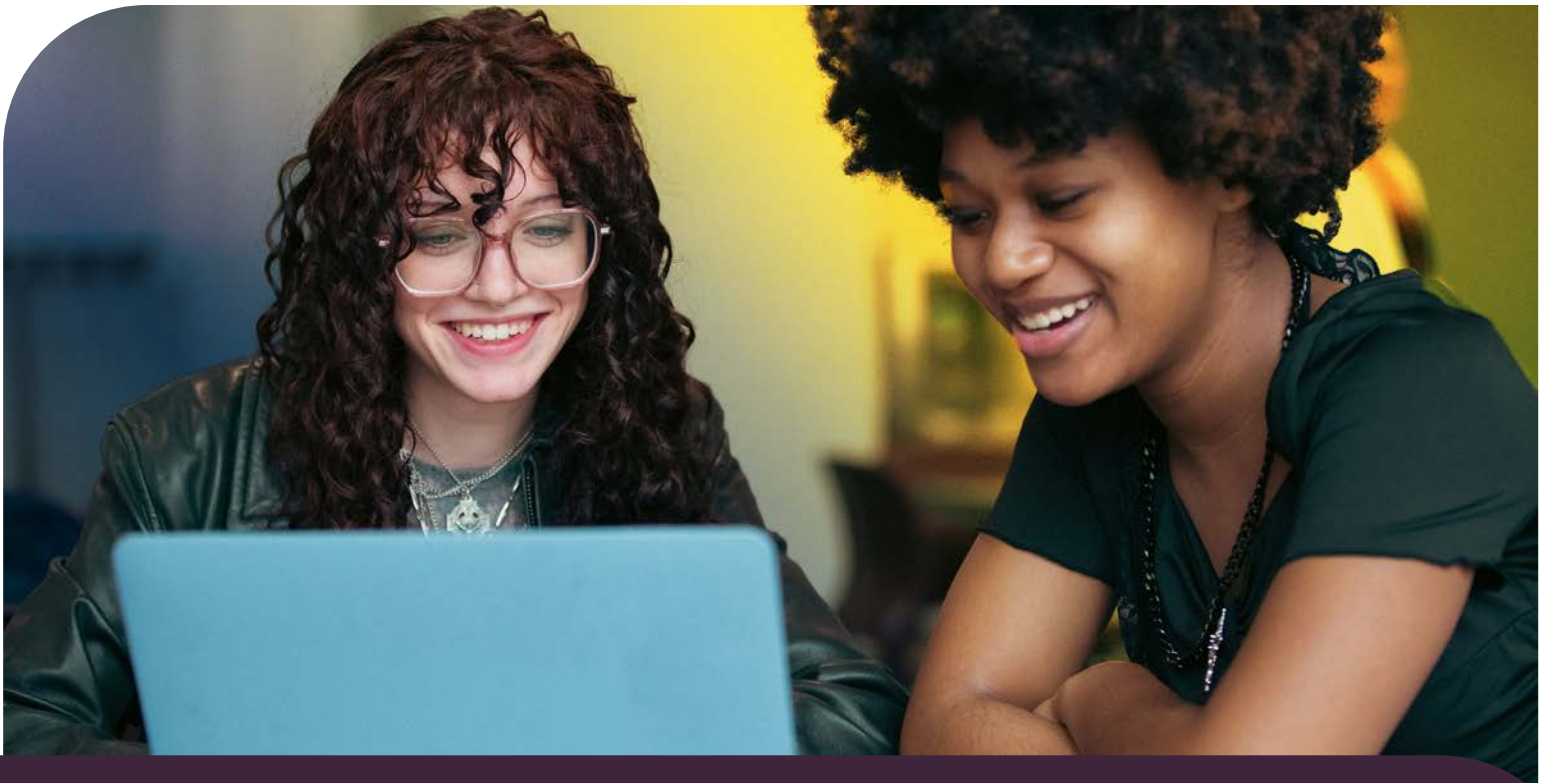




DUAL ENROLLMENT

STUDENT HANDBOOK

WELCOME	3
DUAL ENROLLMENT	4
INFORMATION FOR STUDENTS	5
Nondiscrimination Policy	5
Academic Alert	5
Academic Conduct Policies	5
Academic Standing	6
Access to Student Records (FERPA)	7
Application/Registration Requirements for Dual Enrollment	8
Attendance	8
Center for Tutoring Services	9
College Process for Academic Restriction	9
College Process for the Appeal of Academic Restriction	10
College Transcripts	10
Course Withdrawal Policy	10
Dean's List	11
Graduation Requirements	11
Library Services	11
Online Tutoring through Brainfuse.....	11
Phi Theta Kappa	11
Reading Lab	12
Student Academic Complaint Procedure	12
Student & College Academic Expectations	12
Student Behavior	13
Student Code of Conduct	14
Civil Rights, Sexual Misconduct & Title IX-related Policies	14
Student Eligibility	15
Student Responsibility	15
Use of Artificial Intelligence	15

DEFINITIONS	16
SUPPORT SERVICES & RESOURCES	17
Admissions	17
Advising	17
Bookstore	17
Campus Cupboards & Campus Closets	18
Career Services & Job Readiness	18
Counseling Center & Services	19
Accommodations for Pregnancy & Related Conditions	19
Financial Aid.....	19
Information Technology Services	20
Library Services	20
Mandatory Student Orientation	20
Office of Supportive Services & Accessibility	21
Online Learning	21
Placement Testing	22
Registration	22
Self-Service.....	23
Student Accounts	23
Student Life	23





WELCOME

Dear Students,

On behalf of the Community College of Allegheny County's distinguished faculty and staff, it is my honor to welcome you as a new member of our CCAC Wild Cat family!

I applaud your decision to take this first step in your higher education journey. While exploring the vast array of career choices available at CCAC, I hope this experience will inspire you to stay engaged and continue to pursue educational goals after you graduate from high school. Whether you decide to remain here for our more than 130 programs or you choose to attend or eventually transfer to a four-year institution, CCAC's faculty, advisors, counselors and financial aid staff are here to support you along the way.

