.

Book Charging Requirements
Students who will be eligible for a Financial Aid refund after tuition and fee charges are paid may charge books and required supplies at their CCAC campus and online bookstores, provided their Financial Aid Award has been completed and generated prior to the end of the published bookstore charging period. In order to charge mandatory books and supplies against anticipated financial aid for the term, students must register for classes no later than the day before the end of the bookstore charging period. Please consult the Financial Aid office on your campus for additional deadlines and information.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>412.237.2532</td>
<td><a href="mailto:1316mgr@follett.com">1316mgr@follett.com</a></td>
</tr>
<tr>
<td>Boyce</td>
<td>724.325.6612</td>
<td><a href="mailto:1317mgr@follett.com">1317mgr@follett.com</a></td>
</tr>
<tr>
<td>North</td>
<td>412.369.3694</td>
<td><a href="mailto:1318mgr@follett.com">1318mgr@follett.com</a></td>
</tr>
<tr>
<td>South</td>
<td>412.469.6261</td>
<td><a href="mailto:1319mgr@follett.com">1319mgr@follett.com</a></td>
</tr>
<tr>
<td>West Hills Center</td>
<td>412.788.2275</td>
<td><a href="mailto:1320mgr@follett.com">1320mgr@follett.com</a></td>
</tr>
</tbody>
</table>
ADVANCED STANDING

Advanced standing credits are obtained in the following ways:

Transfer of Credits: If a student has successfully completed courses at another college, he/she may petition to have these courses count toward graduation at CCAC. These courses will not be listed on the student’s transcript until one credit course has been successfully completed at CCAC. Only credits earned in CCAC classrooms or online learning classes are calculated into the CCAC GPA.

If a student has taken college courses elsewhere, submit your official transcripts to CCAC today for evaluation. Contact the other institution and request an OFFICIAL transcript to be sent to CCAC. The fastest and preferred method is to request electronic delivery via electronic data exchange, which is an option for most transcript providers. If the transcript service only offers delivery via email, use the email address transcripts@ccac.edu as the recipient. If the school will only mail paper transcripts, they should be mailed to the attention of the Registration Office at the campus you plan to attend. Transcripts become the property of the Community College of Allegheny County and will not be returned. CCAC does not provide copies of transcripts from other secondary and postsecondary institutions.

Credit by Examination: Students in good standing who feel they can demonstrate knowledge that is equivalent to what is taught in a college class may petition the appropriate division dean for the privilege of taking a special examination for college credit.

If a student wishes to challenge a course for which there is no standardized test, the student will contact the appropriate academic department at CCAC to inquire as to whether or not a test is offered for credit. The course must be listed in the CCAC college catalog and available at the campus. A student may not challenge a course that he/she has already completed or for which he/she is currently registered. A student may only challenge and test once for any given course.

- If a test is available, obtain permission to test from the division Dean at your campus. The dean may recommend another form of evaluation for prior learning assessment (CLEP or Portfolio). Once permission is granted, the student must schedule and take the test within 60 business days.
- If the student successfully passes the exam, the appropriate course and credits will be posted to the transcript. If a student is new to CCAC, the credit will not be posted to the transcript until at least one credit course for college credit is completed at the college. The grade earned will not be calculated into the Grade Point Average (GPA).
- A fee equal to the tuition for one credit is charged.

CLEP, AP, USAFI and ACE Approved Military or Corporate Training: If students have met CCAC standards for the College Level Examination Program (CLEP) and/or Advanced Placement Tests (AP) of the College Entrance Examination Board and/or taken courses in the United States Armed Forces Institute (USAFI) or American Council of Education (ACE) approved military training, they may apply to have these tests/ courses count toward graduation credit at CCAC.

Portfolio Review through College Credit Fast Track (PLA): College Credit Fast Track helps current and prospective students earn college credit at one of Pennsylvania’s community colleges based on prior work or life experience. Through an online state-wide website, CCAC students and applicants can create and submit an e-portfolio, which enables the student to document and compile prior learning for evaluation of credit. Students submit the e-portfolio, which serves to document the evidence that the student has mastered the learning outcomes for a credit course at CCAC through life and work experience. See ccac.edu/CCFastTrack or visit the ccafstrack.org e-portfolio site.

If advanced standing is approved for college credit, it will be entered into the student information system as preliminary and will be posted to the CCAC transcript once the student has completed at least one credit course at CCAC.

COUNSELING SERVICES

The CCAC Counseling Department offers transfer, personal, career and academic counseling to promote student growth, discover individual potential, plan academic and career goals, and manage the stresses of student life. Contact the Counseling Services Department at ccac.edu/student-services/counseling.php.

All services are free to students. Students often come for assistance in dealing with academic and personal concerns and to explore issues, such as adjustment to college, time management, academic performance, conflict resolution and stress management. Gaining an awareness of academic, personal and career goals can lead to informed decision making. Through career inventories, counselors assist students in defining and developing these goals.

Transfer Services

Students should meet with a counselor to identify the college they plan to attend after CCAC, and the major they intend to pursue. Counselors assist students by helping select courses that are transferable to four-year colleges and universities. CCAC has articulation agreements with a variety of institutions to ensure the transferability of CCAC courses.

If college credits have been completed elsewhere, a transcript of those credits must be brought to the counseling appointment. Undecided students should meet with a counselor for assistance.
Counseling Services are available to assist you in transferring to a four-year college or university. Counselors can provide you with the following:

- Course equivalency information relative to the transferability of CCAC courses and programs of study at four-year institutions
- College and university fairs, which include visits from four-year college representatives each year
- Resources such as college catalogs, applications, brochures and general information on colleges nationwide
- Signed agreements with select four-year schools that guarantee a smooth transfer of credits
- Internet access to conduct research on four-year schools.

Career Counseling
Students who wish to gain more information about themselves in relation to potential career are invited to schedule an appointment for assessment. Once interest and personality inventories have been completed, an evaluation is provided by a counselor and students can begin to make appropriate educational and career plans.

Personal Counseling
Counselors assist students with a variety of academic and personal concerns in an open and accepting environment. Some issues may include work/life balance struggles, substance abuse, suicidal ideation, anxiety, depression, loneliness, fear of failure, relationship conflict, feeling overwhelmed, and other issues that may impact mental health and well-being.

*If you are experiencing a mental health crisis outside of normal business hours, please go to the nearest emergency room or call Resolve, Allegheny County’s 24-hour crisis services at 1-888-796-8226. Student may also text HOME to 741741.

DEAN OF STUDENTS
The deans of students are responsible for supporting students and managing student services. Student services range from advising and counseling to supportive services for students with disabilities and student engagement. The deans of students serve as a point of contact on each campus who can coordinate services and provide additional support for students. Deans of Students coordinate campus CARES teams and work with the Student Conduct Manager on any conduct concerns or violations of the Student Behavioral Code of Conduct.

DEANS OF STUDENTS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>412.237.2520</td>
</tr>
<tr>
<td>Boyce Campus</td>
<td>724.325.6651</td>
</tr>
<tr>
<td>North Campus</td>
<td>412.369.3655</td>
</tr>
<tr>
<td>South Campus</td>
<td>412.469.6201</td>
</tr>
</tbody>
</table>

You may also contact a dean of students through the Online Dean (see page 16)

FINANCIAL AID
Financial aid is available to qualified students who need financial assistance to further their education. Consisting of grants, scholarships, work and loans, these programs can help with tuition, fees, books and living expenses.

In order to be eligible, students must be enrolled in credit courses in a Title IV approved credit program. Additionally, they must have a high school diploma or a GED to be considered for financial aid.

To apply, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. If also applying for a student loan, it must be requested thru FA Self Service at my.ccac.edu. In addition, a Federal Direct Loan Master Promissory Note must be completed by going to https://studentloans.gov/myDirectLoan/whatYouNeed.action?page=mpn. Students sign in to their account by using their FSA ID and click on “promissory note.”

Financial aid staff members are available to assist students in completing these applications. Students are encouraged to apply early enough to have funds available for payment of tuition bills.

Priority deadlines for applying are May 1 for the fall term and November 1 for the spring term. Applicants filing after these dates can still receive financial aid; however, priority will be given to students whose files are completed by the above stated deadlines.

Because the requirements for financial aid vary each year and with each program, all students are encouraged to complete the FAFSA.

Note: Federal Pell Grants are credited to eligible students’ accounts on the 30th calendar day of each
semester. Federal Direct Student Loans are credited to eligible student accounts in two disbursements beginning with the 60th calendar day of the semester. Contact the Financial Aid office immediately should financial or economic circumstances change (i.e., enrollment status or employment situation). These conditions may be cause for revisions to the amount of financial aid to which students may be entitled.

**Satisfactory Progress Toward Your Degree:**

Federal regulations require that CCAC monitor the satisfactory progress of all students regardless of if they have received financial aid in previous semesters. CCAC students are required to make academic progress toward their degree to be eligible for federal aid sources. Progress is measured in the three following ways:

1. **Length of time to complete your degree**—Students must complete all degree requirements within 150% of the minimum number of credit hours required to complete their program of study (Example: A 60 credit degree must be completed in the first 90 credits attempted).

2. **Required percentage of attempted credits completed** (now known as “PACE”)—All students must complete 67% of all CCAC credits attempted during each semester of enrollment (including the summer semester).

3. **Satisfactory academic progress for financial aid recipients** is defined as follows:

   An overall minimum Grade Point Average (GPA) of 2.0 must be earned each semester. “W”, “I”, “F”, “N” and “X” grades will be calculated into the GPA as credits attempted with zero quality points earned. Courses passed with a grade of “P” will be counted into courses attempted but not into GPA. Developmental courses are not counted as credits attempted or calculated into the GPA.

Important: Students may be academically eligible to continue to take courses at CCAC, but ineligible for federal financial aid. Students will have the option of paying for their cost of attendance with personal funds, by credit card or with alternative education loans that do not require students to be making satisfactory academic progress.

The complete Satisfactory Academic Progress Policy including Warning, Probation, Suspension and Reinstatement information is found at ccac.edu/financial-aid/academic-progress.php. Progress as determined by financial aid regulations is a separate process from the Academic Probation/Suspension Policy, see page 23. Using CCAC’s online Career Coach, students can research specific CCAC programs, investigate career

**WORKFORCE & JOB READINESS SERVICES**

Workforce & Job Readiness offers and assists students with a four-point job search and career planning path to success.

- Students discover their career path. Workforce & Job Readiness can assist students in identifying career goals and objectives through career exploration and education.
- Workforce & Job Readiness assists students in building their resume and interview skills needed to be successful in today’s employment market. Assistance is provided individually and in small groups as well as in job search manual form for independent learning. An online resume review is available 24/7 at collegecentral.com/ccac.
- Workforce and Job Readiness provides information sessions as well as sessions on career development topics ranging from resume and cover letter development to interviewing and networking, and alumni panels to orient students to the needs and demands of various industries and employers.
- Workforce and Job Readiness provides career development informational sessions and other on-campus events to assist in your career planning process. Guidance on topics including employer research, networking, informational interviewing, job interviewing, cover letter, resume and CV development, thank you letters, salary research and job offers. Students can utilize Workforce & Job Readiness to gain valuable work experience by obtaining co-op, internship and work-study employment.
- Workforce & Job Readiness can assist students in finding their place in the job market by serving as the liaison between CCAC and the employment community. Workforce & Job Readiness coordinates on-campus job fairs, information sessions and recruiting events and maintains a CCAC exclusive student and alumni job website at collegecentral.com/ccac for which all active job seekers need to register.
- Workforce and Job Readiness career resource centers that feature an area for students, alumni and the community to review career materials and research employment opportunities; a career resource area for career planning and the job search; personal computers for accessing the Workforce & Job Readiness web pages and other pertinent web-based resources; and a copier, fax machine, and technology equipped offices to facilitate job searches. Students requiring assistance with any aspect of their career search should contact the Workforce and Job Readiness office at the location most convenient to them.

Using CCAC’s online Career Coach, students can research specific CCAC programs, investigate career
options, examine local labor market data, including wages and projected job openings, and view and apply to regional job postings. Career Coach aggregates labor market and job opening data from multiple sources and combines that with links to CCAC program information to provide students with the comprehensive information needed to make sound career and program choices, as well as assisting in finding employment.

Visit Career Coach at: ccac.emsicc.com. Career Coach is provided to CCAC students by the Perkins Career & Technical Education Grant.

INTERNATIONAL STUDENT SUPPORT
CCAC welcomes students from other countries and cultures. Serving a variety of functions for a diverse population and as an important connection for international students CCAC has three levels of support. Admissions assists international students through the initial enrollment process, Student Engagement provides support through orientation and campus involvement and the Registrar’s Office assists International Students by monitoring appropriate requirements are fulfilled each semester.

As a guest in the US, international students need to be aware of their rights and responsibilities under immigration law. They will be held responsible for their actions and decisions while in the US. The goal of the international student Support staff is to make students informed, thus enhancing their educational and cultural experience in the United States. Students are responsible for notifying the International Student Support representatives of any circumstances that might affect their status in this country. For more information, log onto ccac.edu/International/.

LIBRARIES
The four campus libraries offer a combined collection of more than 250,000 books, 800 periodical titles, 20,000 audio/visual titles (DVDs, compact discs, audio books, etc.) and over 55,000 e-books. The library also has over 70 online research databases accessible through the library website at ccac.edu/library. These research databases allow students to access thousands of full-text magazine, journal, newspaper and reference articles in subject areas such as business, education, medicine, arts and sciences and the social sciences. The library website provides many useful links to students, virtual chats assist students in navigating the wide range of resources available to students, including course guides for projects assigned by CCAC instructors, web resources and i-CONNECT, a self-paced guide to better researching skills. In addition to traditional services for all students, such as interlibrary loans, customized services are provided to support distance learning students. Each library provides quiet study areas and professional staff to assist with research projects. Students are encouraged to visit the library and website.

MY CCAC SELF SERVICE
Log onto my.ccac.edu with your NET ID and password to:
- Review placement score results
- View listing of required financial aid documents
- View and pay tuition bills
- View account history
- View financial aid award letters and status
- Register for classes (student must be in good academic and financial standing and other restrictions may apply)
- Manage waitlists
- Drop classes (prior to the start date of term)
- View midterm and final grades and GPA information
- Update postal and email addresses and telephone numbers
- Request an official transcript
- Request enrollment verification
- Update personal, ethnic and racial information

ONLINE DEAN
The Online Dean is designed to provide opportunities for students to communicate with the deans of Students. This web-based program provides a central location for the deans of Students and the student body to communicate and respond to a variety of student issues and concerns—visit webapps.ccac.edu/OnlineDean/.

ONLINE LEARNING
Online learning refers to the delivery of classroom instruction using nontraditional formats and methods. It allows a student to develop a class schedule that fits one's life and is a wonderful alternative for those who need additional flexibility due to job and family responsibilities.

Instruction is provided through internet courses and/or hybrid courses. All courses are offered for credit and are applicable to academic requirements for an associate degree. Many course credits are transferable should the student choose to pursue a bachelor's degree. Students wishing to transfer should work with CCAC transfer counselors.

Tests are taken online or at a testing site. Students are expected to meet all deadlines as set by the course instructor and academic calendar. In order to succeed in this learning environment, students must be self-motivated, comfortable with technology and able to meet deadlines. To find out if online learning is right for you, visit ccac.edu/online, then select “self test.”
Types of CCAC Online Learning Courses

Internet Courses
Generally, all teaching and learning takes place via the internet. Students interact with the instructor and classmates through a course website. Learning activities and assignments are completed according to the instructions and schedule posted by the instructor. Students taking internet courses must have access to a computer with an internet connection. Students must also be computer literate and be comfortable using computer software, email, and performing other activities on the internet. Some courses have specific technical requirements. In such cases, students must own specific software packages in order to take the course or required proctored exams.

