

Tunxis Community College



Education That Works For a Lifetime



Revised by the Student Affairs Committee, August 2019

OFFICES OF ADMISSIONS, RECORDS, AND FINANCIAL AID

Admissions

Location: 100 Building

<https://www.tunxis.edu/admissions/>
Tx-Admissions@tunxis.edu

- Applying to Tunxis
- Campus Tours and Events
- College Catalog
- College Level Examination Program (CLEP)
- Degrees and Certificates
- Dental Assisting Admissions
- Dental Hygiene Admissions
- High School Programs
- International Students Requirements
- Readmit Students
- Transfer Credit Evaluations

Registrar/Records Office

Location: 100 Building

<https://www.tunxis.edu/offices-departments/records-office-registrar/>
Tx-Records@tunxis.edu

- Audit a course
 - Change of name/address
 - Change of Program
 - Change of Schedule (add/drop courses)
 - Credit by Exam
 - Cross-Registration
 - Degree Works – graduation audit
 - Enrollment Verification
 - FERPA – Nondisclosure of information
 - Password Resets
 - Preferred First Name Request
 - Registration
 - Transcript Request (official and unofficial) (e-transcript and paper transcript)
-

Financial Aid Services

Location: 100 Building

<https://www.tunxis.edu/offices-departments/financial-aid/>

Tx-finaid@tunxis.edu

- Information and assistance with applying for financial aid with the FAFSA
- Collect required FAFSA documentations.
- Special circumstances impacting aid eligibility.
- Review of state and other grant eligibility completed automatically with submission of FAFSA
- Book store vouchers, state agency forms.
- Consortiums – using FA to attend other CT CC's using Tunxis FA funds.
- Federal Loan applications, info, deferments and repayment – MPN's and Loan Counseling
- Non-federal loan information and certifications
- Work-study applications and info.
- Scholarship info [online](#) including the annual Foundation scholarship

Financial Aid Eligibility/responsibility:

Students must:

- Maintain satisfactory progress

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 – 11.99	0	0%
12 – 30.99	1.7	50%
31 – 49.99	2.0	50%
50 – 59.99	2.0	60%
60 +	2.0	67%

- Be in good academic standing – see college catalog
- Be program enrolled

Consequences: When GPA **OR** Completion are below minimum

- First semester: FA Probation: still eligible to receive aid. (Letter and email sent).
- Second semester: FA Ineligibility (AKA NOTSAP) – can be appealed in writing to the Dean of Students only (Letter and email sent).

NOTE: FA Probation and Suspension are independent of the Academic Probation and suspension policies (see the [College Catalog](#)).

Maximum Hours: suspension of financial aid for too many credits attempted without a credential: Federal Higher Education Act limits student aid to 150% (approx.) of the number of credits needed for a degree/certificate.

- Applies to students in AA or AS programs with over 90 attempted credits.
- Applies to students in certificate programs with over 45 attempted credits.
- Appeals must be in writing to the Director of FA and accompanied by a current Degree Works report.
- If waiver is granted, Aid will only cover classes needed to complete the program, but no others.

Link: <https://www.tunxis.edu/offices-departments/financial-aid/>

ADDITIONAL STUDENT RESOURCES

Veterans' Educational Benefits

Veteran's Affairs and National Guard Waivers

Certifying Official Location: 100 Building, Academic Advising

<https://site.tunxis.edu/veterans/educational-benefits/>

- Info on VA benefits; applications; forms.
- Certification of enrollment.
- National Guard Waiver processing

Veterans' OASIS

Location: Founders Hall

Phone: 860-773-1364

The Tunxis Oasis is a special area devoted to Tunxis' veterans, which offers access to technology and a quiet place to study. It also provides a place for Tunxis veterans to meet fellow servicemen and women, and to find updates, information and other services from the VA and other Veteran's support organizations.

Lost and Found

Lost-and-found items are located at the Information Desk in the 100 Building.

Academic Advising and Counseling Center

Location: 100 Building

<https://www.tunxis.edu/student-services/academic-advising-and-counseling>
TX-Counseling@tunxis.edu

The Tunxis Community College Academic Advising Center (AAC) provides a wide range of services in the following areas:

- Academic Counseling
- Career Counseling
- Transfer Counseling
- Personal and Social Counseling

The AAC assists students with self-exploration, goal-setting, decision-making, problem-solving, and academic planning issues. The AAC staff features experienced counselors and advisors that are trained in academic, career, and transfer advising, as well as personal counseling. For students that need more extensive therapy, a referral to an appropriate community agency will be made.