At CCAC, our goal is your success. With a commitment to rigorous academic standards and quality services, we strive to provide a welcoming, innovative and dynamic learning environment that places the needs of our students first. Our mission is to prepare you to succeed in a complex global society by providing you with affordable access to high-quality career and transfer education. And while CCAC has grown to become one of the leading postsecondary educational institutions in the nation, the college remains dedicated to serving all members of our richly diverse and vibrant community.

College is an investment in your future, and by selecting CCAC to begin this process, you've made an outstanding choice. With all of the opportunities that await you, I invite you to take advantage of all the chances you will have to acquire additional knowledge and learn new skills. This is a special time in your life—one filled with self-discovery and endless possibilities, so it is my hope that the time you spend with CCAC serves as a gateway to an exciting, fulfilling and rewarding future. I wish you much success!

Best always,

A stylized, handwritten signature in black ink, likely belonging to Dr. Quintin B. Bullock.

Dr. Quintin B. Bullock
CCAC President

DUAL ENROLLMENT

CCAC's Dual Enrollment program offers you the opportunity to earn college credits, experience college-level coursework and get a head start on earning college credentials while still in high school. The college credits you earn can be used toward a CCAC degree or transferred to other colleges and universities after you complete high school.



INFORMATION FOR STUDENTS

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.

Academic Alert

The Alert is a proactive and collaborative effort that allows faculty to refer students for additional assistance.

Academic Performance: low grades, doesn't submit work, low scores on tests and/or assignments

Attendance: poor attendance, lateness, leaving early

Bravo: exemplary work, marked improvement

Material Needs: referral to CCAC Resource Navigators for assistance with material needs

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.

Participation: inattentiveness, lack of engagement

Academic Conduct Policies

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 college community.

A. Cheating

- The act or attempted act of deception by which a student misrepresents that they have mastered information on an academic exercise that, in fact, has not been mastered.