Hybrid Courses
Hybrid courses combine traditional classroom instruction with online collaboration and learning. Students attend class at a CCAC campus or college center on a regular basis but with a less frequent schedule. The balance of course time is dedicated to self-directed, scheduled online collaboration and learning activities such as email, threaded discussion and chat.

Remote Learning via Zoom
Students participate in scheduled “live” online sessions with instruction meeting at designated times, just like a regular course, but via live streaming.

Online Services
CCAC offers a variety of online tools providing students access to many services 24/7.

REGISTRATION

CCAC emails a priority registration notice to students shortly before the start of the fall and spring registration cycles. Students can register on the date listed in that notice or any day prior to the first class meeting.

Registration Options & Services
- Register for classes
- Drop/add/withdraw from classes
- Gather cross-registration information (see page 14)
- Change a program/major
- Apply for graduation
- Request an official transcript (also available online)
- Evaluate advanced standing

Mail or email a completed registration form and a copy of a photo ID to the Registration office. List all courses on one form, regardless of which campus.

Course Registration Deadlines
Students may register for credit classes until the first class meeting and online courses prior to the start of the term. Registration using My CCAC Self Service is available up until one day before the class begins.

For courses that have met (including online courses), students may request the instructor’s documented approval and submit it to the Registration Office for processing within two business days of signature and before the end of the first week of the term (or first two days of the course term for courses 10-weeks in length or less). Students who are on probation or suspension must obtain permission from an advisor (probation) or a counselor (suspension).

If you choose to mail or email your registration form, please include a photocopy of your CCAC ID card or a copy of your current driver’s license.

Dropping Classes: Refund Policies
Students who present a valid photo ID may drop, add, or withdraw in the following ways:
- In person at the Campus Registration Office or Center during published business hours.
- By sending the completed Drop/Add form and a copy of a valid photo ID to the campus registration office by postal mail, email or fax.

Students receiving financial assistance through grants, loans, and veterans benefits should consult with the Financial Aid or Military and Veterans Services Office before dropping, adding, or withdrawing from class. Students’ aid may be impacted by a change to the total number of credits in which the student is enrolled or by receiving a “W” grade in one or more classes.

Drop/Add forms sent by postal mail, email, or fax must be received by close of business before the deadline to drop with either 100% or 80% refund or the deadline to
withdraw. Standard college refund procedures will apply.

Students considering dropping and/or adding a class or classes, should be aware of the following refund policies:

- All tuition and refundable fees will be dropped when classes are dropped before the first day of the semester at any CCAC registration office. To drop a course online (CCAC Central e-Services), it must be done before the start date of the term. As of the first day of the term students can drop courses via email, fax, mail or in-person. If a refund is due, it will be in the form of a check or credit to your credit card account, if applicable. Credit students may opt for credit refunds through eRefund. Visit us at ccac.edu/eRefund.
- No tuition or refundable fees will be dropped after the published period according to the course schedule.
- Some classes are scheduled as part of a shorter calendar. Each of the shorter calendars will have their own drop dates.
- If a course is dropped within the published period according to the course schedule, an 80% drop in tuition and a 100% drop in applicable fees will be issued. The remaining 20% of your tuition is forfeited (shorter classes have their own drop dates).
- If a course is dropped within the published period according to the course schedule starting the first day of the term and add a class at the same time—for the same term—the 20% is not forfeited. It is automatically counted toward the cost of the added class (shorter classes have their own drop dates).
- Notifying the instructor of the intention to drop or simply no longer attending class does not count as an official drop from class and may result in forfeiture of tuition and fees.

Course Withdrawal Policy
It is also important to be aware of college policy concerning withdrawal from all or some classes. Notifying the instructor of the intention to withdraw does not count as an official withdrawal from a course. A withdrawal form must be completed and submitted to the registration office or college center. Failure to process this form may result in “F” grades. The Commonwealth of Pennsylvania requires community colleges to report non-attending students during the first 20% of the term. Non-attending students may be dropped from class(es) and forfeit tuition and fees for class(es).

Military connected students receiving GI bill educational benefits must notify the Military and Veterans Services upon withdrawal from classes or in case of military activation.

For information, see Military Call to Active Duty (page 50.)

Waitlisting
Students are able to join a waitlist for most course sections if the section is full. You can elect to waitlist for a section when attempting to register in person or online for a full section. Some important information to know:
- Students may not request to be waitlisted in more than one section of the same course.
- If a space opens in the course, the first person on the waitlist will receive an email message to their academic email notifying that a spot has been reserved. Students have until midnight on the following day to enroll in the course; if no action is taken by that deadline, the spot on the waitlist will expire, and the next student on the list will be notified with permission to enroll.
- Students can manage your waitlist online in My CCAC Self Service. Students can remove themselves from the waitlist or enroll in the section when and if given permission to enroll.
- Students not eligible to register online (new students, probation/suspension, etc.), will need to email or visit one of the registration offices to make changes to the waitlist or enroll when notified and given permission.
- Students will be responsible for paying tuition for waitlisted classes once actually enroll in the section.

All waitlists will be closed the Friday before the start date of the 16-week or 14-week term.

Medical Withdrawal
A medical withdrawal is defined as a withdrawal from courses for medical reasons. While often this results in a withdrawal from all courses, the director of Supportive Services for Students with Disabilities, in consultation with the student’s physician, may determine a student’s ability to maintain some courses while withdrawing from others (for example, a student with a broken leg may need to withdraw from a HPE course but could maintain other courses not requiring physical activity; or a student may need to withdraw from courses on campus due to a medical condition but may be able to maintain online learning courses).

Medical withdrawals received before the end of the drop period will result in a drop of courses (no entry on the student’s transcript).

Medical withdrawals received after the drop period until the last day of classes will result in course entries with a “W” grade(s). Adjustment of tuition and fees follow the stated dates in the academic calendar. All documentation, including physician’s certification and student request forms, must be received no later than the last day of class.

Please refer to the CCAC COVID-19 Student Guide for Returning to On Site Courses for additional information regarding COVID-related medical withdrawals.
Cross-registration Program
Cross-registration provides opportunities to enrich educational programs by permitting full-time undergraduate students to cross-register at other local colleges for courses not offered at their own institution. Participating institutions include Carlow University, Carnegie Mellon University, Chatham University, CCAC, Duquesne University, La Roche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University and the University of Pittsburgh. Students who cross-register, pay CCAC tuition for the additional credits and must pay special course or laboratory fees to the host institution. Full credit and grades are transferred to the home institution. Cross-registration guidelines* are as follows:

• enrollment is limited to only one course per term/semester;
• students may not cross-register after the end of the host institution’s add/drop period;
• approval of the designated individual from the home institution is needed;
• an advisor must check course eligibility;
• students may not cross-register for classes at another institution in which they are already enrolled as a student;
• academic rules and regulations of the host institution will prevail;
• while students do not acquire status at the host institution, they do have library and bookstore privileges;
• permission is required from the home and host institutions to add/drop a course after the home and host institutions’ deadlines;
• cross-registration does not apply to summer or FastTrack courses; and
• students must be enrolled for 12 or more CCAC credits in the semester you are cross-registering.

* Pittsburgh Council on Higher Education

Note: Pittsburgh Council on Higher Education (PCHE) census date(s) at pche-pa.org.

STUDENT LIFE & ENGAGEMENT (ATHLETICS & ACTIVITIES)
Please note limited onsite programming and will abide by CCAC COVID-19 Protocols

CCAC offers a diverse and varied student life outside the classroom that includes student clubs, cultural and personal development programming and athletic and intramural events. From the Anime and Video Games Club to Gay Straight Alliance, honor societies to the Student Government Association, Phi Theta Kappa and other clubs, CCAC has student organizations which meet a variety of interests. Each campus sponsors organizations that support social, academic and professional activities. For more information, please visit CCAC Student Life and Engagement.

Start an Extracurricular Transcript
An Extracurricular Transcript allows students to document CCAC-related activities such as athletics, awards and recognitions, community service, honor societies and special projects. Visit ccac.edu/student-life/be-involved/extracurricular-transcript.php. This transcript will provide documentation to use in the job search or on scholarship applications or college transfer applications.

Activities
On-campus musical productions, theatrical performances and art exhibits take place throughout the academic year. Opportunities to attend events in the thriving Pittsburgh cultural community are also available. Students can purchase tickets at a greatly reduced rate through Student Accounts offices with a valid student ID.

Athletics
At CCAC, students have access to intramural and intercollegiate athletic programs and facilities. Baseball, basketball, bowling, golf, ice hockey, volleyball, fast-pitch softball and cross-country are among the sports offered at the college. Students of any age and fitness level are encouraged to participate. For more information, visit CCAC Athletics at ccac.edu/student-life/be-active/ccac-athletics.php.

Fitness Centers
In addition, there are fitness centers at each campus where students can take advantage of state-of-the-art aerobic and strength-training equipment.

Clubs, athletics and events vary by campus. For more information, visit ccac.edu/life.

STUDENT LIFE & ENGAGEMENT
Allegheny Campus 412.237.2675
Boyce Campus 724.325.6622
North Campus 412.369.3692
South Campus 412.469.6244
studentengagement@ccac.edu
MANDATORY STUDENT ORIENTATION
Students must complete the online student orientation before registering for classes. CCAC recommends students also attend the immediately preceding the start of the semester student orientation. New students who attend the on-campus orientation have consistently been shown to have higher levels of engagement and academic success nationally. Student orientation gives access to key information that students can use to be successful.

The two-tiered student orientation program will help students to become familiar with the campus, understand how to register for classes, learn about financial resources and many more services and activities that are vital to success and graduation. Students should take both the online student orientation as well as the traditional student orientation.

STUDENT SUCCESS INITIATIVES
The Community College of Allegheny County promotes student success through various academic and student success initiatives.

These initiatives include:

- **Reading First**
  First-time*, degree-seeking students who place into the lowest level of developmental reading must take DVS 060 and DVS 070 in their first semester.

- **SEM 105**
  New students are required to take SEM 105 within the first nine (9) credits of their enrollment. College in High School students will take upon entry to CCAC after high school graduation. Transfer students who have completed an equivalent course at a prior institution are exempt as are students accepted directly into Nursing, Allied Health and Skilled Trade programs.

- **“C” or Better in Developmental Classes to Move On**
  Students must earn a “C” or better in DVS 060, DVS 070, DVS 101, DVS 103, ENG 089, ENG 100, MAT 080 and MAT 090 to register for the next course in the same discipline or to use the course as a prerequisite for a course in another discipline.

* First-time is defined as attending CCAC for the first time.

Learning Services (Tutoring)
Students may access free tutoring virtually or in-person through Learning Services which includes the Learning Assistance Center, Learning Commons and Math Café.

- **Learning Assistance Center**
  The Learning Assistance Center offers both face-to-face and virtually tutoring sessions in various subjects to assist students.

  For more information, including hours of services, visit [https://ccac.edu/tutoring/index.php](https://ccac.edu/tutoring/index.php).

- **Learning Commons**
  The Learning Commons is a drop-in assistance center available both face to face and virtually to assist students in writing and reading, programs related to any subject. The commons are staffed by professionals and peer tutors. One-on-one sessions, group sessions and formal workshops are available. No appointment is necessary. For more information, including hours of services, visit [https://www.ccac.edu/tutoring/learning-commons.php](https://www.ccac.edu/tutoring/learning-commons.php).

- **Math Café**
  The Math Cafés are available both face to face and virtually for students to drop in for assistance as questions arise. In both the Math Cafés and Learning Commons, instructors and tutors may also schedule group tutoring sessions. Diagnostic learning software is available for students to build math and reading skills, as well as prepare for the CCAC placement test. For more information, including hours of services, visit [https://www.ccac.edu/tutoring/math-cafe.php](https://www.ccac.edu/tutoring/math-cafe.php).

Online Tutoring through SMARTTHINKING
Through a partnership with SMARTTHINKING, CCAC is able to offer live tutoring anytime, from anywhere.

- Connect with a live e-structor for a variety of subjects
- Submit your writing for a critique
- Schedule a personal session with your chosen e-structor
- Submit a question
- Visit ccac.edu/tutoring/
- If you use this service, please remember to complete the online survey.

Reading Lab
The Reading Lab is a virtual is this also face to face? tutoring lounge for students in DVS Reading courses. Students can drop-in and work on assignments, study or just hang out. For more information, visit [https://www.ccac.edu/tutoring/reading-lab.php](https://www.ccac.edu/tutoring/reading-lab.php).

Student Success Coaches
Student Success Coaches are available on each campus to address specific needs of various student populations such as students enrolled in SDS 102 and SEM 105. Success
Coaches are a resource for students and provide mentorship, monitor progress of students and provide support to students as they complete their studies at CCAC.

**The Perkins Grant**
The Perkins Grants' Student Support Specialists specialize in helping Career & Technical Education (CTE) students succeed academically by providing academic support services, including organizing study groups, midterm grade alerts, and academic workshops. Student support specialists also help to connect students to existing college resources such as Job Readiness, Counseling, Financial Aid, Supportive Services, Advisement and the Learning Center.

To qualify for services, students must be enrolled in a Career & Technical Education program. These are programs that lead to a certificate or an associate's degree where the student intends to join the workforce upon graduation. A current list of CCAC's CTE programs can be found on the Perkins Grant webpage, https://ccac.edu/tutoring/index.php.

Please note:
- Due to federal grant guidelines, the Perkins Grant staff members cannot assist students with developmental coursework.
- The Perkins Grant does not provide funds directly to students but instead funds a variety of college programs designed to help CTE students succeed.

Additional information regarding the Perkins Grant can be found on the web at ccac.edu/student-services/perkins-student-support-team.php.

**SUPPORTIVE SERVICES FOR STUDENTS WITH DISABILITIES**
The Supportive Services office makes appropriate and reasonable accommodations for students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. In order to receive timely accommodations, students must contact the Supportive Services office. Based on current documentation of disabilities, a wide variety of services is available and will be established by the Supportive Services staff. If any student believes they have been denied an accommodation or otherwise have a grievance regarding the College's disability procedures, the grievance procedures are outlined in the Civil Rights and Sexual Misconduct Reporting and Response Procedure.

Appropriate accommodations will be determined by the Supportive Services directors in conjunction with the students.

All inquiries are kept confidential in accordance with federal law. Students who believe they have a disability, but lack documentation, should call the Supportive Services for Students with Disabilities office for a screening appointment.

**TECHNOLOGY SERVICES FOR STUDENTS**

**Technology Orientation**
Learn about the technology services that support learning and communications at the college. View the online orientation videos at ccac.edu/its/tech-orientation.php.

**Network Access**
All students must obtain a NetID account (the ccac.edu/its/netid.php link will only work on a computer connected to the CCAC domain to use any computer at the college. The CCAC NetID provides access to the MyCCACPortal. NetID is the gateway to using the CCAC network, academic email account, Blackboard, library resources and web publishing—just some of the services offered by the Information Technology Services (ITS) department. Students may create their NetID, set up security questions and change their NetID password from outside the college's network using netid.ccac.edu.

**Blackboard**
Blackboard is CCAC’s learning management system used for online, hybrid and technology supported courses. Blackboard is accessed through the internet so there is no software to install or download to your computer. Verify your computer's settings have the minimum technical requirements for using Blackboard at ccac.edu/virtual-campus/blackboard-info.php.

**MyCCAC Self Service**
MyCCAC Self Service gives students, faculty and staff access to important information about their own records in the Colleague administrative database. For more information on MyCCAC Self Service go to the CCAC homepage at ccac.edu.

**Email & Web Publishing**
All students with a NetID have an academic email and web account available to them. On the day following the creation of your NetID, students will have access to their email account. The student’s CCAC email account is the formal means of communication from the college. For more information on the CCAC email account go to ccac.edu/its/academic-email.php.

For student information about student web pages go to ccac.edu/its/index.php.