To schedule an appointment please email TX-Counseling@tunxis.edu

Academic Success and Tutoring Center

Location: 600 Building, Room 6-109

<https://www.tunxis.edu/offices-departments/academic-success-center/>
tx-asc@tunxis.edu

The Academic Success and Tutoring Center (ASC) provides several **FREE** services for students. The Center conducts **Placement Testing** for new students at specified morning, afternoon, and evening times throughout the year. The placement test assesses students' reading, writing, and math skills. Test results are provided for students and their advisors to assist with the registration process. Exemptions from testing exist for students with appropriate SAT or ACT scores and for students who have successfully completed college-level English and/or math.

The ASC offers an internationally-certified **Tutoring Program** for students enrolled in math, English, and English as a Second Language. Depending on tutor availability each semester, tutoring is also provided for a variety of other courses. Students have the option to schedule individual and group tutoring sessions or take advantage of walk-in services. To schedule an appointment, students can stop by the front desk or schedule online from any campus computer by selecting **Schedule a Tutoring Appointment**.

In addition to tutoring, the Academic Support Center's professional staff offers one-on-one workshops through the **Learning Strategies Series**. Workshop topics include time management, test taking, note taking, math, writing, and English as a Second Language. Training on Inspiration Writing Software is also available to assist students with pre-writing, brainstorming, creating study guides, and organizing research notes. These sessions are designed to help students make the most of their college experience.

Students with documented disabilities may be eligible to receive academic adjustments through **Student Accessibility Services**. Students with disabilities who are interested in requesting academic adjustments are encouraged to contact one of the ASC's Learning Disabilities Specialists.

Academic Resource Labs

<https://www.tunxis.edu/campus-resources/labs-special-facilities/>

Algebra Lab 3-302

English Lab 3-300

CAD

Art Studio

Graphics Lab

Bookstore

Location: 100 Building

All required textbooks and course-related materials may be purchased at the College bookstore or [online](#). The bookstore carries an assortment of supplies, computer hardware, computer software and accessories, clothing, gifts, snacks and beverages. The bookstore buys back textbooks every day. Students requiring financial aid for the purchase of textbooks and supplies should refer to the Office of Financial Aid Services for further information.

Bus Services

New Britain Transportation Company: nbt.bz/

CT Transit: cttransit.com/

Check for bus schedules at the Information Desk in the main lobby of the 100 Building.

UPASS

Students registered for credit classes at the Connecticut Community College are eligible to receive a UPASS from the CT Dept of Transportation through the Computer lab. The UPASS allows students to ride CT trains and buses for free during the semester (does not include Amtrak.) Get your UPASS at the Computer Center in the 300 building. Photo ID and proof of current registration is required.

Career Services

<https://www.tunxis.edu/student-services/academic-advising-and-counseling/career-services/>
www.bit.ly/txcareer

Career planning, resumes, strategies for job hunting, interviewing and networking.
Dress to Impress – Business attire available to Tunxis students for job interviews; donations welcome.

Computer Center

Location: 300 Building
Help Desk Phone: 860-773-1390
<https://www.tunxis.edu/campus-resources/computer-center/>
www.tx-IT-helpdesk

All students attending Tunxis Community College have access to the Computer Center. Whether a student is interested in graphic design, word processing, programming, or just using the Internet for research or pleasure, students will find an application that meets their needs.

Both Windows and Macintosh computers are available for use. Black and white or color laser printers offer a choice for printing. Students are allocated a number of free print pages at the start of each semester.

Hand-outs covering a variety of computer topics are free to students. Tutorial software packages are also available for students to practice at their own pace. One-on-one training is available for learning application basics.

NetID and Password Resets

All computer users are required to logon to computers using their individual NetID and password. This applies to all computers in all academic areas.

COMPUTER ACCESS WILL NOT BE POSSIBLE WITHOUT YOUR NetID!