B. Fabrication

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

C. Document Misuse

- Unauthorized use, prohibited sharing, uploading or misuse of any images, documents, content, names or course material.

D. Plagiarism

- Failure 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);
- Neglecting to attribute words and/or ideas to the author, whether the author is published or not;
- Closely following the original's wording and sentence structure when attempting to paraphrase without proper citation; and/or
- Presenting all or part of a paper from an essay purchasing website or other source as a student's own work.

E. Ethical Misconduct

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

F. 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.

G. 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.

H. Classroom Etiquette

- Any behavior or language within a classroom setting that could cause disruption to the learning environment or cause others to feel unsafe, harassed, intimidated or threatened.

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 per semester. More than 18 credits constitutes an excessive credit load. To register for more than 18 credits, students need permission from a regional director of advising or a full-time academic advisor.

Academic Notice

If the student's term GPA falls below 2.0, the student will be placed on Academic Notice. When placed on Academic Notice, it is recommended that the student meet with an academic advisor to discuss the student's educational plan, strategies for using CCAC's academic support services, and the number and type of courses the student should take in future terms 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 Assistance

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

- Meet with an academic advisor to review the student's academic plan and to register for courses in subsequent terms
- Discuss strategies to use CCAC's academic support services
- Enroll in no more than 10 credits in subsequent terms
- Enroll in online courses only at the discretion of the advisor.

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

SUSPENSION DETERMINATION CHART

If the student has attempted:	AND Cumulative GPA is:
24 credits or fewer	<1.50
25–48 credits	<1.75
49–59 credits	<1.90
60+ credits	<2.00

Academic Restriction

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

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

Access to Student Records (FERPA)

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

"The college is subject to the provisions of and complies with the Family Educational 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 students with access to their official records, but also provides students an opportunity to challenge those records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Before releasing personal information about a student, the college must obtain the student's written permission, unless the FERPA statute specifically permits the release. Students may consent in writing to the release of their education records, specifying the record to be released and to whom it may be released, and signing and dating the consent.

Visit
ccac.link/advising-forms
to access student records.

An institution may disclose certain student information, known as directory information, to interested persons or agencies. The institution must identify directory information in its policy and provide procedures for students to restrict the institution from releasing it. In accordance with 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 email addresses, 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 their information. Regardless of the effect on the student, the institution assumes no liability for honoring instructions to withhold such information. To withhold any directory information, students should contact the Registration office. Students must make requests in person at this office. Students must complete a new nondisclosure form 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

FILING COMPLAINTS

File with the Family Policy Compliance Office, Department of Education

400 Maryland Avenue, Washington, DC 20202-4605

- Right to secure a copy of the college policy, which includes the location of all educational records
- 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 a parent's confidential financial statements; medical, psychiatric or similar records that are confidential and available only to professionals and paraprofessionals; confidential letters and letters of recommendation that 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.

Application/Registration Requirements for Dual Enrollment

CCAC's Dual Enrollment program offers the opportunity to earn college credits, experience college-level coursework, and get a head start on earning college credentials while still in high school. Students can use the college credits they earn toward a CCAC degree or transfer them to other colleges and universities after graduating from high school. Complete the following steps to enroll:

1. Submit the CCAC Dual Enrollment application.
2. Email a signed Parent/Guardian Authorization form to **DualEnrollment@ccac.edu**.
3. Email official high school transcript(s) to **DualEnrollment@ccac.edu**.
4. If necessary, complete any placement tests. Learn more at **ccac.link/placement-tests**.
5. Meet with an academic advisor to select and register for classes.
6. Students who are not in 11th grade may also apply if they provide a written recommendation letter from a school counselor, teacher or principal. These students must also take all three placement exams, regardless of the course(s) in which they want to enroll, and submit a parent contract. A committee of CCAC representatives will review this and recommend an admission decision.

For more information, please contact 412.469.4339 or email **DualEnrollment@ccac.edu**.