**Online Services**
ITS maintains a variety of other online applications to support the academic and support services needs of students, including Appointment Central, Online Dean and others. See the handout on CCAC Online Services at ccac.edu/online-services/. Additional information may also be found on page 12.
Wireless Access
Wireless access is available college-wide for faculty and students at various locations throughout each facility. Students can access guest wireless access (unsecure) or configure a laptop/tablet/device to log in to secure CCAC wireless access. For more information, visit ccac.edu/its/wifi.php.

Microsoft Software
Some students in specific CIT programs are provided access to download and install software under the Microsoft DreamSpark program. For more information visit ccac.edu/its/student-software.php. All CCAC students with a valid CCAC email address can access and download Microsoft Office for home use. For more information please visit: ccac.edu/its/student-software.php.

Virus & Security Issues
The college maintains virus protection on all college-owned PCs in classrooms and labs as well as email systems. Students are cautioned to be diligent in discerning unsafe computing practices that may introduce security threats within the college network.

SERVICE DESK
Students can receive help with technology questions or problems by phone, chat, email, or online. For hours of operation and contact information, visit ccac.edu/its/servicedesk.php.

What we do not offer:
- Support for student home computers or personal laptops or PCs purchased through surplus sale; ITS staff cannot work on laptops nor give advice on fixing hardware and software problems on personal computers.
- Assistance with homework assignments for students; students should contact Tutoring Services or their instructor.
- Support for hardware and software that is outside CCAC standards.

Best effort: If the staff are not providing service to other callers, they may attempt to provide information about unsupported items. They may be able to do a Google search or provide information on software about which some staff are knowledgeable. They can provide information but can not guarantee results.

Tuition Payment Options
Once registered for classes students are financially responsible for payment of all tuition and fees associated with registration unless they officially drop all courses before the term begins. The college tries to make paying your tuition and fees as convenient as possible and offers a number of payment options. Students should choose the option that is best for them. It is important that the student account is paid in full or the student has obtained financial clearance through a financial aid award, third party sponsorship, or payment plan enrollment in order to avoid late payment fees. The college has instituted a monthly late payment fee on all student accounts carrying an unpaid balance.

The late payment fee will be assessed at a rate of $15.00 each month a student account balance is unpaid.

1) Online Payments:
Visit the new Online Student Account Center, accessible through MyCCAC, to make a payment by credit or debit card as well as ACH (eCheck) from a checking or savings account. Don’t wait in line...go online to make a payment. It is quick and convenient and available 24x7.

2) Cash: Pay by cash in person only.
Do NOT mail cash.

3) Checks: Make all checks payable to “CCAC.”
- Postdated checks are not accepted.
- Stopped payments on checks are not an official “drop” or “withdrawal” from the college.
- The College charges $25 for all returned payments.
- Returned checks or ACH payment that is returned, may result in check writing/ACH privileges at the college being revoked.
- CCAC requires the student’s college ID number to be on all checks since it is the college identification number.
- Students who have been notified by the college that their check has been returned must pay by cash, money order, cashier’s check, Visa, MasterCard, Discover, or American Express.

4) Credit Cards:
Visa, MasterCard, Discover, or American Express
- Accepted online and in person with card or by calling any campus Student Accounts office during normal office hours.
- In accordance with regulations, registrations that are paid by credit card may be refunded back to your card if you drop a course or the college cancels a course.
5) Tuition Payment Plan:
Online tuition payment plan now available through MyCCAC! The CCAC Tuition Payment Plan helps families budget the cost of tuition and fees by spreading out the cost over smaller installments during the term. Enrollment is now available online and it’s fast, secure, convenient, and inexpensive.

FAST – Enrolling in the CCAC Tuition Payment Plan is easy. Simply go to the new Online Student Account Center found through MYCCAC, choose the available plan and enroll.

SECURE – Pay online using a credit card or electronic check, knowing your information is secured using industry leading security features. You can even schedule your payments in advance to avoid missed payments and unnecessary late fees.

CONVENIENT – Need to know if your plan has changed? Check your CCAC email account. The online payment plan will notify you anytime your installments change. Want to make a payment during a study break at the library? No problem. Access your online payment plan on the new Online Student Account Center anywhere, anytime you have a web browser available – even on your mobile device! You can even add an authorized user to manage your CCAC student account and payment plan.

INEXPENSIVE – Enrollment in the CCAC Tuition Payment Plan is absolutely free, making it an inexpensive alternative to a student loan or high interest alternative loan. Spread the cost of tuition and fees over a term by enrolling in the CCAC Tuition Payment Plan. Visit the Online Student Account Center today for more information and to enroll.

6) Third Party Sponsor/Company Check
A company or organization may pay a student’s tuition/fees to the college by two methods:

• A company check for the amount due made payable to CCAC
• A third-party authorization contract
  ▶ Blank third-party authorization forms for the sponsor to sign are available when the student registers by calling the Student Accounts office on any campus or by visiting ccac.edu.
  ▶ Any agreements between the student and the company/agency have no bearing on this contract.
  ▶ All sponsorship forms or company checks must be in the Student Accounts office by the tuition due date.
  ▶ Students need a new sponsorship form each semester.
  ▶ If for some reason the sponsor fails to pay established charges upon receipt of the bill, the student will become responsible for all charges.
  ▶ If the sponsor pays for books, the books must be purchased within the established bookstore charge period of the term in which the student is enrolled.

7) Financial Aid
CCAC offers scholarships, grants, work-study and loan programs. Check with a campus Financial Aid office for further information.

STUDENT ACCOUNT REFUND INFORMATION
Monies returned to students for credit balances resulting in overpayments, excess financial aid, and adjustments are considered student account refunds. Students may choose to take advantage of CCAC eRefunds PLUS as a fast, free and easy way to receive refunds via direct deposit. Visit the Online Student Account Center to enroll in your preferred refund method.

Checks are mailed to student’s current address on file. Students are responsible for ensuring that their name, address, and other personal information is up to date each semester. Failure to maintain updated information with the college may delay your refund.

Any student wishing to place a stop payment on their student refund check will be charged a $20 stop payment and reissue fee. The college waives this fee if a student enrolls in direct deposit through eRefunds PLUS prior to the reissue.
OUTSTANDING BALANCES
Students with outstanding balances from prior terms are not permitted to enroll in a subsequent term. The college has a comprehensive billing process to collect outstanding balances which may include the support of a third party billing service and/or external collection agency. This may result in collection fees being assessed to the account, as well as withholding of transcripts and/or any other services provided by the college on the student’s behalf, until the balance is paid in full.

A financial obligation constitutes an educational loan to assist in financing a student’s education and therefore is not dischargeable under the United States Bankruptcy Code.

CCAC STUDENT FINANCIAL RESPONSIBILITY AGREEMENT
All students are bound by the Community College of Allegheny County (CCAC) Student Financial Responsibility Statement upon course registration. The statement outlines the financial terms and conditions associated with the student’s registration. By registering for classes, students assume financial responsibility and agree to the terms of this Statement. For questions or more information about the CCAC Student Financial Responsibility Statement found at ccac.edu/payment/financial-responsibility.php please contact the Bursar Office at 412.237.3141 or bursar@ccac.edu.

TUTORING
One on one, free tutoring is available virtually and face-to-face for students on an individual or small group basis through Learning Services. Additionally, tutorial labs (Learning Assistance Center), writing labs (Learning Commons), math labs (Math Café), Reading Lab, and English as an Academic Language support are available. Please note that the availability of services may vary from semester to semester.

LEARNING SERVICES

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>412.237.2584</td>
</tr>
<tr>
<td>Boyce Campus</td>
<td>724.325.6729</td>
</tr>
<tr>
<td>North Campus</td>
<td>412.369.3717</td>
</tr>
<tr>
<td>South Campus</td>
<td>412.469.6284</td>
</tr>
</tbody>
</table>

For schedules, information and access to the virtual links, please call the numbers listed above, or visit the web at https://www.ccac.edu/tutoring/index.php.

MILITARY & VETERANS SERVICES
Military & Veterans Services (MVS) provides personalized and caring support to CCAC student veterans during their transition from military service to college life. The MVS helps veteran students navigate CCAC and provides assistance with VA educational benefits, as well as giving veteran students the tools to succeed academically and personally. Veteran students must contact the Military & Veterans Services each and every semester they wish to utilize VA educational benefits.

Services provided include, but are not limited to:
- Providing information on VA benefits specific to a student’s situation
- Military withdrawal processing
- Referring students to the appropriate campus or community resources
- Helping students navigate the campus and all the various departments
- Sending out invitations to social events and workshops throughout the year
- Connecting students with other student veterans at CCAC
- CHAMP-VA healthcare verification
- Helping students make the transition from military to student life at CCAC

All forms needed by veterans and dependents are available on the web at ccac.edu/military/vet-policies.php.
ACADEMIC CALENDAR
The academic year at CCAC includes fall and spring semesters with a summer semester that includes various sessions. During fall and spring semesters, with some exceptions, there are 15 weeks of instruction. The 16th week is reserved for final examinations. The college centers, online learning and most evening courses start two weeks later and run 13 weeks with a 14th week for final examinations. There are a variety of summer schedules offered. It is very important students be aware of the length. Academic calendars are available at ccac.edu/academics/classes-calendar-catalog.php.

STUDENT ACADEMIC COMPLAINT PROCEDURE
The Student Academic Complaint Procedure is available to students who have concerns about academic matters such as, but not limited to, course requirements and grades. In order to provide due process, the procedures below will apply:

Informal Stage
The student should make every effort to resolve the complaint by discussing it with the faculty member involved within two weeks after discovering the concern. Most complaints concerning academic matters are settled at this stage.

If the complaint is not resolved between the student and the instructor, either party can request a meeting with the appropriate department head.

Formal Stage
Complaints not resolved at the informal stage must be submitted in writing to the discipline associate dean. The Academic Complaint Form can be found at ccac.edu/academics/academic-affairs.php. The deadline for filing such a complaint is the middle of the following semester, coinciding with the last day for students to complete “I” grade work. In the written complaint, the student will describe his/her concerns, the events that led to those concerns, what the student seeks as a resolution and the justification for that resolution. The faculty member against whom the complaint has been filed will be given an opportunity to respond in writing. Based upon the submitted complaint and other relevant material, the discipline associate dean may make a decision on the matter or refer the complaint to an Academic Complaint Appeal Committee for a recommended resolution.

The Academic Complaint Appeal Committee will be convened within three weeks of the filed complaint and will forward its written recommendation within 72 hours of the close of its deliberations to the discipline associate dean who may accept, reject or modify the recommendation. The decision of the appropriate discipline associate dean is forwarded to the student by certified mail.

The student has the right to appeal the decision of the discipline associate dean within seven business days of receipt of the decision to the discipline dean who will confer with the appropriate academic dean. The decision of the discipline dean is final. Students must recognize that all final decisions about grades reside ultimately with the faculty member, regardless of the outcome of the appeals process.

The Academic Complaint Appeals Committee will consist of nine members:
- Three administrators appointed at the beginning of each academic year by the regional president;
- Three full-time teaching faculty; and
- Three students.
Revised 5.11

ATTENDANCE
Students are expected to attend all classes regularly and on time. Excessive absences* result in poor classroom performance, low grades and possible failure. The attendance policies of individual instructors will be made clear on the first day of class and will appear in the course outline. (Some instructors may calculate attendance and absenteeism into the final grade.)

* Instructors will check attendance for the first three weeks of the term (or 20% of shorter terms). Students not attend during that time will be dropped from the class, financial aid will be adjusted and tuition and fees will be forfeited. Instructors will also report on attendance at the 60% date of the term for financial aid compliance.

Be sure to attend the first day of classes!** Check your schedule for room numbers and class times. Your attendance helps the instructor learn your name. In addition, you will receive the information you need to succeed in class. Be certain to learn your instructor’s name, office number and office hours. Refer to your course outline.

**Online Learning Students—Each instructor will define his/her own attendance policy; read the course outline on the first day of the term for further instructions.

When absence is due to illness or other uncontrollable causes, students should notify the instructor. When the absence is prolonged, students should also contact the dean of students in writing or by phone. (Refer to page 18 for medical withdrawal information.)

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. The college may also offer the student alternatives to making up missed work, such as but not limited to,
Attendance Procedure for Religious Observance for Students

CCAC is committed to creating an inclusive campus community that values and respects all of its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment, the college makes good faith efforts to accommodate students’ religious practices or beliefs, unless such accommodation would create undue burden on other students or the college.

The college will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams in order to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, reasonable opportunity to make up academic assignments missed due to such absences, unless doing so would create or impose an undue burden on other students or the college. It shall be the students’ responsibility to provide written notice via the Request for Accommodation for Religious Observances Form, ccac.edu/diversity/_files-diversity/oidi-religious-absence-form2.pdf, to every instructor for each course in which an accommodation is being requested at least one week in advance of the absence. Students and faculty may also consult with the Civil Rights Compliance Officer/Title IX Coordinator (kschoos@ccac.edu) prior to requesting or granting an accommodation.

Attendance Procedure for Pregnancy & Pregnancy-Related Conditions

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy and pregnancy-related conditions, including childbirth, false pregnancy, termination of pregnancy, and recovery from any of these conditions, shall be excused for as long as the absences are determined to be medically necessary. If students register their pregnancy and/or pregnancy-related conditions with the Title IX Coordinator, students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. The college may also offer the student alternatives to making up missed work, such as, but not limited to, retaking a semester, taking part in online instruction or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information or requests for accommodations, students should inform their instructor(s) and/or contact the Title IX Coordinator at 412.237.4542 or kschoos@ccac.edu. Per mandatory reporting obligations, instructors are required to inform the Title IX Coordinator if a student discloses a pregnancy and/or a pregnancy-related condition.

CHANGE OF MAJOR PROGRAM

As students pursue their studies at CCAC, they may decide to change your major program. To do this, discuss the change with an academic advisor and file a change of major/program form, ccac.edu/advising/_files-advising/change-major-program-form.pdf, with the Registration Office. Students should check their program each time they register to be sure it is appropriate for their academic and career plans.

COURSE OUTLINES

Students will receive a course outline in each class during the first week. This course outline reviews the course purpose, details class activities and lists the requirements students have to meet to successfully complete the course. The course outline also lists the books and materials students are expected to purchase.

DEAN’S LIST

The Dean’s List, which recognizes academic achievement, will be handled by the Registrar’s office, and announced at the end of each semester. Full time students who have accumulated 12 credits with a cumulative Grade Point Average (GPA) of 3.50 or higher and received no “F” grades and not more than one “W” grade during the semester will be placed on the Dean’s List. Courses below 100 are not included in the calculations of the Dean’s List GPA.

Part-time students will be on the Dean’s List at the end of the term in which they have accumulated 12 credits with a cumulative GPA of 3.50 or better and have received no “F” grades for that 12-credit interval.
GRADES
You can view your grades on MyCCAC Self Service. Visit ccac.edu and select “MyCCAC.” CCAC grades include:

A–Superior C–Average F–Failure
B–Above Average D–Below Average

These grades are used to calculate the GPA. The GPA indicates your academic standing at the college.

The college views a “D” grade as an unsuccessful grade in the developmental sequence. This would mean that any student earning less than a “C” grade in a developmental course cannot register for a subsequent course. For example, a student earning less than a “C” in ENG089 cannot register for ENG100; likewise, a student earning less than a “C” in MAT090 cannot register for any mathematics or science course requiring MAT090 as a prerequisite.