NetID: The NetID is composed of the following two items

1. Your BannerID (without the @ sign at the front)
2. Domain: @student.comnet.edu

New Students will be assigned an **initial** NetID password which you will be required to change the first time you logon. Passwords expire after 90 days. If you need help using your NetID, go to the Computer Center, and ask HelpDesk personnel for assistance.

A Student HelpDesk worker is on duty during all hours of operation to assist students with hardware and software problems. During semester breaks, operating hours will vary, but will be posted well in advance.

ID Card Policy

College photo ID cards can be obtained at the Computer Center with proper identification. Each Tunxis student is required to obtain and carry a student photo identification card. New and replacement ID photos are taken at the Computer Center, located in the 300 Building, during normal operating hours throughout the semester. There is no fee for first issuance of an ID card, but there is a small replacement fee.

Students are required to present ID cards to access the following:

- Computer Center – access resources in the main Computer Center and MAC labs
- Library – check-out books and other materials
- Academic Success Center – to access all resources
- Career Services – to access resources

Students may be requested to present their ID card to any Tunxis Community College faculty or staff member for purposes of identification, upon request.

Wireless Network and Mobile Connections

Tunxis provides a wireless connection to the Internet for authorized students and staff. Users should connect their devices to “**ConnSCU**” for a wireless connection. Additional information and detailed instructions are available at the ConnSCU website supportcenter.ct.edu/Service/wireless.asp or by seeking guidance at the IT HelpDesk in the Computer Center.

Student Email- Office 365

Office 365 is the Connecticut Community College email system for students. All Connecticut Community College email sent to students will be sent to their Office 365 email addresses (prefix@mail.ct.edu). The ‘prefix’ consists of the first letter of the student’s first name followed by the first four letters of the student’s last name and then a four-digit random number.

Students can log on to the Office 365 portal (portal.microsoftonline.com) with their student NetID and password to access their Outlook Web App email (OWA). Or they can access the Office 365 portal by logging on to myCommNet, clicking on the envelope icon at the top of the webpage.

Conduct and Procedures for Use of the Computing Resources

All computer-related resources and facilities of the CT Community Colleges are to be used solely for legitimate and authorized academic and administrative purposes in accordance with the Board of Regents [IT 001 Acceptable and Responsible Use of Information Technology and Resources Policy](#). Unauthorized use of IT resources may subject the user to disciplinary action. The complete Board policy may be found online on the Board of Regents web site (<http://www.ct.edu/>).

CONNTAC, E.O.C. **

Location: 100 Building

Phone: 860-773-1492

www.conntacinc.org

The Connecticut Talent Assistance Cooperative Educational Opportunity Center is a state agency that provides free assistance for students in completing both the FAFSA and the college’s application.

They also offer fee waivers for college applications (Tunxis Community College and for students transferring to other colleges), as well as a CONNTAC Scholarship. Hours are by appointment only.

*** This service is not provided by Tunxis, but CONNTAC maintains an office at the College for the convenience of our students.*

Continuing Education & Workforce Development

Location: 700 Building

Phone: 860-773-1450 or Tunxis@Bristol, 860-773-1462

tunxis.edu/continuing-education/

The College, through its Continuing Education & Workforce Development Office, provides non-credit, short-term education and training for individuals and organizations throughout central Connecticut. Professional staff and associates work closely with individuals, businesses, public, not-for-profit, and private companies to meet their training needs. Continuing Education Unit (CEU) certificates may be awarded to participants who successfully complete a career or occupation related class. CEU certificates are not equivalent to college credits. A partial list of our program offerings include:

- Certified Nurse Aide (CNA)
- Medical Assisting
- Motorcycle Safe Rider Program
- Pharmacy Technician
- Phlebotomy Technician
- Real Estate Licensing
- Security Guard Certification
- Veterinary Assistant
- Bartending
- Specialized/Designed Training Programs

Early Childhood Center

Location: 300 Building

Phone: 860-773-1350; Childcare Weather Line: 860-773-1351

<https://www.tunxis.edu/campus-resources/early-childhood-center/>

The Early Childhood Center on the campus of Tunxis Community College provides a quality program for preschool children and is a model lab school for the Early Childhood Associate degree program. It is staffed with qualified and experienced early childhood professionals, and serves children ages three to five years old (non-kindergarten enrolled). The Center is among a select group in the nation accredited by the National Association for the Education of Young Children (NAEYC).