Attendance

Students are expected to attend all classes regularly and on time. Excessive absences* result in poor classroom performance, low grades and possible failure. Individual instructors will clarify attendance policies on the first day of class, and they 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 who do not attend during that time will be dropped from the class, financial aid will be adjusted, and their 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!

**Students should check their schedules for room numbers and class times. Regular attendance helps instructors become familiar with their students and ensures students receive the information needed to succeed in class. Students should also learn their instructor's name, office number and office hours and refer to the course outline for additional information.

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

When an 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.

For medical withdrawal information, please visit **ccac.link/advising-forms**.



In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, childbirth, termination of pregnancy, lactation, and recovery from any of these conditions shall be excused for as long as the absences are determined to be medically necessary. Students will be provided the opportunity to make up any work missed as a result of such absences, if possible.

For more information, please contact the Title IX Coordinator at 412.237.4535 or civilrights@ccac.edu.

The Center for Tutoring Services

The Center for Tutoring Services offers free tutoring in a variety of subjects. Students can schedule up to two appointments per week per class. In addition, CCAC students have access to unlimited help in math, reading and writing.

To meet student needs, professional and peer tutors and facilitators are available for drop-in and scheduled appointments in both in-person and virtual formats. The tutoring center offers one-on-one and group sessions, as well as formal workshops on a range of topics essential to classroom success. Tutors and facilitators can also assist students in preparing for placement and TEAS tests.

For more information, including hours of service, visit ccac.link/tutoringservices.

College Process for Academic Restriction

If the student is placed on Academic Restriction and has not registered for a subsequent term, no other action will be taken. If the student has already registered for the summer term, the registration will be canceled with charges adjusted accordingly.

If the student has NOT filed an appeal AND has already registered for the fall term, the registration will be canceled with charges adjusted accordingly.

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.

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 readmitted to the college for the spring semester. All summer sessions combined equal one term.

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 use academic support services, and register for classes. Enrollment will be limited to the credit load set by the counselor.

The student can only register with a counselor and must maintain a minimum term GPA of 2.0. 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 Restriction and must sit out for two terms with no appeal.

College Process for the Appeal of Academic Restriction

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 or assistant 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 or assistant dean. The committee will be composed of one advisement administrator, two full-time teaching faculty members, one counselor and one discipline associate or assistant 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 notice by letter, email or through the portal, 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 use CCAC's academic support services, and to select or 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 minimum term GPA of 2.0 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 the student is already registered for the next term, the student's registration will be canceled, and charges will be adjusted accordingly.
- E. If the appeal is denied:
 - a. The student must meet with a counselor to be readmitted after sitting out the two terms. If the student has registered for fall courses, the registration will be canceled with charges adjusted accordingly. During the suspension period, the student must follow any prescribed actions stated by the Academic Appeals Committee.
 - b. For every term after suspension, the student must register with a counselor and maintain a minimum term GPA of 2.0 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 Restriction and must sit out for two terms with no appeal. If already registered for the next term, the student's registration will be canceled with charges adjusted accordingly.

College Transcripts

The college credits students receive for successfully completing a Dual Enrollment course will always be part of their permanent college record. Whether now or later in life, these credits will help as students continue their educational goals.

Course Withdrawal Policy

It is also important to understand the college policy on withdrawing from all or some classes.

Notifying the instructor of the intention to withdraw does not count as an official withdrawal from a course. Students must complete and submit a withdrawal form 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 nonattending students during the first 20% of the term. Nonattending students may be dropped from class(es) and forfeit tuition and fees for the class(es).

Dean's List

Community College of Allegheny County recognizes academic achievement for degree-seeking students at the completion of each fall, spring and summer semester. Students will be on the dean's list if, as a full-time student, they have a term GPA of 3.50 or higher and have received no F grades during the term. Part-time students will be eligible for the dean's list at the end of the first term in which they have accumulated 12 credits, have a term GPA of 3.50 or higher and have received no F grades during the term. Students will receive the dean's list certificate by mail approximately eight weeks following the submission of final grades.

Graduation Requirements

Students are expected to apply for graduation by the deadline during their final term. Students will complete an application for graduation, which will be reviewed to determine whether they 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.