Calculating Grade Point Average

To calculate a student’s grade point average (GPA), CCAC assigns grade points to each of a student’s letter grades (“A”=4, “B”=3, “C”=2, “D”=1, “F”=0), and these are then multiplied by the credits assigned to the class. Grade points are then added up for all classes completed in a term and divided by the total term credit hours completed. This result is the term GPA. Students can calculate their cumulative GPA by adding up the grade points for all the courses attended and dividing this number by the sum of credit hours completed. These calculations are available on the My CCAC Self Service portal.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-110</td>
<td>4 cr.</td>
<td>A=4</td>
<td>16 grade points (GP)</td>
</tr>
<tr>
<td>ENG-101</td>
<td>3 cr.</td>
<td>B=3</td>
<td>9 grade points (GP)</td>
</tr>
<tr>
<td>MAT-102</td>
<td>3 cr.</td>
<td>A=4</td>
<td>12 grade points (GP)</td>
</tr>
<tr>
<td>PSY-101</td>
<td>3 cr.</td>
<td>C=2</td>
<td>6 grade points (GP)</td>
</tr>
<tr>
<td></td>
<td>13 cr.</td>
<td></td>
<td>43 grade points (GP)</td>
</tr>
</tbody>
</table>

Total grade points are divided by the total credits to get the grade point average: 43 GP / 13 cr. = 3.31 GPA

Developmental courses are not calculated into the graduation GPA, but are used to determine probation and suspension status.

Interpreting the Grade Report

In addition to grades “A” through “F,” other symbols that may appear on a grade record but are not calculated into the GPA are:

“I”—Incomplete: An incomplete (“I”) grade may be given at the discretion of the instructor. An “I” grade can only be given for the final grade, not at midterm. The instructor and the student must agree to postpone the completion of certain required coursework and to a timetable for completion of the work not to exceed eight weeks into the following regular semester. An Incomplete ("I") Grade Agreement Form must be signed by the instructor and submitted to the office of the discipline associate dean at the time that the “I” grade is given. Some accommodation is allowed for military deployments (see page 42).

When the required work has been completed, the instructor will submit a Change of Grade Authorization. If the work is not completed by the agreed-upon deadline, the instructor can issue the grade earned at the time when the “I” grade was agreed upon. If no Change of Grade Authorization is received from the instructor within the eight weeks into the following semester, the “I” grade will automatically be converted to the grade earned or to an “F” grade.

Please refer to the CCAC COVID-19 Student Guide for Returning to On Site Courses for additional information regarding COVID related incomplete grades.

“P”—Audit: This means the student is attending the class on a non-academic credit basis. Students must indicate this when they register for the class. Audit students pay the same tuition and fees as credit students.

“M”—Military Call to Active Duty: An “M” grade is posted to the student transcript when a student has elected the Military Call to Active Duty, withdrawal option. See College Catalog ( Appendix L) for more information.

“P”—Passing: A few select college classes have been approved for grading on a pass/fail basis. There are no grade points assigned to a pass/fail course. Pass grades will not count in the calculation of the GPA; failed courses will.

“W”—Withdrawal: This means a student has officially withdrawn from the course.* Each class has its own deadline based on the length of the class and the session in which it is held. The specific deadline for withdrawal for regular terms appears in the Academic Calendar at my.ccac.edu; courses with alternative start and end dates can be obtained from the instructor or the campus registration office. After this deadline, the instructor must give the student a grade. Any actions or pending actions of academic misconduct
may prohibit a student from withdrawing from a course. The right to withdraw is denied to any student for whom an Academic Misconduct Report Form is filed. Once the form is filed, the right to withdraw is suspended. If a student files an academic appeal and at the conclusion of the process: (1) the student is exonerated, the right to withdraw applies retroactively; and (2) if the student is found guilty of academic misconduct, the right to withdraw is denied.

*The “W” deadline is pro-rated for classes meeting less than 15 weeks.

No Grade Received (a blank space in grade column)
This means that the instructor did not submit a grade for the student. Students should check with the instructor to determine the reason.

Changing an Incorrect Grade**
A student who believes they have received an incorrect grade are to discuss the situation with the instructor. If the instructor agrees, he/she will submit a Change of Grade Authorization to the appropriate discipline associate dean.

If the student and the instructor do not agree, the student can appeal the grade received to the department head. Appeals related to grades always begin with the instructor. For further details please see the Student Academic Complaint Procedure on page 25.

** All grade changes must occur within the first eight weeks of the next fall or spring term.

Repeating Courses
If a student receives a “D”, “F” or “W” grade in a course, the student can repeat the course. However, a third and final attempt requires permission of the discipline associate dean and will be permitted only under compelling circumstances and with the student’s written acknowledgment of and agreement to the consequences of not successfully completing the course on the third attempt. As a condition of being granted a third attempt, the student may be required to utilize available academic support options during the third attempt.

In some programs the student may need to repeat a course, regardless of the grade, if it was taken more than 10 years ago. These courses are usually identified within information about the specific program. The last grade received in a course is used to calculate the grade point average. Earlier grades will remain on the transcript with an appropriate notation.

Limited enrollment programs and/or third party funding may have different requirements.

Academic Renewal
This policy replaces Academic Forgiveness.
Students may apply for academic renewal due to an absence of two years from credit study or because they have changed their program of study or potential program of study. Renewal will allow D and F grades to be excluded from the GPA calculation, but the attempts will remain on the transcript. The adjusted GPA will be used for determining academic standing to include suspension, probation, good standing, honors and dean’s list.

The following conditions apply to both of these situations.

• D and F grades remain on the transcript followed by a # notation but will be removed from the calculation of the cumulative GPA. (X, W, L, I, N and P grades are neutral and do not affect GPA.)

• There is no limit on the number or type of courses that can be excluded within this policy.

• Courses included in any credential (AA, AS, AAS, certificate or diploma) will not be excluded because those courses were used to satisfy the requirements of that credential.

• After the most recent two-year absence or change of program or potential program, the student must earn a minimum of 12 additional credits with a GPA of 2.00 or higher for all courses taken after the absence or after the change of program. These credits can include developmental course work. If more than 12 credits have been completed at the time of application for renewal, all grades will be used to calculate the minimum 2.00 GPA requirement.

• Once awarded, academic renewal cannot be revoked.

• Students will typically apply for academic renewal as soon as they are eligible, but students may apply at anytime after they meet the qualifications and do not need to be currently enrolled to apply.

• Only institutional credit is calculated into GPA. Transferred credit will not change the CCAC GPA.
GRADUATION REQUIREMENTS

Students are expected to apply for graduation by the deadline during the student’s final term. Students will complete an application for graduation, which will be reviewed to determine whether students have met all the requirements of their program, have an Institutional GPA of 2.00 or better and have earned the minimum number of college-level credits required for their degree at CCAC.

The degree audits of students in good standing who have earned 60 or more credits and have not applied for graduation will be reviewed by an academic advisor. Students who meet the requirements for graduation in their declared program will have their degrees conferred at the next available degree conferral date. Students who wish to “opt-out” may do so in writing to a campus registration office.

Students graduating with a GPA of 3.50 or higher will qualify for honors as follows:

- 3.50–3.69  Honors
- 3.70–3.89  High Honors
- 3.90–4.00  Highest Honors

Commencement ceremonies are held each May for students who complete their program of study the previous December, the current May and the upcoming August. Phi Theta Kappa, Psi Beta, Honors Program and Military and Veterans students are encouraged to wear their honors regalia at commencement. Students must purchase a cap and gown from the campus bookstore to participate in commencement.

HONORS PROGRAM

The CCAC Honors Program provides an academically challenging and enriching learning experience for highly-motivated, academically prepared, and intellectually curious students. The program attempts to nurture the development of global citizens through the following practices: collaborative, active learning; creative, critical thought; independent investigation; leadership development; cultural enrichment and sensitivity; and service to others.

Benefits of participating include:

- the opportunity to take Honors classes
- priority registration
- in-county tuition reimbursement for all Honors courses to qualified students not fully funded by another source
- the opportunity to apply for the full-tuition Leadership in Honors scholarship at CCAC
- the opportunity to direct your own learning and engage in independent inquiry through Honors contracts
- a personal one-on-one working relationship with Honors faculty mentors
- Honors degree and/or credit designation on transcripts
- Honors cords and medallions at graduation
- Honors student lounges for study and socializing
- the opportunity to attend cultural and social activities with Honors colleagues
- the opportunity to attend regional and national Honors conferences and present undergraduate research projects
- the opportunity to participate in domestic and international travel experiences
- enhanced probability of being accepted by a transfer school and qualifying for transfer scholarships

To be accepted into the Honors Program, candidates must submit an application to the CCAC Honors Program office:

CCAC South Campus, Room L-462
1750 Clairton Road
West Mifflin, PA 15122

FOR MORE INFORMATION:
412.469.4303
honorsprogram@ccac.edu
ccac.edu/honors
**ACADEMIC STANDING**

To remain in good standing at the college, students must maintain a cumulative GPA of 2.0 or better. Students must be in good standing to graduate from the college. Students in good standing may take up to 18 credits of classes a semester. More than 18 credits constitutes an excessive class load. To register for more than 18 credits, students need permission from a regional director of advising or a full-time academic advisor.

**Midterm Alert**

If the student is receiving a grade below a “C” at midterm, the student may be notified and should meet with the course instructor immediately to discuss progress in the course. Academic advisors are also available to discuss the student’s educational plan and CCAC’s academic support services. Not receiving an alert at midterm does not guarantee that the student will pass the course.

**Academic Warning**

If the student’s term GPA falls below 2.0, the student will be placed on Academic Warning. When placed on Academic Warning, it is recommended the student meet with an academic advisor to discuss the student’s educational plan, discuss strategies to utilize CCAC’s academic support services and discuss the number and type of courses the student should take in future terms in order to help ensure academic success.

To return to good standing, the student must achieve a minimum term and overall cumulative GPA of 2.0.

**ACADEMIC PROBATION**

If while on Academic Warning, the student earns a term GPA above 2.0 but the cumulative GPA is still below 2.0, the student will stay on Academic Warning. If while on Academic Warning, both the term and cumulative GPA fall below 2.0, the student will be placed on Academic Probation. While on Academic Probation, the student is required to:

A. Meet with an academic advisor to review the student’s academic plan and to register for courses in subsequent terms

B. Discuss strategies to utilize CCAC’s academic support services

C. Enroll in no more than 9-10 credits in subsequent terms

D. Enroll in online courses only at discretion of the advisor to return to good standing, the student must achieve a minimum term and overall cumulative GPA of 2.0.

**ACADEMIC SUSPENSION**

If while on Academic Probation, the student's academic record falls below the minimum of the range outlined below, the student will be placed on Academic Suspension. Evaluation for Suspension will occur once each year, in May after final grades are posted.

While on Academic Suspension, the student will be restricted from attending CCAC for two terms, unless the student successfully appeals.

**SUSPENSION DETERMINATION CHART**

<table>
<thead>
<tr>
<th>Credit Attempted</th>
<th>AND GPA is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>&lt;1.50</td>
</tr>
<tr>
<td>25–48</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>49–59</td>
<td>&lt;1.90</td>
</tr>
<tr>
<td>60+</td>
<td>&lt;2.00</td>
</tr>
</tbody>
</table>

**College Process for Academic Suspension**

A. If the student is placed on Academic Suspension and has not registered for a subsequent term, no other action will be taken.

B. If the student has already registered for the summer term, the registration will be cancelled with charges adjusted accordingly.

C. If the student has NOT filed an appeal AND has already registered for fall term(s), the registration will be cancelled with charges adjusted accordingly.

D. If the student HAS filed an appeal for Fall classes AND has already registered for Fall classes, the registration will be held until the appeal is determined.

E. If the student does not appeal the suspension or appeal is not granted, the student must sit out for two consecutive terms (summer and fall) before being re-admitted to the college for the Spring semester. All summer sessions combined equal one term.

F. Upon returning after the two term suspension, the student must meet with a counselor to review the student’s educational goals and academic plan, develop strategies to utilize academic support services, and register for classes. Enrollment will be limited to the credit load set by the counselor.

G. The student can only register with a counselor and must maintain a term GPA of 2.0 minimum. If, in the semester in which the student returns, the student’s term GPA is less than 2.0, the student will be placed on Academic Suspension and must sit out for two terms with no appeal.
**College Process for the Appeal of Academic Suspension**

This process has changed to a college wide process—may need to go through governance. If the student wishes to attend within the two-term restricted period, the student must appeal by submitting the Suspension Appeal form to the discipline associate dean on the student’s campus by the deadline (instructions included in the suspension letter).

A. A permanent Academic Appeals committee will be established at the beginning of every academic year on each campus under the coordination of the discipline associate dean. The Committee will be comprised of one advisement administrator, two full-time teaching faculty members, one counselor and one discipline associate dean. The term of appointment for committee members will be for one academic year. Alternates will also be selected.

B. All students identified as ‘suspended’ will receive a suspension letter/e-mail/notice on portal, etc. signed by the academic leader which will outline the conditions of the suspension, appeal process, and the consequences of not filing an appeal before the due date.

C. The student will be notified of the decision of the Academic Appeals Committee in writing.

D. If the appeal is granted:
   
a. The student must meet with a counselor to develop an academic plan, discuss strategies to utilize CCAC’s academic support services and to select/adjust courses for fall registration, and for subsequent terms, based on the committee’s recommendation. Enrollment in online courses is at the discretion of the counselor.
   
b. For every term after the appeal, the student must register with a counselor and must maintain a term GPA of 2.0 minimum for all subsequent semesters. Enrollment will be limited to the credit load set by the counselor. If the student’s term GPA is less than 2.0, the student will again be placed on suspension and must sit out for two terms with no appeal. If already registered for the next term, the student’s registration will be cancelled with charges adjusted accordingly.

E. If the appeal is denied:
   
a. The student must meet with a counselor in order to be readmitted after sitting out the two terms. If the student has registered for fall courses, the registration will be cancelled with charges adjusted accordingly. During the period of suspension, the student will be required to follow any prescribed actions as stated by the Academic Appeal Committee.
   
b. For every term after suspension, the student must register with a counselor and must maintain a term GPA of 2.0 minimum for all subsequent semesters. Enrollment will be limited to the credit load set by the counselor. If the student’s term GPA is less than 2.0, the student will again be placed on Academic Suspension and must sit out for two terms with no appeal. If already registered for the next term, the student’s registration will be cancelled with charges adjusted accordingly.

**ACCESS TO STUDENT RECORDS (FERPA)**

The Family Education Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, allows students access to their own school records and sets guidelines for the viewing of student records by outside agencies. CCAC has adopted a student records policy that appears on all registration forms and states:

“The college is subject to the provision of and complies with the Family Education Rights and Privacy Act of 1974. A statement of the college policy can be found in the college catalog, the dean of students office, the Registration office and the discipline dean’s office.”

The college not only provides a student access to their official records, but also provides the student an opportunity to challenge those records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Written permission from the student must be obtained before releasing personal information about that student, unless release is specifically permitted by the FERPA statute. Students may consent to release of their education records in writing, specifying the record to be released and to whom it may be released, signed and dated by the student.

Certain student information, known as directory information, may be disclosed by an institution to interested persons or agencies.

The institution is required to identify directory information within its policy and must provide procedures for students to restrict the institution from releasing this information. In accordance with the direction of FERPA, CCAC has designated the following information as directory information, which will be made available upon request.

Such directory information includes a student’s name, postal and e-mail address, telephone number, date and place of birth, photograph, major field or program of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance/registration periods, enrollment status (e.g. full or part-time), number of credits, and degrees, honors and awards received.

The institution will honor requests to withhold any of the categories listed above, but cannot assume responsibility for contacting the student for subsequent permission to release them. Regardless of the effect on the student, the institution assumes no liability for honoring instructions that such information be withheld. To withhold any directory information, students should contact the Registration office. Requests
must be made in person at this office. A new form for nondisclosure must be completed each academic year.

The policy lists the following rights of students regarding their official records:

- right to inspect and review information contained in educational records;
- right to challenge the contents of their educational records;
- right to submit an explanatory statement for inclusion in the educational records if the outcome of the hearing is unsatisfactory;
- right to prevent disclosure, with certain exceptions, of personally identifiable information;
- right to secure a copy of the college policy, which includes the location of all educational records; and
- right to file complaints with the: Family Policy Compliance Office, Department of Education 400 Maryland Avenue, Washington, DC 20202-4605 for alleged failures by institutions to comply with the act.