Food Service

Location: 100 Building and 700 Building

Corner Café: 860-773-1353; Pages Café: 860-773-1354

tx-cafeteria@txcc.commnet.edu

The Corner Café in the Administration (100) Building provides a place to have a good meal, meet friends, study, and relax.

Pages Café in the 700 building is located in front of the library. It offers a variety of prepared foods and also beverages and chips.

ThePantry@Tunxis

<https://www.tunxis.edu/campus-resources/food-pantry/>

Students in need are welcome to visit The Pantry twice per month and receive a total of 20 items per month. Students are encouraged to bring their own grocery bag or to reuse the bag they are given upon their first visit to the pantry. *Students must present their Student ID or other proof that they are a current, registered Tunxis student in order to receive food.*

Insurance

All enrolled students are automatically covered under the School Time Only Accident Insurance Plan. Students may purchase optional plans through Access Healthcare

<https://www.accesshealthct.com/ahct/landingpagecthx>.

Library

Location: 700 Building

Main Line: 860-773-1550

www.tunxis.edu/Library

The Tunxis Library is here to provide information, personal assistance, and study space for our students.

The Library has over 440 seats and includes 11 small group study rooms, 2 conference rooms, computers for student use, wireless access to the network, and a 24-seat classroom. In addition to the group study rooms, students can select from individual study carrels, tables and chairs, or soft seating.

Library services for students include:

- individual assistance with research and academic assignments
- a terrific library website for research, citing, and blog news
- online reference assistance and chat via the Library website
- telephone or email conversations about your assignments
- interlibrary loan of books or articles not owned by the Library or accessible via the web
- coin-operated copy machines and a self-checkout station for your privacy
- a Charging Station to power up your phones, tablets, and other devices
- study rooms—including collaboration stations and human anatomy rooms
- silent study areas and a meditation corner
- a reserve collection of course-related materials and selected textbooks for your use
- DVD players and headsets
- chess games, jigsaw puzzles, new fiction, graphic novels, magazines, entertainment DVDs, and ukuleles!

Though the Tunxis Library is open to the public, our focus is always on our students.

Visit the Library's homepage above for the Library's hours, contact information, offerings, and policies

New England Regional Student Program

<https://nebhe.org/tuitionbreak/>

This program enables New England residents to attend out-of-state public colleges or universities within New England for certain degree programs not available in their home state public institutions, and pay either in-state tuition or 25 percent above that amount.

The following two-year institutions charge in-state tuition for participants in the regional student program:

- Massachusetts Community Colleges (except Northern Essex)
- Community College of Rhode Island

The following institutions charge RSP students in-state tuition plus 25 percent

- Connecticut Community Colleges
- Maine Vocational Technical Colleges
- Northern Essex Community College
- New Hampshire Technical Institute
- New Hampshire Vocational Technical Colleges
- Community College of Vermont
- Vermont Technical College

New Student Orientation

New Student Orientation is held just prior to the start of the Fall academic semester and is offered to all newly registered students. Orientation provides students the opportunity to learn about classroom expectations and policies. In addition, students are offered hands-on-training to navigate myCommNet, the opportunity to obtain student identification cards (ID) and to tour key college support services.

Student Activities

Location: Student Lounge

Phone: 860-773-1361

<https://www.tunxis.edu/campus-resources/student-activities-and-student-government-association/>

The Office of Student Activities provides multiple opportunities for student involvement and development including student governance, College-wide committees, clubs and organizations, and programming.

Clubs and Organizations

Student organizations exist to further the ideas and spirit of Tunxis Community College. Clubs and organizations are established to attend to particular student interests and present opportunities for individual growth and development as well as leadership opportunities. For a complete list of the current clubs please visit: [tunxis.edu/campus-resources/clubs-organizations/](https://www.tunxis.edu/campus-resources/clubs-organizations/). Information on these clubs can be obtained through the Student Government Association.

Interested in starting a new club at Tunxis? Students should contact the Director of Student Activities to obtain a packet of printed material regarding the process.

The Student Lounge

Location: accessible through Founders Hall

The Student Lounge offers Tunxis students a place to gather, meet friends and socialize. The lounge offers billiards, chess, video games and foosball, and is open Monday through Thursday from 10:00 am to 6:00 pm. The Lounge is closed on Fridays and Saturdays.