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

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 on the next available degree conferral date. Students who wish to opt out may do so in writing to a campus Registration office.

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 Veteran 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.

Library Services

The four campus libraries offer a combined collection of more than 250,000 books, 800 periodical titles, 20,000 audiovisual titles (DVDs, compact discs, audiobooks, etc.) and over 55,000 e-books. The library also has more than 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 useful links and virtual chats to help students navigate the wide range of resources available, including course guides for projects assigned by instructors and online resources.

Online Tutoring through Brainfuse

Through a partnership with Brainfuse, CCAC offers live tutoring anytime, from anywhere.

- Connect with a live e-structor for a variety of subjects
- Submit writing for a critique
- Schedule a personal session with a chosen e-structor
- Submit a question

Phi Theta Kappa



PHI THETA KAPPA
HONOR SOCIETY

Phi Theta Kappa is the premier honor society recognizing the academic achievement of students at associate degree-granting colleges and helping them to grow as scholars and leaders. The society is made up of more than 3.8 million members and nearly 1,300 chapters in 11 countries, with approximately 240,000 active members in the nation's colleges. CCAC's Alpha Mu Theta chapter was chartered on Nov. 1, 1986. Located on the college's Main Campus, the chapter is designated as Division 1, Middle States Region.

Reading Lab

The Reading Lab is a 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 ccac.link/reading-lab.

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.

Students who believe they have been discriminated against related to a protected class, such as their sexual orientation, race, ethnicity, disability or any other discrimination, should fill out the form under **Make a Civil Rights/Title IX Report** at ccac.link/title-ix.

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 student and instructor do not resolve the complaint, the student must meet with the appropriate program coordinator or department head.

Formal Stage

Complaints not resolved at the informal stage must be submitted in writing to the discipline associate or assistant dean. The Academic Complaint Form is available at ccac.link/report-incident. 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 their 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 on the submitted complaint and other relevant material, the discipline associate or assistant dean may decide on the matter or refer the complaint to an Academic Complaint Appeal Committee for a recommended resolution.

The Academic Complaint Appeal Committee will convene 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 or assistant dean, who may accept, reject or modify the recommendation. The appropriate discipline associate or assistant dean will forward the decision to the student by certified mail.

The student has the right to appeal the decision of the discipline associate or assistant dean within seven business days of receipt of the decision to the discipline dean, who will confer with the appropriate academic dean. The discipline dean's decision 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
- Three full-time teaching faculty
- Three students

Student & College Academic Expectations

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.

Student Expectations—Students should expect to:

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. Receive instruction that begins promptly, is presented in a clear and concise manner and provides relevant, structured activities consistent with the course requirements;
4. Receive classroom instruction, assignments and evaluations that are consistent with the college catalog course description and the specifications of the course outline;
5. Be treated in a humane, ethical and professional manner in the classroom and in all other communication with college personnel;
6. Have access to their academic records as provided for under college policy, as well as state and federal law;
7. 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
8. 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 is expected to complete a minimum of two hours of 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 plagiarism;
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 Behavior

Unacceptable behaviors in most classes include cell phone use and texting, using earbuds, coming to class late, leaving early, more than one bathroom break, and sleeping in class. Students may be asked to leave class for these behaviors.



Student Code of Conduct

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 Conduct. These standards are embodied within a set of values that include integrity, social justice, diversity, respect, community and responsibility. When community members fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct. The CCAC Student Code of 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 the CCAC community and encourage them to uphold the standards of conduct that this community espouses while still affording all involved parties appropriate due process if a student is accused of violating the standard(s).

As members of the CCAC community, all students should:

- Conduct themselves in a manner that projects integrity, respect and compassion for others
- Challenge others to consider their behavior, attitudes and demeanor toward others and the community, when appropriate
- Commit to enabling a culture of equity, inclusion and social justice

All students at CCAC can expect to be treated with respect and dignity. Students should always take responsibility for their behavior and act in accordance with CCAC policies, as well as local, state and federal laws.