The college policy also lists the materials to which students do not have access. This information includes parent’s confidential financial statements; medical, psychiatric or similar records which are confidential and available only to professionals and paraprofessionals; confidential letters and letters of recommendation which were placed in the educational records prior to January 1, 1975; and records issued by another educational agency or institution prior to a student’s first registration at the college.

**Federal & State Data Collection**

As of January 3, 2012, the US Department of Education’s FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without consent. First, the US Comptroller General, the US Attorney General, the US Secretary of Education or state and local education authorities (“federal and state authorities”) may allow access to student records and PII without consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to education records and PII without consent to researchers performing certain types of studies, in certain cases even when CCAC may object to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the authorities need not maintain direct control over such entities.

In addition, in connection with statewide longitudinal data systems,* state authorities may collect, compile, permanently retain and share without consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

*Students attending postsecondary institutions may opt-out of Pennsylvania-mandated data collections by completing the Postsecondary Data Collection Opt-Out Form. Students must submit their opt-out request at least two months prior to postsecondary institutions submitting data to the Pennsylvania Department of Education. The deadlines and further information can be obtained at ccac.edu/FERPA/.

**PLACEMENT TESTING POLICY**

All full-time associate degree-seeking students who are required to take the placement test must take all three portions of the test before initially registering for classes. All part-time associate degree- seeking students who are required to take the placement test must take all three portions of the placement test after completing 12 credits at the Community College of Allegheny County. Students may not need to take all or part of the placement tests if any of the following circumstances apply:

- Students who submit a high school transcript with an unweighted* cumulative(overall) GPA of 2.7 or better (or 80% for schools with a percentile grading system) are exempt from taking the English and Reading placement tests and will be placed in ENG 101, English Composition I.

Transcript must include the grades from the first half of the senior year in high school or show high school graduation within 5 years of the date the transcript is submitted to be eligible. International, home school, and GED are not accepted under this exemption.

- Students who already have a college degree;
- Students who have already taken college-level English and/or mathematics and received a grade of “C” or better;
- Students who are taking a class or classes that have no specialized skill requirements; and/or
- Students with SAT or ACT test scores above the 50th percentile will be exempt from developmental math
courses, but must complete the placement test if intending to take a course above the Intermediate Algebra MAT-108 level. Verbal and mathematics scores are reported separately.

Students are strongly encouraged to prepare for placement tests by using standard study guides or by using the Math Cafés. For more information, visit ccac.edu/placement-tests/.

RESIDENCY STATUS

Residency (domicile) requirements have been established for the purpose of assessing tuition and related fees. The requirements are set forth as follows:

"Domicile will mean a person’s true, fixed and permanent home, to which a person intends to return. A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes will not of itself constitute domicile. The residency of a dependent student (as defined by the IRS) is determined by the parent’s domicile."

All documentation must be received prior to the first day of the term.

Students moving to Pennsylvania from outside the state must reside in Pennsylvania for one year before becoming eligible for in-state tuition and reside in the county by the first day of the term. Students must substantiate changes in status by appropriate documentation.

Exceptions may be made to these statuses for students moving to Allegheny County for full-time employment and will require a written statement from the student’s employer (or the parent’s employer if the student is a dependent).

A student may also need to show financial independence as part of establishing residency.

Tuition for Veterans of the U.S. Armed Forces and Their Dependents—Effective July 1, 2015, veterans and other students who qualify as “covered individuals” under the Veterans Access, Choice and Accountability Act of 2014, 38 U.S.C. §3679 (“VACA”), will be eligible to receive the in-state, in-county tuition rate and fees established by the CCAC Board of Trustees without regard to the student’s state of legal residence. Veteran students will be required to provide a DD214 to prove veteran status. Dependents of veteran students will be required to provide the veteran sponsor’s DD214 along with proof of dependent status, which may include copy of a current marriage certificate, birth certificate, federal income tax return or other documentation as reasonably required by the college.

For more information, please contact CCAC Military and Veterans Services at 412.237.6503.

STUDENT ACADEMIC POLICIES & RULES

CCAC recognizes that students have expectations of their college just as the college has expectations of them. Some of these expectations are outlined below, but this list is not intended to be all inclusive.

Expectations

Student Academic Expectations—Students will:

1. Have reasonable access to scheduled class meetings and appropriate instructional and support services in pursuing an education;

2. Receive a course outline, distributed within the first week of classes, describing course objectives and additional information, such as units of subject matter to be covered; evaluation procedures for midterm and final grades; major course requirements, such as research papers, book reviews and monthly reports; and rules of attendance and conduct

3. Be treated in a humane, ethical and professional manner in the classroom and in all other communication with college personnel;

4. Have access to their academic records as provided for under college policy, as well as state and federal law;

5. Expect that the academic and institutional process should be fairly and consistently applied but subject to review by college personnel based upon submission of an academic complaint by a student; and

6. Expect that due process requirements, as defined in this code, will apply to all challenges by a student to academic decisions or policies.

College Expectations—The college expects students to:

1. Seek clarification of their interests, skills and abilities through counseling and enrollment in appropriate courses chosen with the help of an academic advisor;

2. Officially register for courses and make financial arrangements for the payment of all tuition and fees. The student is also responsible for initiating the class withdrawal procedure in a timely manner;

3. Devote appropriate time and effort needed for academic success. For every credit hour of instruction, the student will be expected to complete a minimum of two hours in reading, study, practice and other assigned activities outside class.

4. Be punctual and attend scheduled classes;
5. Consult with the instructor if academic problems arise and seek appropriate support services to improve the level of academic achievement;

6. Complete all class assignments and examinations in a timely manner;

7. Observe ethical standards on assignments and adhere to the published Student Code of Academic Conduct provisions concerning cheating and plagiarisms;

8. Observe humane and civil standards of conduct both in the classroom and in all communication and contact with other students and college personnel;

9. Determine degree and program requirements and ensure that these requirements are being satisfactorily completed;

10. Achieve satisfactory academic progress consistent with published academic standards;

11. Observe all academic calendar deadlines; and

12. Observe all other college policies and rules.

STUDENT CODE OF ACADEMIC CONDUCT

The college is committed to the advancement of knowledge and learning and to the development of responsible individuals. In meeting this commitment, the college has an obligation to monitor academic integrity. Students are expected to uphold appropriate standards of academic integrity. The college assumes, and indeed views as indispensable to a student's academic career, the principle that every student is honor-bound not to cheat or act dishonorably in or out of the classroom. Academic dishonesty is a serious offense because it undermines the bonds of trust and honesty among members of the campus community.

Academic Misconduct Rules

The college expects students will not engage in:

Cheating
The act or attempted act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that, in fact, has not been mastered.

Fabrication
The use of invented information or citation in an academic exercise or the falsification of research or other findings.

Plagiarism
Occurs when a student:
• Fails to place quotation marks around material copied word-for-word from another source, published or not, including web-based content (long quotes are indented and blocked, according to discipline documentation requirements);
• Neglects to attribute words and/or ideas to the author, whether the author is published or not;
• Closely follows the original's wording and sentence structure when attempting to paraphrase; and/or
• Presents all or part of a paper from an essay-purchasing website or other source as his or her own work.

Ethical Misconduct

Knowingly violating a standard of ethical conduct incorporated into a specialized program of study.

Academic Dishonesty

Changing or altering a grade or obtaining and/or distributing any part of a test that is to be administered, or inappropriate collaboration or other violation of the terms of an academic assignment as defined by the instructor and/or syllabus.

Facilitation of Academic Misconduct

Intentionally and/or knowingly helping or attempting to help another to violate any provision of the Student Code of Academic Conduct.

The following sanctions may be imposed for violations of the Student Code of Academic Conduct.

Sanctions Imposed by Faculty at the Informal Stage:

The faculty member in whose course the violation took place may impose one of the following sanctions:

A. Warning
Oral or written notification of a violation of a specified rule and warning that further misconduct will result in more severe consequences.

B. Probation
Continued classroom attendance is permitted subject to appropriate and specific restrictions.

C. Suspension
Total exclusion from the college, its programs, property and events for a specified and appropriate period of time, or until the satisfaction of conditions established at the time of the suspension.

D. Expulsion
Permanent exclusion from the college, its programs, property and events.

Sanctions may be modified or additional restrictions may be imposed depending upon the merits of the individual case and the nature of the offense. Additional and/or alternative sanctions may be imposed which could include but are not limited to: exclusion from campus activities, temporary or permanent loss of electronic (computer and email) resources, reduced academic course load, referral to the counseling department and/or restitution and service to the campus.

Repeated violations of the Student Code of Academic Conduct may result in more severe sanctions. The
student’s record of academic misconduct will be kept at least as long as the student is enrolled.

**Procedures for Academic Misconduct**

**Informal Procedure**

Faculty member discusses academic misconduct with student. If the student admits to or is cleared of the academic misconduct, the matter can be resolved between the faculty member and the student.

If the matter is not resolved satisfactorily at the informal stage, it will be subject to formal procedures.

**Formal Procedure**

**Step 1: Report the Allegation(s)**

If a student denies the academic misconduct, the faculty member must notify the student, in writing, that he/she will be filing an allegation of academic misconduct with the appropriate discipline associate dean or designee and the campus dean of Students. The faculty member must complete the Academic Misconduct Report form. The appropriate discipline associate dean or designee will oversee the conduct procedures.

**Step 2: Review the Allegation(s)**

Upon receipt of the allegation(s), the appropriate discipline associate dean or designee in collaboration with the campus dean of Students will conduct a preliminary investigation and may do any of the following:

- Dismiss the allegation(s);
- If the student admits the violation, impose a sanction as prescribed by the Student Code of Academic Conduct or if the student admits the violation, impose additional and/or alternative sanctions to those prescribed by the Student Code of Academic Conduct.
- If the student contests the allegation, refer the matter to the Conduct Hearing Board composed of one student, one faculty member and one administrator chosen by the student conduct manager. The hearing board will be convened by the student conduct manager who will assist the hearing board in the selection of a chairperson and inform the committee of proper hearing procedures.

The following due process procedures will apply during the hearing. The student has the right to:

a. Receive adequate written notice of the specific charges and the hearing date at least three calendar days prior to the hearing. Such notice will include the information that evidence and/or testimony will be presented.

b. Have sufficient time to prepare a response.

c. Examine and respond to evidence and testimony, have witnesses appear on the student’s behalf, question any witnesses who appear at the hearing; and

d. Have any person(s) accompany the student during the hearing as an advisor, but not to actively participate.

All decisions will be made by a majority vote of the Conduct Hearing Board on the basis of whether the evidence showed a violation was more likely than not. The hearing board will forward its written recommendation to the appropriate discipline associate dean or designee in charge of the proceedings within 48 hours upon reaching a decision. The appropriate discipline associate dean or designee has the authority to accept, reject or modify the recommendation and will inform the student of his/her decision by certified mail.

**Step 3: Right to Appeal**

The student will have the right to appeal, in writing, the decision of the appropriate discipline associate dean to the discipline dean who will serve as the final authority. Such an appeal must be presented in writing by the student within three calendar days of the associate dean’s decision and should contain the specific reasons why the decision of the associate dean is being challenged. The discipline dean will review the appeal and convey his/her decision to the student in writing within seven calendar days after the date the appeal was filed.

**Academic Record**

For tracking purposes, faculty report all violations of the Student Code of Academic Conduct at the formal stage, via an Academic Misconduct Report form. The dean’s office is responsible for keeping an academic record of the violation. Revised 5.11

**STUDENT CODE OF BEHAVIORAL CONDUCT**

**I. Introduction**

At CCAC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Behavioral Conduct. These standards are embodied within a set of values that include integrity, social justice, diversity, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Behavioral Conduct. The CCAC Student Code of Behavioral Conduct and its procedures are meant to be in keeping with the mission of the Community College of Allegheny County and are designed to educate the student members of our community and encourage them to uphold the standards of conduct that this community espouses while still affording all involved parties to have appropriate due process if a student is accused of violating the standard(s). It is meant to be developmental in nature.
Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Violations of federal, state and local laws are incorporated as offenses under the Student Code of Behavioral Conduct.

When an offense occurs over which the college has jurisdiction, the college conduct process will usually go forward notwithstanding any criminal charges that may arise from the same incident. Should a student withdraw from the college when criminal charges are made, it is the typical practice of the college to pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When a student is accused, arrested, charged or indicted for a violent or drug-related off-campus crime, the college may elect to take action against that student for violation of the code of conduct, which incorporates violation of local, state and federal laws as code infractions.

When it has reasonable cause to separate a student from the community, the college may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the code of conduct. The college reserves the right to exercise its authority of suspension upon notification that a student is facing criminal investigation and/or charges. The college will permit a student who receives a suspension to request a meeting with the regional president to show cause why a suspension is not merited. Regardless of the outcome of this meeting, the college may still proceed with the scheduling of a conduct hearing.

When criminal charges are pending, the college may be delayed or prevented from conducting its own investigation and moving forward with a campus hearing. In such cases, the college will delay its hearing until such time as it can conduct an internal investigation, or obtain from law enforcement sufficient information upon which to proceed.

The Student Code of Behavioral Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the college are also protected by the Student Code of Behavioral Conduct and may initiate grievances for violations of the Student Code of Behavioral Conduct committed by members of the college community against them. Those who are aware of misconduct are encouraged to report it as quickly as possible to the campus security offices, dean of students or student conduct manager.

Standards of Behavior
Any student found to have committed the following misconduct is subject to the sanctions outlined below. Unacceptable conduct includes, but is not limited to, the following:

Integrity
CCAC students exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

- knowingly furnishing false, falsified or forged information to any member of the college community, such as falsification or misuse of documents, accounts, records, identification or financial instruments;
- acts of academic dishonesty as outlined in the Code of Academic Misconduct;
- unauthorized possession, duplication or use of means of access (keys, cards, etc.) to any college building;
- action or inaction by someone in collusion with a wrongdoer which fails to discourage a known and obvious violation of college policy or law;
- violations of positions of trust or authority within the college community; and/or
- tampering with the election of any college recognized student organization.

College Community
CCAC students honor and value their college community. Behavior that violates this value includes, but is not limited to:

- misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespass;
- knowingly taking possession of stolen property;
- intentional and unauthorized taking of the property of the college or personal property of a member of the college community which is on campus;
- intentional and unauthorized destruction or damage to college property or to the property of another;
- misuse of college computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the campus network will be held responsible for any violation of this policy that originates from that computer. Examples of misuse include:
  a. use of computing facilities to send harassing or abusive messages;
  b. use of computing facilities to interfere with the work of other community members;
  c. unauthorized access to a file or personal or group account; and/or
d. Use of computing facilities to interfere with normal operation of the college computer system;

- Anonymous or forged network news articles or email messages;
- Disk usage over the allotted limit without prior approval;
- Unauthorized transfer of an electronic file;
- Use of another individual’s identification and password;
- Gambling in any form, including the use of playing cards and dice (subject to local statutes, activities such as raffles or drawings that benefit recognized campus organizations are permitted with the approval of the dean of students);
- Possession of firearms, explosives, other weapons (including, but not limited to bb/pellet guns, slingshots and sharp edged instruments, such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized; and/or
- Violation of state, local, or campus fire policies, including:
  a. Failure to evacuate a college building during a fire alarm;
  b. Improper use of college fire safety equipment; and/or
  c. Tampering with or improperly engaging a fire alarm in a college building.