Student Government Association (SGA)

Location: Adjacent to Student Lounge

Phone: 860-773-1363

The Student Government Association consists of four officers: president, vice-president, treasurer and secretary, as well as one voting member of each of the recognized student organizations, and members at large from the College community. As the official voice of the student body, the SGA helps to plan activities and to provide a means of communication within the college structure. The SGA uses student activity fees to pay for all college activities. All students are members of SGA. Meetings are held every two weeks.

[Barnes-Franklin Art Gallery](#)

Location: 600 Building

This gallery showcases student, community and professional works. Changing exhibitions feature paintings, prints, sculpture and photography. Gallery hours are Monday through Thursday, 9 a.m. – 8 p.m. and by appointment.

[Tunxis Stage Theater](#)

Location: Founder's Hall

Tunxis Stage has been presenting plays at Tunxis since 2008 and since 2010 has been doing a play each semester. Tunxis Stage has focused on more recent works, rather than the classics, and has featured a number of premiers of new plays. Tunxis Stage is supported by the Humanities Department and box office.

GRADING GUIDELINES

Grading System

The following grading system is used to indicate the student's performance:

A	outstanding	4.0 grade points
A-		3.7 grade points
B+	high quality	3.3 grade points
B		3.0 grade points
B-		2.7 grade points
C+	average	2.3 grade points
C		2.0 grade points
C-		1.7 grade points
D+		1.3 grade points
D		1.0 grade points
D-		0.7 grade points
F	failure	0.0 grade points

The following are administrative notations that may appear on a Tunxis student's transcript:

- ^** A letter grade followed by this symbol (^) indicates the Fresh Start Option was applied to previous course work – no longer calculated in G.P.A.
- #** A letter grade followed by this symbol (#) denotes a developmental grade, earning institutional credit, but does not count toward graduation and does not transfer.
- AU** Audit, no credit earned
- I** Incomplete grade to be computed upon completion of course
- M#** An administrative notation used only for developmental studies courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.
- R** No grade issued (transcripts issued prior to 2016 may include an "N" grade)
- P** Passing grade, credits earned – not calculated into grade point average
- TR** Transfer credit(s)
- W** Withdrawn

The number of grade points received in a course is determined by multiplying the credits by the numerical value of the grade earned (e.g., an "A" earned on a three credit course will result in 12 quality points). The average is computed by dividing the total number of quality points by the total number of credits attempted.

For example: A student who takes 13 credits and earns the following grades during a semester will have a 2.70 G.P.A.

Grade Point Average Calculation

Grade	Credits Attempted	Point	Earned Grade Point(s)
A	3	X 4.0	= 12.0
B-	3	X 2.7	= 8.1
B	4	X 3.0	= 12.0
D	3	X 1.0	= 3.0

Total Credits Attempted = 13

Total Earned Grade Points = 35.1

Semester Grade Point Average = 35.1 divided by 13 = 2.70 G.P.A.
(credits attempted x grade point = earned grade points)

Audit Policy

An audit permits a student to attend a course without earning a letter grade and without earning college credit. Tuition and fees are the same for credit or audit status. Financial Aid does not pay for audited courses.

Fresh Start Option

A student returning to Tunxis after an absence of two calendar years or more with a Tunxis G.P.A. below a 2.0 may choose to return without the disadvantage of an unsatisfactory academic record. For more information about Fresh Start, contact the [Academic Advising and Counseling Center](#).

Incomplete Notation

An Incomplete notation (I) may be given at the discretion of the instructor to a student who has completed a majority of the course requirements by the end of the semester. Completion date will be determined by agreement between the instructor and student. The awarding of an Incomplete notation is governed by [Board Policy 3.5.1](#).

Withdrawal

Students must officially withdraw from a course or all courses by submitting a "Change in Schedule" form to the [Records Office](#), or through their [myCommNet](#) account. Financial Aid recipients should contact the [Financial Aid Office](#) before deciding to withdraw. Failure to withdraw may result in a grade of F.

Dean's List

The College recognizes exceptional student performance each semester through the Dean's List. Fulltime students who matriculated in a certificate or degree program and who successfully complete 12 or more credits with a semester grade point average (G.P.A.) of 3.4 or higher shall be recognized by having their names placed on the College's Dean's List, published every fall and spring semester.