Civil Rights, Sexual Misconduct & Title IX-related Policies

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.

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. Conduct prohibited under these laws and college policies includes discrimination, harassment, intimidation and bullying on the basis of a protected class; Title IX/Sexual Harassment Offenses; acts of sexual violence; and other forms of sexual misconduct, including but not limited to sexual assault, domestic violence, dating violence and stalking. The Title IX team will first preliminarily review any reports alleging the aforementioned conduct violations to determine whether the Civil Rights and Sexual Misconduct Reporting & Response Procedures should be applied. Remaining conduct issues not covered by these policies may also be addressed separately as applicable under this policy.

Questions or complaints regarding Title IX or civil rights issues may be directed to the college's Civil Rights Compliance Officer/Title IX Coordinator:

CCAC Civil Rights Compliance Officer/Title IX Coordinator
Byers Hall, Room 318
808 Ridge Avenue
Pittsburgh, PA 15212
Telephone: 412.237.4535
Email: civilrights@ccac.edu

Student Eligibility

Dual Enrollment is open to high school students in 11th or 12th grade (or the homeschool equivalent). Students who are not yet in 11th grade may also apply if they provide a written recommendation letter from a school counselor, teacher or principal and place into college-level coursework. A committee of CCAC representatives will review all applicant materials and recommend an admission decision. Visit ccac.link/dual-enrollment for more eligibility requirements.

Student Responsibility

Instructors are available to answer questions about course materials or class policies. Students with concerns about their performance in the course or questions about an assignment should speak with the instructor. If the concern is not resolved, students should contact an academic advisor for additional guidance.

Use of Artificial Intelligence

Faculty have discretion over whether students enrolled in their courses may use AI tools. The course outline will clarify their course policy for AI use. Faculty may set different AI policies for each course, so students must review each course outline. Additionally, all parties must abide by CCAC's Academic Conduct Policies.





DEFINITIONS

Course Syllabus

A detailed description of each instructor's specific course requirements. It includes assignments, grading criteria, required text(s) and materials, classroom policies for attendance, drops for nonattendance, late assignments, rewrites, makeup work request procedures and a detailed course calendar.

Dual Enrollment Program

A cooperative partnership between a school district and CCAC, enabling high school students to earn college credits while completing the requirements for high school graduation.

Dual Enrollment Student

A high school student who meets the eligibility requirements for the Dual Enrollment program and enrolls in a CCAC-approved course. Upon successful completion of the course, the student may earn credit toward high school graduation requirements and receive college credit.

Instructor

A full- or part-time faculty member who meets the minimum requirements of the Middle States Association of Colleges and Schools.

SUPPORT SERVICES & RESOURCES

Students enrolled in Dual Enrollment classes have access to CCAC support services and resources that are available to all CCAC students. Below are some of the resources available at CCAC. These resources will help students complete their Dual Enrollment classes successfully. For more information, please visit ccac.link/student-support.

Admissions

As an open-enrollment institution, CCAC provides learning opportunities for all students, regardless of prior educational background. If they have a high school diploma, a General Educational Development (GED) certificate, or are 18 or older with reasonably equivalent experience, CCAC can help students achieve their academic goals. Under special circumstances, students without a high school diploma or GED certificate who are high school juniors or seniors or the homeschool equivalent may enroll in CCAC classes with permission from their parent or guardian and high school counselor through CCAC's Dual Enrollment program.

COUNSELING SERVICES

412.369.3614

counselingservices@ccac.edu

Advising

CCAC's academic advisors can help students explore academic programs, schedule classes, explain academic policy and refer them to other resources. CCAC provides in-person and virtual academic advising services to fit each student's busy schedule.

Bookstore

Online purchases are available at ccacshop.com. For more information, visit ccac.link/bookstore.



Campus Cupboards & Campus Closets

Students who need food assistance may access the Campus Cupboards at no charge for themselves and their households. No income documentation is required; however, students are asked to complete a brief form provided on-site to use the cupboards.