Social Justice, Diversity

CCAC students hold social justice, equality and respect for difference and diversity as values central to the community. Behavior that violates this value includes, but is not limited to:

- Discrimination, intimidation, harassment and bullying. Please note, any discrimination, intimidation, harassment and bullying that is based on a person’s membership in a protected class will be handled through the ODEI under the Civil Rights and Sexual Misconduct Reporting and Response Procedure;
- Malicious, callous or reckless disregard for the welfare of another human being;
- Disruption of college operations, including obstruction of teaching, research, administration, other college activities, or other authorized non-college activities which occur on campus;
- Obstruction of freedom of movement by community members or visitors;
- The knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Behavioral Conduct by members.
- Abuse, interference or failing to comply in college processes including conduct hearings; and/or abuse of the campus conduct system, including:
  a. Failure to attend meetings scheduled for conduct code administration purposes;
  b. Falsification, distortion or misrepresentation of information;
  c. Failure to provide, destroying and/or hiding information during an investigation of an alleged policy violation;
  d. Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
  e. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during and/or after a campus conduct proceeding;
  f. Failure to comply with the sanction(s) imposed by the campus conduct system; and/or
  g. Influencing or attempting to influence another person to commit an abuse of the campus conduct system.

Respect

College students show respect for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:

- threatening or causing physical harm, verbal abuse or other conduct which threatens or endangers the health or safety of any person;
- hazing (as defined below);
- violence between those in an intimate relationship to each other;
- stalking, defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family members of the community;
- sexual misconduct, (defined below):
  a. sexual harassment;
  b. non-consensual sexual contact;
  c. non-consensual sexual intercourse; and/or
  d. sexual exploitation;
- inappropriate conduct which is disorderly, disruptive or indecent while on campus or at functions sponsored by, or participated in by the college—this includes disruptive or unauthorized use of cameras and/or electronic devices that interfere with classroom activities or other college business;
- failure to comply with directions of college officials or law enforcement officers during the performance.
of their duties and/or failure to identify oneself to these persons when requested to do so; and/or

Standards of Behavior
• Use of all tobacco products, including cigarettes, pipes, cigars, smokeless or vapor cigarettes, chewing tobacco and snuff.
* Conduct offenses including, but not limited to, discrimination, harassment, stalking and sexual misconduct will be processed through the Civil Rights and Sexual Misconduct Reporting and Response Procedure. Please refer to page 43.

Responsibility
CCAC students are given and accept a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:
• Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the college’s Alcohol Policy. This includes possession/consumption by those under the age of 21, providing alcohol to those under the age of 21, possession of a common source container (empty or full), driving under the influence and public intoxication by persons of any age (see the full policy on alcohol on page 49);
• Use, possession or distribution of narcotics, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law (see the full policy on page 49);
• Abuse or misuse of prescriptions or over-the-counter medications;
• Assisting in the violation of college policies or public laws;
• Violations of federal, state or local laws which affect the interests of the college community, whether on or off-campus;
• Violation of other published college policies, rules, or policies; and/or
• Intentionally or recklessly causing a fire which damages college or personal property, or which causes injury to any member of the community.

Conduct Procedures
Notice & Pre-hearing Procedures
Once a determination is made that reasonable cause exists for the student conduct manager or designee to refer a complaint for a hearing, notice will be given to the accused student. Notice will be in writing, and may be delivered in person during a meeting with the student conduct manager or designee. Notice will also be mailed to the local or permanent address of the accused student. Once mailed, such notice will be presumptively delivered. If a student is under the age of 18, a copy of the notice will be sent to the parents or guardian of the student.

The letter of notice will state briefly a description of the incident alleged, as well as stating all policies the accused student is alleged to have violated and the possible consequences if the accused student is found in violation. Relevant procedures for resolution of the complaint will be included in the notice. The letter of notice will direct the accused student to contact the student conduct manager or designee within three calendar days of receipt to respond to the complaint.

A meeting with the student conduct manager or designee will be arranged to explain the nature of the complaint and the conduct process. Within the three calendar day period, the accused student must schedule this meeting and at that time or before, indicate in writing to the student conduct manager or designee whether s/he admits or denies the allegations of the complaint. If the accused student admits the violation(s), the student conduct manager or designee will impose appropriate sanctions. Such a disposition will be final and there will be no subsequent proceedings, unless the sanctions include suspension or expulsion. In that case, the accused may request a hearing by the conduct hearing board on the issue of sanctions only.

If the student does not admit to the violation(s), the complaint will be referred for a hearing. Minor complaints will be referred for an administrative hearing and more serious complaints will be referred to the conduct hearing board (see below for details on the proceedings of this committee). The student conduct manager or designee has discretion to determine the severity of the alleged violation(s) and whether informal or formal hearing procedures will apply. Generally, any misconduct that will result in less than separation is considered minor, and any misconduct that is likely to result in suspension or expulsion is eligible for referral to the conduct hearing board.

Each campus will identify a pool of representatives made up of an equal number of students, faculty and administrators chosen by the leadership of each constituency to be trained to serve as needed on conduct hearing boards. This pool of representatives will be expected to be available for conduct hearings and participate in training as identified below. When a conduct hearing board is convened one of the trained representatives from each constituency group will be selected by the student conduct manager or designee based upon availability in consideration of the established time frames in the Student Code of Behavioral Conduct, Conduct Procedures.

Please note, any discrimination, intimidation, harassment and bullying that is based on a person’s membership in a protected class and sexual misconduct offenses as defined in the Civil Rights and Sexual Misconduct Reporting and Response Procedure and will be handled through the Office of Diversity, Equity and Inclusion.
Training for the Conduct Hearing Board

Training for the conduct hearing board pool will take place as early in the fall semester as is reasonable for a minimum of five students, five faculty, three staff and five administrators from each campus to be chosen by the leadership of each constituency.

Conduct Procedures

Administrative Hearings Procedures (Informal)

1. Administrative hearings will be heard by the student conduct manager or designee, and will be informal in nature.

2. Written notice of the time, date and location of the hearing will be sent to the accused student at least five calendar days prior to the hearing date. The accused student may additionally be notified in person, by telephone, or by email. Students may waive the five day notice requirement if they prefer an expedited hearing.

3. If a student fails to respond to notice from the student conduct manager or designee, the student conduct manager or designee will initiate a complaint against the student for failure to comply with the directives of a college official and give notice of this offense. Unless the student responds to this notice within two calendar days by answering the initial notice, the student will be automatically suspended until such time as s/he responds to the initial complaint.

4. Where a student denies violation of the Student Code of Behavioral Conduct, the dean of Students or designee will, upon receipt of a written denial from the accused student, schedule a hearing.

5. Once a student denies a violation, they will be given a minimum of seven calendar days to prepare for a hearing.

6. At least 48 hours before any scheduled hearing, the following will occur:
   • The accused student will deliver to the student conduct manager or designee a written response to the complaint; and
   • The accused student will deliver to the student conduct manager or designee a written list of all witnesses the accused student wants the college to call on his/her behalf at the hearing, giving the full contact information of any such witness, if known.

7. At the hearing, witnesses and admissibility of information will be determined at the discretion of the student conduct manager or designee. The hearing will consist mainly of informal questioning and discussion of the alleged incident.

8. After the hearing, the student conduct manager or designee will deliberate and determine whether it is more likely than not that the student has violated the Student Code of Behavioral Conduct. Once a finding is determined, if that finding is of a policy violation, the student conduct manager or designee will determine an appropriate sanction. The student conduct manager or designee will prepare a written finding, which will be shared with the accused student no later than two business days following the hearing.

9. Procedures for appeal are detailed below.

Conduct Hearing Board Formal Hearing Procedures

1. Notice

Written notice of the time, date and location of the hearing will be sent to all parties to the complaint, who may additionally be notified in person, by telephone or by email.

2. Record of Proceeding

Proceedings before the conduct hearing board will be recorded. It is not necessary that a certified court reporter be used in the proceedings. An audio recording or minutes of the proceedings will be sufficient. In the event a transcript of the proceedings is requested, the person so requiring will pay the cost of reproduction. Recordings and communications related to the disciplinary procedure and resulting actions (before the student conduct manager or such other designee) will not be considered a public record as that term is defined by the Pennsylvania Open Records Act.

3. Committee Procedures

Once a student denies a violation, they will be given a minimum of seven calendar days to prepare for a hearing. At least 48 hours before any scheduled hearing, the following will occur:

   • The accused student will deliver to the student conduct manager or designee a written response to the complaint;

   • The accused student will deliver to the student conduct manager or designee a written list of all witnesses the accused student wants the college to call on his/her behalf at the hearing, giving the full contact information of any such witness, if known;

   • The accused student will deliver to the student conduct manager or designee a written list of all items of physical information the accused student intends to use or needs to have present at the hearing, and will indicate who has possession or custody of such information, if known;

   • The complainant will deliver to the student conduct manager or designee a written list of all witnesses the complainant wants the college to call and all physical information that will be used by the complainant at the hearing and will indicate who has possession or
custody of such information, if known.

- The parties will notify the student conduct manager or designee, at least 48 hours prior to the hearing, of the names of any person who will serve in an advisory role and may be accompanying the parties at the hearing. Those in an advisory role are to be selected from members of the college community unless special permission for an outside person is granted by the student conduct manager. Attorneys are permitted to attend conduct hearing board hearings, but must serve in an advisory role only, and may not address the committee. A student who intends to bring an attorney to the hearing must notify student conduct manager.

- The student conduct manager or designee will ensure that this information and any other available written documentation is shared between the complainant and accused student at least 24 hours before an scheduled hearing. In addition, the parties will be given a list of the names of all the hearing officers for the complaint. Should either party object to any members of the board or panel, they must raise all objections in writing to the student conduct manager or designee immediately. Hearing officers will only be unseated if the student conduct manager or designee concludes that their bias precludes an impartial hearing of the complaint. Additionally, any conduct hearing board member or hearing officer who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings.

- The conduct hearing board shall be convened by the campus student conduct manager who will assist the conduct hearing board in selecting a chairperson.

If there is an alleged victim of the conduct in question, the alleged victim may serve as the complainant, or may elect to have the administration serve as complainant. Where there is no victim, the administration will serve as complainant. In any joint hearing, separate determinations will be made as to the responsibility of each student accused. The conduct hearing board may elect to separate hearings that have been referred jointly, in its discretion and in consultation with the student conduct manager or designee.

After a conduct hearing board hearing, the committee will deliberate and determine by majority vote whether it is more likely than not that the student has violated the Student Code of Behavioral Conduct. The student conduct manager or designee will be present and available as a resource during all deliberations. Once a finding is determined, if that finding is that of a policy violation, the conduct hearing board will determine an appropriate sanction. The student conduct manager or designee is responsible for informing the conduct hearing board of applicable precedent and any previous conduct violations by the accused student. The chair will prepare a written deliberation report to the conduct manager or designee detailing the finding, how each body member voted, the information cited by the body in support of its finding, and any information that the body excluded from its consideration, and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length, and must be submitted to student conduct manager or designee within 48 hours after the end of deliberations. The dean may make appropriate modifications and then will implement the final determination and inform the parties within seven calendar days after the hearing.

4. Admissible Information

The committee will consider all information that is relevant and credible. The committee may in its discretion limit or bar character witnesses. Any questions of the admissibility of information will be determined by the chair or the student conduct manager or designee.

The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the chair or the student conduct manager or designee. All such information sought to be admitted at the hearing will be presumed irrelevant and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request and must be reviewed in advance of the hearing by the student conduct manager or designee.

Previous conduct violations by the accused student are generally not to be considered as information about whether or not a student committed a subsequent violation of the Code of Behavioral Conduct (particularly if the student was found not responsible for the previous allegation). However, the student conduct manager or designee may supply previous complaint information to the committee, or may consider it him/herself if he/she is hearing the complaint, and:

a. The accused student was previously found to be responsible for violating the Code of Behavioral Conduct in his/her previous case; and/or

b. The previous allegation would indicate a possible pattern of behavior and substantial conformity with that pattern by the accused student in the current case.

5. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Behavioral Conduct:

A. Written Warning

A notice in writing to the student that the student is violating or has violated institutional policies. The letter informs the student that continued misconduct will result in further conduct action. The letter will be sent to the student’s permanent residence and by email using the student’s CCAC email account.
B. Probation
Probation for behavioral misconduct or academic misconduct reasons is a written reprimand for violation of specified college policies. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

Conduct probation is defined as: A student whose behavior on- or off-campus is in violation of established college policies and/or rules. Sanction will be imposed for not less than one semester nor more than three semesters. The conduct body determines the beginning and ending dates. Students on conduct probation may incur additional sanctions for any subsequent violation of college policies and/or rules, whether or not this violation is related to the original violation for which conduct probation was imposed.

Probation Restrictions
Students on probation may be subject to the following restrictions:

1. They may not hold any office or leadership role in any student or college organization or activity.
2. They may not represent the college in any on- or off-campus event.
3. Other restrictions may be established for individual situations.

C. Restricted Access
Offender may be restricted from entering specified buildings or areas on campus, from attendance at specified campus events or from use of specified equipment or facilities for definite periods of time.

D. Fines
Previously established and published fines may be imposed. In addition, the conduct body may recommend that the college refuse: (1) to grant academic credits or degrees; or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization, until such fine is paid. The method of payment will be specified by the conduct body imposing the fine.

E. Restitution
Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. The conduct body may recommend that the college refuse: (1) to grant academic credits or degrees; or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization, until restitution is complete.

F. Educational Projects
Completion of an educational or developmental project such as, but not limited to, the following: attending a specific workshop or program, writing an article or research paper on a specified topic, making an oral presentation to a campus group, participating in specified counseling/evaluation, work assignments and/or service to the college.

G. Suspension
Separation of the student from campus, classes and all privileges for a definite period of time, after which the student is eligible to return. The offender may not be on campus at any time except to come to the Safety and Security office for matters directly related to the suspension. In cases where suspension prevents coursework, the student will receive a grade of “W”. There will be no refund of tuition or fees. Any conditions for readmission will be stated in the order of suspension.

H. Expulsion
Permanent separation of the student from the college and a barring of the student from being present on-campus and at college-sponsored events. The student will receive a grade of “W.” There will be no refund of tuition or fees.

The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above.

b. Deactivation: Loss of all privileges, including college recognition, for a specified period of time.

More than one of the sanctions listed above may be imposed for any single violation.

6. Appeal
There is no appeal from an administrative hearing. To appeal from a conduct hearing board hearing:

1. Accused students or complainants may petition within three calendar days of receiving the written decision of the conduct hearing board for the review of its decision or the sanction imposed. Such petitions will be in writing and will be delivered to the dean of Students.

2. If the dean of Students or designee determines that one of the five bases for appeal below has been met, the dean may either re-open the hearing to allow reconsideration of the original determination and/or sanction(s) or will refer the matter back to the conduct hearing board for reconsideration. The dean of Students or designee serves as the final level of review in the conduct matter.
3. Except as required to explain the basis of new information, a review will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

a. to consider new information, unavailable during the original hearing, that could be outcome determinative;

b. to assess whether a material deviation from written procedures impacted the fairness of the hearing;

c. to decide if a sanction(s) is grossly disproportionate to the severity of the offense;

d. to determine that the finding is not in accordance with the information;

e. to assess whether bias on the part of a conduct board member deprived the process of impartiality.

Every opportunity should be taken to return the complaint to the conduct hearing board for reconsideration, where possible. On appeal by any party to the complaint, the student conduct manager or designee may support or change a decision, increase, decrease or modify a sanction. An appeal is not a rehearing, though witnesses may be called or parties questioned as necessary.

The reviewing body will be deferential to the original decision maker, making changes to the finding only where there is clear error and to the sanction only if a compelling justification to do so exists.

SUPPLEMENTAL COLLEGE POLICIES & PROCEDURES

Gambling Policy

Students are expected to abide by the federal laws and the laws of the Commonwealth of Pennsylvania prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at college-sponsored activities is prohibited except as permitted by law.

Such prohibited activity includes, but is not limited to, betting on, wagering on or selling pools on any college athletic event; possessing on one’s person or premises (e.g., room, car) any card, book or other device for registering bets; knowingly permitting the use of one’s premises or one’s telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

Hazing

HAZING PROHIBITED

All CCAC students and student organizations, including all individual members, alumni and/or all other persons associated with such organizations, are prohibited from engaging in acts of hazing. Student organizations subject to this prohibition include all organizations, clubs, associations, corporations, orders, societies, and service or social groups, and all other similar groups or associations, that are recognized or sanctioned by CCAC. As used herein, the term “students” includes individuals who attend CCAC as well as individuals who have applied for admission to or have been admitted to attend CCAC.

Acts of hazing prohibited by CCAC include any acts that are undertaken intentionally, knowingly or recklessly, for the purpose of either (1) initiating, admitting or affiliating a student into or with a student organization or (2) continuing or enhancing a student’s membership or status in such an organization, and which serve to cause, coerce or force a student to do any of the following:

a. Violate any Federal or State criminal law;

b. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm;

c. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;

d. Endure brutality of a mental nature, including sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment, and other activities that adversely affect the mental health of an individual;

e. Endure brutality of a sexual nature; or

f. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

It shall also be a violation of the College’s prohibition on hazing for any student organization to intentionally, knowingly or recklessly promote or facilitate any act of hazing described above, or for any student or student organization to engage in any other act that constitutes a criminal offense under the Commonwealth of Pennsylvania’s Timothy J. Piazza Antihazing Law, 18 Pa.C.S.A. §§ 2801-2811. The prohibitions set forth herein shall be deemed to apply to any act of hazing undertaken by CCAC students, whether occurring on campus or at any non-CCAC owned or operated facility or property.
SANCTIONS FOR VIOLATIONS
Violations of the prohibition on hazing set forth herein shall constitute a violation of the Student Code of Behavioral Conduct and shall be subject to sanctions in accordance therewith. Sanctions for violations shall include but not limited to the imposition of fines, withholding of diplomas, grades or transcripts, expulsion from the College and, in the case of student organizations found to have violated this policy, revocation of their recognition by or sanction to operate at CCAC. Sanctions imposed under the Student Code of Behavioral Conduct shall be in addition to any criminal penalty that may be imposed for conduct that constitutes an offense under the Pennsylvania Antihazing Law.

SAFE HARBOR
Notwithstanding the foregoing, charges and/or sanctions against a student who participated in a hazing activity may be mitigated if it is determined that the student placed a 911 call or contacted College security, police or other emergency services personnel (collectively or individually, “emergency personnel”) based upon a reasonable, good faith belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury to that individual. Good faith will be presumed whenever the student can establish that (1) the student reasonably believed that she or he was the first individual to contact emergency services on behalf of the individual believed to need medical attention, (2) the student provided her or his own name to emergency services personnel who responded to the call, and (3) the student remained with the individual needing medical assistance until emergency services personnel arrived and the need for the student’s presence had ended.

SEXUAL MISCONDUCT OFFENSES:
Civil Rights and Sexual Misconduct Reporting and Response Procedure

1. SEXUAL HARASSMENT
Unwelcome, gender-based verbal or physical conduct is sufficiently severe, pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

THREE TYPES OF SEXUAL HARASSMENT
A. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.
B. Quid pro quo sexual harassment exists when there are:
   1) Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
   2) Submission to or rejection of such conduct results in adverse educational or employment action.
C. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

2. NON-CONSENSUAL SEXUAL INTERCOURSE
Non-consensual Sexual Intercourse is:
• Any sexual intercourse (anal, oral or vaginal),
• However slight,
• With any object,
• By a man or a woman upon a man or a woman,
• Without consent*.

3. NON-CONSENSUAL SEXUAL CONTACT
Non-consensual Sexual Contact is:
• Any intentional sexual touching,
• However slight,
• With any object,
• By a man or a woman upon a man or a woman,
• Without consent*.

*Consent Defined
Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of
physical force, compelling threats, intimidating behavior or coercion. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

4. SEXUAL EXPLOITATION
   Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
   • prostituting another student;
   • non-consensual video or audio-recording of sexual activity;
   • going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
   • engaging in peeping tommy;
   • knowingly transmitting an STI or HIV to another student.

* Sexual misconduct offenses will be processed through the Civil Rights Complaint Procedure. Please refer to page 41.

Sanction Statement
   • Any student found responsible for violating the policy on Non-consensual Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
   • Any student found responsible for violating the policy on Non-consensual Sexual Intercourse will face a recommended sanction of suspension or expulsion.*
   • Any student found responsible for violating the policy on sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

* The Civil Rights Hearing Board reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Special Provisions
   a. Attempted Violations
      In most circumstances, the college will treat attempts to commit any of the violations listed in the Student Code of Behavioral Conduct as if those attempts had been completed.

   b. College as Complainant
      As necessary, the college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

   c. False Reports
      The college will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Behavioral Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

   d. Misconduct Online
      Students are cautioned that behavior conducted online can subject them to college conduct action, such as harassment delivered electronically. Students must also be aware that blogs, webpages and postings on social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations, if evidence of policy violations is posted online. The college does not actively monitor this information, but will take action if and when such information is brought to the attention of college officials.

   e. Defenses
      Students attempting to defend their actions with excuses, such as prescription drug interaction, self-defense, disabilities, etc. are admitting to a policy violation. For example, taking someone's property while under the influence of an anti-depressant is still taking someone else's property. While the defense does not excuse the action, the college will take the legitimacy of the defense into consideration in addressing the proper sanction. In the event of a fight, the student who is not the aggressor in a fight will be sanctioned, but the sanction may be lesser than the sanction of the person who started the fight.

   f. Group Violations
      When members of groups, individuals acting collusively or members of an organization act in concert in violation of any policy, they may be held accountable as a group and a hearing may proceed against the group as joint accused students. In any such action, however, determinations will be made with respect to the involvement of each accused individual.

   g. Immunity for Victims
      The college encourages the reporting of conduct code violations, especially sexual misconduct. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may
be charged with policy violations, such as underage drinking, at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to college officials. To encourage reporting, the college pursues a policy of offering victims of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the college will provide educational options rather than punishment, in such cases.

h. Good Samaritan
The welfare of students in our community is of paramount importance. At times, students on- and off-campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the campus office of Safety and Security). The college pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

i. Parental Notification
The college reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the college will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The college also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

j. Notification of Outcomes
The outcome of a campus hearing is part of the educational record of the accused student and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions as follows:

1) Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.

2) The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The college will release this information to the complainant in any of these offenses regardless of the outcome.

This code of conduct has been reviewed by Brett Sokolow from the National Center for Higher Education Risk Management (www.ncherm.org). Some of the language may be proprietary and copyrighted. It is licensed to the college for its use and publication, but all other uses and copying are prohibited without express permission from NCHERM.

Felony Reporting
Currently enrolled and previously enrolled students are required to provide written notice to the dean of Students for their campus for any felony conviction or criminal charge involving an act of violence or harm to others which occurs subsequent to the submission of the student’s original application for admission.

STUDENT-ATHLETE RESPONSIBILITIES:

1. Comprehend and understand all College policies as outlined in the current CCAC Student Handbook, including; but are not limited to:

Student Rights and Responsibilities
- Student Code of Academic and Behavioral Conduct Individual sport rules outlined by your coach
- Students are expected to behave in accordance with accepted standards, respect the rights of others, refrain from conduct or activity which obstructs the work of the college and/or is damaging to the welfare of the community or the college.

2. Understand that any violation of college policies or acts of misconduct may be grounds for suspension or dismissal from athletic participation. Acts of misconduct include, but are not limited to:

Violations of local, state, or federal laws.
- Use, possession, or distribution of alcoholic beverages and/or illegal drugs.
- Use, possession, or concealment of any firearms, explosives, other weapons or dangerous chemicals.
- Hazing, defined as an act that is likely to cause physical or psychological harm or social ostracism in relation to the admission, initiation, pledging, joining of any athletic team.

3. Adhere to the current NJCAA/Region XX/WPCC Eligibility Rules and Bylaws as they pertain to student-athletes.
- Share your athletics schedule, including departure times, with your faculty members.
- Prepare for any work you may miss due to an intercollegiate contest.
• Faculty members are under no obligation to allow for missed classes, make-up tests, the extension of project/paper deadlines, or excuse you from grading/attendance policies.

• Maintain enrollment in 12 or more credits. CCAC recommends student-athletes register for 15 hours in case there is a need to drop a course late in the semester. See the athletic director or athletic coordinator before making any changes to your class schedule.

Student-athlete must satisfy one of the following requirements in order to be eligible:

• Pass a minimum of 12 semester hours with a cumulative 2.00 GPA or higher during the previous semester of full-time enrollment.

OR

• Pass an accumulation of 12 credits per semester of full-time enrollment with a GPA of 2.00 or higher.

OR

• Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher.

4. Stipulate that athletes ejected from a contest for any reason will adhere to the NJCAA Sportsmanship rules and penalties and any preset regulations for that specific team.

5. Use College-provided transportation to and from all scheduled athletic contests, unless a reasonable request is granted by the coach, athletic coordinator, and/or the athletic director in advance.

6. Uniforms and Equipment: Athletes will be issued CCAC team uniforms and possibly equipment.

• Team uniforms and equipment will be handled with care and returned to the Athletic Department at the end of the season, or holds may be placed on the student’s transcripts/registration.

• If a student-athlete decides to quit before the end of the season, they will pay the full price of any apparel that was arranged for them to own.

Student-athletes are expected to keep up and maintain equipment and facilities when in and out of season.

7. Physicals: Before participating in the first scheduled practice or tryout, student-athletes must obtain and pass a physical exam in the current academic year. CCAC will provide physicals once per sport during a scheduled time that will be free of charge to participating athletes.

8. Authorize the college to release the use of the student-athlete’s pictures, schedule and transcript information to coaches, the WPCC/Region XX/ NJCAA/NAIA, NCAA and media services.

9. Acknowledges and fully understands that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses, which might result not only from his/her own actions, inaction, or negligence, but also from the actions, inaction, or negligence of others, the condition of the premises or of any equipment used. Further, the undersigned acknowledges and fully understands that there may be other risks not known to undersigned or risks that are not reasonably foreseeable at this time.

10. Assumes all the foregoing risks and accepts personal responsibility for any and all damages of whatever kind, name or nature in any manner arising out of or in connection with the undersigned’s participation in the program.

11. Student-athlete agrees to release, waive, discharge, and covenant not to sue, Community College of Allegheny County, its administrators, trustees, agents, or other employees of the College; and if applicable, owners and lessors of premises used to conduct the program, all of whom are hereafter referred to as “Releasees” from any and all demands, losses or damages on account of personal injury, including death, or damage to property arising out of my participation in the sport.

Chosen First Name Procedure for Students

Purpose

With the growing diversity of our campuses, many members of Community College of Allegheny County (CCAC) use names other than their legal first name to identify themselves for a variety of personal and/or cultural reasons. To this end, CCAC seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use a chosen first name on College records when a legal name is not required.

Procedure

Current students may add a new chosen first name by accessing the MyCCAC Academic Portal. New students will be requested to identify their chosen first name on their admissions application. Chosen first names will be displayed in the following, but not limited to:

• Class rosters and grade lists
• CCAC ID card—only if the name change is reflected in class rosters and grade lists prior to the request
• CCAC academic email address
• Online directory listings
• Advisee lists
• Diplomas, as applicable by law
• Blackboard, MyCCAC portal and other software systems

NOTE: A chosen first name is not a legal name change. Legal name changes will be based on appropriate documentation such as a court order or a federal/state ID. CCAC takes into account its legal requirements surrounding recordkeeping and will not interfere with records where legal names are required. This includes, but is not limited to, financial, medical and law enforcement documents; transcripts; diplomas; W-4 forms; I-9 forms; payroll documents; visa/immigration documents; personnel files; employment applications and related documents; background check documents; insurance documents; etc.

Chosen first names may not be applicable in certain programs due to the requirements of accreditation organizations and clinical sites. Programs including, but not limited to, Nursing and many of the Allied Health majors require the use of the legal name due to the need for background checks, official health records and certification requirements. If a student is majoring in a program where a chosen first name cannot be utilized, they will be advised to consider a legal name change.

This procedure is not intended to encompass arbitrary or repeated name changes and CCAC reserves the right to refuse a chosen first name. Instances that may result in this prohibition include the use of profane words and/or names that may be used for fraudulent purposes.

Inappropriate use of the chosen first name including, but not limited to, misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request and/or rescinding the use of the chosen first name. If an individual wishes to appeal the denial of a chosen first name or otherwise grieve the process, the grievance procedures are outlined in the Civil Rights and Sexual Misconduct Reporting and Response Procedure. If a legal name change has occurred, students should submit the change via the Personal Identification Change Form to the Registration Office at your respective campus. Members of the CCAC community requesting use of a chosen first name do not need to identify the reason for the name change.

The intentional or persistent refusal to utilize an individual’s chosen first name, if it has been approved, is a violation of Board of Trustee Policy II.02 regarding CCAC’s non-discrimination policy. Any such violation should be reported to the ODEI and will be handled through the Civil Rights and Sexual Misconduct Reporting and Response Procedure.

COMPUTER & ELECTRONIC RESOURCES
College Expectations
Computers for student use are available in some college centers and at each campus in the library, learning center, computer center and in computer classrooms. At the campus computer center, you can access word processing, email, the internet and a variety of software packages for completing coursework.

The college relies upon users to conduct themselves according to the basic principles of mutual respect. In this way, we attempt to promote the most effective and beneficial use of the college’s computer equipment and facilities and protect the free exchange of information and ideas.

Your CCAC academic email account is your key to accessing CCAC resources. All current students, faculty and staff are provided with an account. Your CCAC academic email address consists of your assigned NetID username followed by @acd.ccac.edu. Your CCAC academic email account is the formal means of communication from the college to students.

When using computer resources, students are expected to:
1. Check their CCAC academic email account regularly.
2. Use the computer resources primarily for scholarly purposes.
3. Use discretion when displaying and printing material that may be offensive to others.
4. Not use college computer resources to transmit or display obscene, illegal, violent, discriminatory or other information that may result in harassment or defamation.
5. Discourage inappropriate usage by others.
6. Avoid disruptive behavior when using computer resources.
7. Abide by all signs posted in the computer labs.
8. Respect the needs of other users to access limited computer resources.
9. Not use college computer resources to gain unauthorized access to any other computer system.
10. Respect the integrity of the system and related physical resources, and observe all relevant laws, regulations and contractual obligations.
11. Not download, or share (through browsers, peer-to-peer networks or other means), post or install to college computers or transport across college networks material which is illegal, proprietary, in violation of license agreements, copyrights or college contracts, or that may be damaging to the college network or infrastructure.
12. Not share passwords. Students are responsible for any activity executed under his/her account.
13. Not use CCAC resources (email, computer hardware, software or supplies) or your account for personal financial gain and/or commercial purposes (whether for-profit or not-for-profit) or for supporting political campaigns, candidates, legislation or ballot issues.

14. Use the systems and individual accounts in a manner consistent with the instructional, research and administrative objectives of the college. Legally, the college electronic networks not an open forum (such as a free-speech park); thus, its use is limited to activities consistent with college objectives.

15. Not use the CCAC name or logo or likeness on your webpage without the consent of the Marketing and Communications department.

16. Not print large quantities of flyers, banners or other printed materials intended for multiple distribution. For print jobs of this nature, only one copy may be printed in the labs.

17. Take responsibility and report any problems with computer hardware or software.

18. Not smoke, drink or eat in any computing facility.

19. Not misrepresent your identity or affiliation in email communication.

20. Use email for purposes which do not violate federal and/or state laws.

21. Not send harassing, intimidating, abusive or offensive material to or about others.

22. Not intercept, disrupt or alter electronic communications packets.

23. Not cause congestion on the network by such things as “chain letters,” “broadcasting” inappropriate messages to lists or individuals or excessive use of the email system.

24. Not attach non-CCAC computer equipment to the CCAC network.

Any unauthorized attempt to modify computer hardware and software components is prohibited. This includes attempts to use and/or copy software in violation of federal copyright laws.