The CCAC Campus Closets, currently located at South and Boyce campuses, provide students with business and formal attire at no charge. This clothing is appropriate for a variety of uses, such as special events, job interviews, job fairs and more. Any items that students select are for them to keep.

Career Services & Job Readiness

CCAC's Career Services staff provides students with the services and resources they need to develop the job search strategies and skills necessary to be job-ready as they enter the workforce and launch their careers. Services include:

- Help with developing cover letters and resumes, preparing for interviews, and coaching on how to research job openings and connect with employers
- Guidance on developing good work habits and employability skills
- Assistance with researching labor market statistics and wage data using Career Coach (ccac.lightcastcc.com)

To schedule an appointment for help with resumes, cover letters, interviewing skills or general job search assistance, please call 724.325.6771 or schedule an appointment through the Navigate app. For more information about Career Services & Job Readiness, visit ccac.link/alumni-resources.





Counseling Center & Services

The Counseling Services office at each campus is staffed with counselors who can help students navigate their college journey, guide them in making critical decisions related to career and transfer choices, and provide resources for well-being and mental health. Counselors can help students explore transfer institutions, develop a transfer plan, identify career goals, apply academic strategies to improve academic success and discuss personal concerns that may be affecting academic performance or personal well-being. All services are free to students.

Accommodations for Pregnancy & Related Conditions

The Title IX Team at CCAC provides Title IX Pregnancy Accommodations based on pregnancy or related conditions, childbirth, termination of pregnancy, lactation and recovery from any of these conditions.

If a student seeks an accommodation, the college must consult with the student to determine their individualized needs and offer options that will best prevent sex discrimination and ensure equal access. Identifying an accommodation is a collaborative effort between the student and the college. It is the college's duty to offer any accommodations and, if accepted by the student, promptly and effectively implement them.

Information about students' requests for accommodations related to pregnancy or a related condition will be shared with faculty and staff only to the extent necessary to provide the modifications. Faculty and staff will regard all information associated with such requests as private and will not disclose it unless necessary.

For more information, please contact the Title IX Coordinator at 412.237.4535 or civilrights@ccac.edu.

Financial Aid

financialaid@ccac.edu | 412.237.CCAC, press 2

Financial aid is available to qualified students who have completed high school graduation requirements and need financial assistance to further their education. Types of assistance include grants, scholarships, federal work-study and loans. These programs can help with tuition, fees, books and living expenses. Financial aid staff can assist students complete applications. High school seniors are encouraged to apply early.



Information Technology Services

help@servicedesk.ccac.edu | 412.237.8700

Information Technology Services (ITS) is here to support college studies by providing access to software applications, online tools and other resources. Students can access these tools through a single account: their CCAC NetID. Students should locate their student ID number and keep it secure. It's required to create a CCAC NetID, change a password or contact ITS about a computer issue.

For more information, please visit the **Help Center**. To manage a CCAC NetID account, please visit the **NetID Application**.

Library Services

CCAC students can meet one-on-one with a librarian to discuss topics such as focusing on a research topic, identifying and evaluating sources, searching library databases effectively, and developing proper citations.

To meet with a librarian, visit **ccac.link/lib-apt**.

Mandatory Student Orientation

Students must complete the online student orientation before registering for classes. CCAC also recommends that students attend the student orientation immediately before the start of their first semester. Nationally, new students who attend on-campus orientation have consistently shown higher levels of engagement and academic success. Student orientation provides access to key information that helps students succeed.

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

To find more information about orientation, visit **ccac.link/orientation**.

Office of Supportive Services & Accessibility
SSAccessibility@ccac.edu | 412.237.4612

CCAC's Office of Supportive Services & Accessibility offers services to individuals with documented disabilities. Reasonable accommodations are provided under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Services are individualized, and the Supportive Services & Accessibility team is here to assist students from intake to graduation and to help individuals navigate college life. The first step for students is to complete **OSSA's online initial intake form** to provide information about themselves, share their concerns and provide any relevant disability-related documentation.

Some accommodations provided in a K–12 school may not translate to or be appropriate at the college level. Additionally, the process for exploring accommodations may differ from previous experiences because students are expected to take an active role in these conversations. Guests are welcome to participate and provide support. Students who would like a guest to participate should notify the office, which will provide the appropriate release forms.

Online Learning

Online learning refers to the delivery of classroom instruction using nontraditional formats and methods. It enables students to create a class schedule that fits their lives and offers 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 the 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. To succeed in this learning environment, students must be self-motivated, comfortable with technology and able to meet deadlines.

To find more information about online learning, visit ccac.link/virtual.

COMPUTER LAB LOCATIONS

Boyce	S–553, 4th Floor Auditorium Lobby, 2nd Floor North Wing Entrance
Braddock Hills	Please see on-site staff for information
Homewood-Brushton	Please see on-site staff for information
Main	SSC 1st Floor, Milton 1st Floor Rotunda
North	Student Lounge
South	3rd Floor B Wing – Near Student Accounts, 3rd Floor B Wing – Near Admissions
West Hills	S1403





Placement Testing

Dual Enrollment students may need to take several placement tests before registering for classes. These assessments are not an entrance exams, but are designed to help students choose the right classes for their success at CCAC by accurately assessing their current skills. There are three placement tests: reading, math and English. Placement assessments are completed in person (on campus) with live proctors, offering a quiet and focused environment to help students perform their best. If a student's schedule doesn't allow for an on-campus visit, remote assessments are available as an alternative. Those interested will need a computer, a stable internet connection and a quiet place to concentrate.

Students may not request placement tests until they have been admitted to CCAC and have received their seven-digit student ID number. Otherwise, their request will be delayed until their student ID has been generated.

High school juniors and seniors only need to take a placement test if the course they are taking has a math or English prerequisite. Second-semester seniors with an unweighted cumulative GPA of 2.7 or higher are required to take only the math placement test. All other Dual Enrollment students must take all three placement tests.

Students' skill levels can vary when entering college. Students who study for an assessment before taking it can improve their placement results. The most effective way to study for a placement assessment is to work with the practice materials provided by the college. CCAC provides resources to help students prepare for placement assessments, as do Accuplacer and ALEKS, the college's assessment providers. Students should practice until they are comfortable with the question formats and content.

Please visit ccac.edu/placementtesting for more information about the placement tests or email us at placementtesting@ccac.edu.

Registration

Students can find information about registering for a credit class at CCAC, whether they are new students, returning adults, lifelong learners, busy professionals, dual-enrollment high school students, international students or interested in online learning.

As an open-enrollment college, CCAC does not require college entrance examinations or have a set deadline for admission. However, students are strongly encouraged to complete the application process at least one month before the beginning of each semester.

For more information, visit ccac.link/registration.

Self-Service

Self-Service gives students access to important information about their records in CCAC's administrative database.

For more information on Self-Service, visit the CCAC Help Center at ccac.link/help-self-service.

Student Accounts

Bursar & Student Account Services oversees accounts receivable and cashiering functions for the college, safeguards college assets, and provides customer service to students and families. The office is available to provide information and assistance to students on the various financial aspects of their enrollment at CCAC.

In coordination with the campus Student Accounts office, the college bursar maintains student accounts and is responsible for assessing and collecting student tuition and fees, as well as reconciling all student account activity. The office manages billing and payment, administers payment plans and third-party sponsorship, generates refunds, and more. Students can visit ccac.link/tuition to find general information on these topics and scroll down the page to access the link to the Online Student Account Center to view their detailed account information and manage their student account.

Student Life

CCAC offers a diverse range of student life opportunities outside the classroom, including student clubs, cultural and personal development programs and activities, and athletic and intramural events. From the Anime & Video Games Club to the Rainbow Alliance, from honor societies like Phi Theta Kappa and Psi Beta to the Student Government Association, CCAC has student organizations that reflect a variety of interests. Each campus sponsors organizations that support social, academic and professional activities.

For more information, please visit Student Life & Engagement at ccac.link/student-engagement.