All instances of misuse of computer equipment and facilities constitute grounds for disciplinary action under the CCAC Student Code of Behavioral Conduct. Instances of abuse may also result in civil and/or criminal proceedings. Revised 5.11

CIVIL RIGHTS AND SEXUAL MISCONDUCT REPORTING AND RESPONSE PROCEDURE

The Community College of Allegheny County has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging discrimination, harassment and/or retaliation in violation of federal, state or local civil rights laws, including those laws enforced by the U.S. Department of Education, Office of Civil Rights. This procedure is available and applicable to all members of the College community:

- Students, Employees, Guests and Third Party Vendors Types of behavioral misconduct that are covered under this procedure include, but are not limited to:
  - Discrimination on the basis of actual or perceived membership in a protected class
  - Harassment on the basis of actual or perceived membership in a protected class
  - Bullying on the basis of actual or perceived membership in a protected class
  - Hazing on the basis of actual or perceived membership in a protected class
  - Intimidation on the basis of actual or perceived membership in a protected class
  - Stalking on the basis of actual or perceived membership in a protected class
  - Cyber-bullying, cyber-stalking, cyber-harassment

Additional Actions that are covered under this procedure include, but are not limited to:

- Denial of reasonable accommodations for individuals with documented disabilities
- Denial of reasonable accommodations for pregnant students or employees
- Not Honoring dedicated attendance policy for pregnant students
This procedure does not apply to Academic complaints, with the following exceptions:

- Complaint alleges that an academic decision was determined as a result of discrimination and/or harassment
- Complaint alleges that an individual was denied participation in an academic program or activity due to discrimination and/or harassment
- Complaint alleges that discrimination and/or harassment impacted or altered an individual’s ability to perform academically

Guidance on Reporting a Complaint:
Individuals may also contact the College’s Civil Rights Compliance Officer/Title IX Coordinator at 412.237.4542 or via email at (kschoos@ccac.edu) to file a report, request supportive measures, or to learn more about the College’s investigative process.

GRIEVANCE PROCEDURES FOR INDIVIDUALS WITH DISABILITIES
The Community College of Allegheny County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Education, Office of Civil Rights, regulations implementing Section 504 of the Rehabilitation Act of 1973 as amended, (29 USC 794) which prohibit discrimination on the basis of disability.

Complaints should be addressed to:
Ketwana Schoos
Civil Rights Compliance Officer/Title IX Coordinator
Community College of Allegheny County
808 Ridge Avenue Pittsburgh, PA 15212
412.237.4542 | kschoos@ccac.edu

Grievances will be handled through the Civil Rights Complaint Procedure (please see above). Complete information on the procedure is outlined on the college’s website at ccac.edu/ nondiscrimination/.

DRUG & ALCOHOL POLICY FOR STUDENTS
In compliance with federal regulations set forth by the Drug-free School and Communities Act Amendments of 1989 and the CCAC Student Code of Behavioral Conduct, CCAC specifically prohibits the possession, sale, use, manufacturing or being under the influence of alcohol or illegal substances on campus, at college centers or college-sponsored activities campus. College sanctions for violation(s) of this policy will result in appropriate disciplinary suspension or disciplinary dismissal. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol.

Additionally, local, state and federal laws prohibit the unlawful possession, use, manufacturing or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation and/or assigned community service. Students convicted of a drug and/or alcohol-related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships or employment. The college supports all local, state and federal laws related to drug and alcohol abuse, including but not limited to, the Drug-free Workplace Act and the Drug-free Schools and Campuses Act.

Dangers Associated with the use of Illicit Drugs & Alcohol
There are definite health risks associated with the use of alcohol and illegal substances. Dependence on drugs and alcohol is a serious public health problem. Dependency is prevalent in all regions of the country and transcends all ethnic and socioeconomic groups. Students who experiment with drugs, alcohol and illegal substances or use them recreationally may develop a pattern of use that leads to abuse. Use of alcohol and illegal substances is a major factor in accidents and injuries among persons between the ages of 18 and 24; it is responsible for more deaths than any other causes combined. College officials will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment or rehabilitation or reentry programs that may be available in the community. Contact the Counseling Center on any campus.
MILITARY CALL TO ACTIVE DUTY
(Military Deployment)

During an academic semester, the following options are available to a military student or the student’s spouse called to active duty. The student must file written verification of the activation order as soon as it becomes available with the CCAC Military and Veterans Services Center and inform the faculty member.

1. The student can take the grade earned to date in class/es provided that more than 75% of class meetings have passed and both student and faculty agree to this option. A student selecting this option will not be refunded any tuition or fees and will have the grade processed in the normal manner at the end of the semester with appropriate credit and grade earned.

2. A student can elect to have an incomplete I grade recorded at the end of the semester provided more than 50% of the class meetings have passed and both student and faculty agree to this option. The faculty member and the student must come to agreement on the work to be completed and the faculty member submits an “Incomplete Grade” form to the appropriate Associate Academic dean. Faculty members are encouraged to detail the work still to be completed and outline the criteria for the final grading.

A student must complete the work detailed on the “I” grade form in accordance with the college “I” grade policy or within 90 days from completion of active duty, whichever affords the student more time.

If no Change of Grade Authorization is received from the instructor within the agreed upon time, the “I” grade will automatically be converted to the grade earned or to an “F” grade. In accordance with the current American Federation of Teachers (AFT) contract, in the event the faculty member is not available at the time the student completes the work, the department head will assume responsibility for reviewing the work and assigning the final grade.

3. A student can elect to withdraw from one or more courses with a grade of “M” at any time during the semester by informing the CCAC Veterans Services Center and/or the Registration Office. A student electing this option will have his/her tuition refunded or credited, in accordance with VA policy.

Interpreting Your Grade Report
In addition to grades “A” through “F,” other symbols that may appear on your grade record but are not calculated into your GPA are:

“I”—Incomplete: An incomplete “I” grade may be given at the discretion of the instructor. An “I” grade can only be given for the final grade, not at midterm. The instructor and the student must agree to postpone the completion of certain required coursework and to a timetable for completion of the work not to exceed eight weeks into the following regular semester. An Incomplete “I” Grade Agreement Form must be signed by the instructor and submitted to the office of the discipline associate dean at the time that the “I” grade is given. When the required work has been completed, the instructor will submit a Change of Grade Authorization. If the work is not completed by the agreed-upon deadline, the instructor can issue the grade earned at the time when the “I” grade was agreed upon. If no Change of Grade Authorization is received from the instructor within the eight weeks into the following semester, the “I” grade will automatically be converted to the grade earned or to an “F” grade.

“M”—Military Call to Active Duty: An “M” grade is posted to the student transcript when a student has elected the withdrawal option Military Call to Active Duty.
GENERAL INFORMATION

BEHAVIORAL INTERVENTION TEAM
The college has a commitment to providing a safe and secure environment for the college community. In meeting this commitment, the college has established a Behavioral Intervention Team which respond to college situations involving dangerous, atypical, threatening or disruptive student behaviors.

Behavioral Intervention Teams assess situations in the college community and intervene with regard to the health, safety and security of the college community and in accordance with college policies. Anyone in the college community can report concerning behavior using the online incident report found at ccac.edu/academic-rules-and-regulations/reporting-forms.php.

CAMPUS SAFETY & SECURITY
The Safety and Security office at CCAC is responsible for maintaining a positive campus environment for the entire college community. Security officers are continuously patrolling the buildings and parking lots. They can provide assistance in an emergency.

Campus safety and security is everyone’s responsibility. Reporting existing or potential safety or security hazards not only ensures the safety of fellow students, it also allows the academic process to continue without interruption. A campus criminal log is required for all campuses, and CCAC publishes an annual security report. To view these reports visit CLERY ACT CRIME STATISTICS https://www.ccac.edu/security/index.php. They are also available in the Safety and Security office when requested.

Escort services are available upon request.

CCAC OPEN BULLETIN BOARD POLICY
Designated open bulletin boards are designed to provide information on events and items of interest to CCAC students. All bulletin boards may be cleared on the first day of each month.

CHILDREN ON CAMPUS
CCAC is committed to providing an educational environment that facilitates teaching and learning. It is the general policy of the college that unsupervised children are not permitted on campus, unless they are enrolled in a class. Children in the classrooms, library and/or laboratories may create distractions or disruptions, as well as present potential liability for the college. Therefore, children are not permitted to attend classes and/or laboratories in which they are not enrolled. In accordance with the Library and Library Computer Usage by the General Public statement, individuals under the age of 13 must be accompanied by an adult to use the college libraries. Effective Fall 2010

DUAL ENROLLMENT
Information for Dual Enrollment Students
Students who are still in high school can enroll for credit classes at the college through Dual Enrollment. These students need the permission of their parents/guardians and high school staff to enroll. The Dual Enrollment classes can be taken at the college campus/center or at their high school. Regardless of the location of the classes, the students earn college credits that can be used toward a CCAC degree or transfer to other colleges and universities when they complete high school. College policies and procedures are to be followed including those regarding class attendance, provisions in their faculty members’ course outlines, and withdrawal from classes.

Dual Enrollment students, with valid student ID cards, can participate in all services and programs offered by the college for which they are eligible. These include but are not limited to: academic advising, counseling, receiving academic support through tutoring or the college Learning Assistance Centers, participation in Student Life and Engagement programming, supportive services and assistance with obtaining employment. Generally, Dual Enrollment students are not eligible for participation in financial aid programs, however, they may be eligible for private scholarships/awards that are promoted through their high schools and/or the college.

Students enrolled in Dual Enrollment classes offered at their high schools are subject to the Code of Student Conduct and behavioral standards in place at the school. Students enrolling at a CCAC Campus/Center are required to comply with all provisions of the CCAC Student Code of Behavioral Conduct and the CCAC Student Code of Academic Conduct.

For details on the Dual Enrollment Programs see: ccac.edu/admissions/dual-enrollment.php.
EMERGENCY CLOSINGS
It is the practice of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops that requires the cancellation of classes and activities, the college’s closing will be announced on local television stations, through Rave Alerts, and Facebook.

EMERGENCY ALERTS
In the event of an emergency or urgent campus closure due to weather or other issues, CCAC uses the Rave Mobile Safety emergency alerts system to send push notifications to students and staff. This alerts system, in conjunction with the free Rave Guardian phone app, allow us to instantaneously message students and staff via voice, email and text with important emergency information and instructions.

CCAC Students & Staff
CCAC staff and students are automatically enrolled in the service through their CCAC student or employee accounts there is no additional sign up process needed.

To make sure you receive these alerts at your preferred phone number and email address, login to your MyCCAC account, go to your User Profile under the Student or Employee section of CCAC Self-Service and double check that the contact information on file is accurate and that your primary contact number type is set to cellular.

To confirm that you consent to receive texts, login to MyCCAC, click on Rave Alerts in the Quick Links menu to the right and follow the screen prompts to confirm that you wish to receive texts. You may not receive text alerts until this has been completed, though you will still receive email and voice alerts.

In the event of a pre-emptive weather closure or delay, CCAC will distribute alerts via email, text and voice phone call/voicemail to the primary email and phone numbers listed in the student or employee profiles.

Note: We make every effort to send these types of communications out as early as possible so that students with long commutes can plan accordingly. If there is bad weather being forecast, those without early morning classes may want to silence their phones the night before.

Alerts will also be posted to the CCAC website and MyCCAC portal, the CCAC Facebook and Twitter accounts and the Rave Guardian app, as well as reported to the local TV and radio news stations for broadcast. If you did not receive a text alert, you can check any of these other locations to verify whether or not the college is closed.

In the event of a midday closure due to weather, facilities issues or emergency situations, alerts will also appear on all CCAC networked computers and on digital signage on campus. Follow the directions posted in the alert as relevant to the situation. In an emergency situation, information may also be broadcast on the campus emergency announcement speakers.

EMERGENCY EVACUATION DRILLS
The City of Pittsburgh, the Commonwealth of Pennsylvania and college policy require that the CCAC Office of Safety and Security conduct periodic evacuation drills. When the alarm is sounded, the buildings must be evacuated. Students should follow the directions of their professors, college officials or those received over the wireless public address system. Students should leave buildings as quickly, orderly and quietly as possible via the nearest stairways rather than on elevators or escalators. The nearest exits are identified in all classrooms. Students with disabilities should contact the Supportive Services office for information on what to do in an emergency. It is strongly recommended that students read and become familiar with the emergency plan for their campus.

LOCKERS
Lockers may be available for student use at all CCAC campuses. Individual campus policies and charges may vary, so it is important to check with the appropriate office on the campus where you seek to secure a locker. Information about lockers may be obtained through the Student Life and Engagement office at each campus.

LOST & FOUND
Property found on campus should be turned into the Office of Safety and Security. Individuals who have lost property on campus can check with this office to see if it has been recovered.

PARKING
Each campus provides some free parking, but campuses require students to obtain parking permits. Permits can be obtained at the campus Office of Safety and Security.

PHOTOCOPYING
Photocopiers for student use are located in the library at each campus. There is a fee for copy services.
STUDENT ACCIDENT INSURANCE PROGRAM
Students taking 12 credits or more in a semester are covered by an accident insurance policy from the first day of the semester through the last day of exams. The policy limit is $5,000 per accident for full-time students. Illnesses such as asthma or pneumonia are not covered. Part-time students are also covered at lower limits. Claim forms are available from the Business offices at each campus. All accident-related billing should be directed to the address indicated on the claim form.

A brochure containing specific information concerning coverage and/or claim forms may be obtained through the offices mentioned above.

STUDENT IDENTIFICATION NUMBER
CCAC’s student information system creates a sequential number that identifies a student’s record for both credit and noncredit courses. This is the way the college separates one student’s record from another and is needed to set-up a CCAC NetID (Network account) for portal access. CCAC also requires all students to submit their social security number. The social security number will be protected and only used for required governmental reporting. Students must accept responsibility for the accuracy of these numbers throughout their stay at the college. CCAC is committed to keeping all student information secure.

STUDENT PHOTO ID
Proof of student enrollment is required for many college services and/or events. A validated student photo ID is required to use some of the services offered by the bookstore and library, athletic department, fitness center, some computer centers and to attend student-sponsored functions. Proof of enrollment can be demonstrated by a student photo ID with a current validation sticker.

To receive a campus photo ID, students must present their student schedule or registration statement and a state or government issued photo ID to the Office of Safety and Security. Photo IDs must be renewed each semester. Your photo ID should be carried at all times while on campus.

TOBACCO USE ON CAMPUS
To promote the health, well-being and safety of all students, faculty, staff and visitors, the college prohibits the use of smoke and tobacco products in or on college property. For purposes of this policy, “smoke and tobacco products” include, but are not limited to, cigarettes, cigars, pipes, hookahs, smokeless tobacco, chewing tobacco, dip, snuff, electronic cigarettes, vaping devices and any other product packaged for smoking, the simulation of smoking or that may be considered to provide a gateway to smoking or tobacco use.

“College property” means all property owned by, leased or under the control of the college, including but not limited to all grounds, parking lots, sidewalks, classrooms, academic and administrative buildings, restrooms, stairwells, facilities and theaters, and all vehicles leased, rented, owned, or under the control of the college or which are parked on college property.
About the Community College of Allegheny County (CCAC)

Since its founding in 1966, CCAC has flourished, becoming the educational powerhouse it is today—a nationally renowned two-year college dedicated to serving all members of the community. From groundbreaking student success initiatives to top-ranked academic and career-based programs, CCAC continues to be the college of choice for nearly one out of every three adults in Allegheny County.

Each year, more than 25,000 students enroll at CCAC, taking advantage of nearly 150 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers as well as other off-site locations, including the Energy Innovation Center, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation’s top community colleges for the number of individuals graduating in nursing and the health-related professions.

CCAC graduates have transferred to the nation’s most prestigious colleges and universities, have obtained the most academically challenging and competitive degrees, and can be found at leading companies, organizations and institutions throughout the country. CCAC alumni are actively engaged in every sector of society, providing leadership to scores of economic, scientific, civic and philanthropic entities both in the Pittsburgh region and around the world. Visit ccac.edu to learn more.