Part-time students who are matriculated in a certificate or degree program are also eligible for Dean's List honors when they have completed 12 or more credits of work with a cumulative grade point average (C.G.P.A.) of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 credits or more with a semester G.P.A. of 3.4 or higher, and at each successive interval of 12 credits.

A course withdrawal or Incomplete shall make the student ineligible for Dean's List honors that semester, except that the successful completion of the Incomplete by the end of the tenth week of the subsequent standard semester will allow such student to be recognized retroactively.

Student who are in a probationary status are not eligible for Dean's List recognition, even if their C.G.P.A. might otherwise make them eligible.

Student Achievement Recognition Ceremony

Each year, [Student Activities](#) conducts a ceremony to honor students' achievements in academic disciplines and leadership. Faculty members in each academic discipline determine award recipients with approval of the department chair. One award is presented per discipline. Selection criteria for the academic discipline awards are as follows:

- Currently enrolled
- Completion of nine credits in the discipline
- Demonstrated academic excellence
- No degree earned—either associate's or bachelor's
- Minimum of 3.5 G.P.A. in the discipline

Selection criterion for a leadership award is a membership in an officially recognized student organization at Tunxis. Selection is made by the club advisor based on the student's dedicated and valued service to that organization.

Transferring Credit into Tunxis

Students who wish to transfer credits to Tunxis Community College from a college or university that they previously attended must submit an official transcript to the Admissions Office and complete a Transfer Credit Evaluation Request Form. Transfer evaluations usually take eight to twelve weeks to be completed. Official transcripts should be sent directly to the Admissions Office from the student's previous college or university.

Transferring Credit out of Tunxis

Students who plan to transfer from Tunxis to a four-year college or university should meet with the [Transfer Coordinator](#) in the [Academic Advising and Counseling Center](#) to discuss transfer plans.

Transcripts

Requests for copies of official college transcripts must be made either in person, via the web through their self-service account at [myCommNet](#) or in writing to the [Records Office](#). Requests by telephone will not be accepted. Please allow five working days for processing and mailing. Students may receive copies of both official and unofficial transcripts free of charge.

Graduation Requirements

Students must apply to graduate. It is the student's responsibility to meet all graduation requirements. tunxis.edu/college-information/graduation/

Graduation Honors

To qualify for honors, degree candidates must have a minimum of 30 semester hours of Tunxis Community College credit in a degree program and meet one of the program G.P.A.s listed below. Honors notations are reflected on transcripts.

3.4-3.69 = Honors 3.7-3.89 = High Honors 3.9-4.0 = Highest Honors

Certificate candidates who have completed at least 15 credits in a certificate program at Tunxis and who have a program G.P.A. of 3.5 and above are eligible for distinction. Transcripts will reflect "With Distinction."

Students meeting any of the above criteria will be awarded recognition during the presentation of graduates at Commencement.

Students with an incomplete(I) notation may become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required G.P.A.

Valedictorian and Salutatorian

A three-person faculty committee selects the valedictorian and the salutatorian each year. Selection criteria include overall grade point average, number of credits taken at the College, involvement in extra-curricular activities, and overall service to the College community. The committee solicits input from other program faculty members and professional staff members who may have interacted or come into contact with the candidates. Committee members identify and interview finalists each spring.

Other Board of Regents (BOR) Policies:

Grade Appeals Process

A student may seek review of a grade or other decision affecting academic status according to the College Policy Statements: Students wishing to appeal academic grades should first discuss the issue with their instructor. If the matter is not satisfactorily adjusted within ten calendar days of this appeal, or if the instructor is not available, the student may refer the matter to the [Dean of Academic Affairs](#) by filing a written appeal within 30 days of the student's awareness of the decision which is being appealed ([BOR Policy 5.2.2](#)).

Academic Honesty

The College upholds the principles of academic honesty and will vigorously enforce incidents of academic dishonesty, which is outlined in [BOR Policy 5.2.1](#).

Written Warning

Students who have attempted 11 or fewer credits and whose cumulative Grade Point Average falls below 1.5 will be given a written warning ([BOR Policy 3.8](#)).

Academic Probation

Students who have attempted between 12 and 30 credits whose C.G.P.A. falls below 1.7, or those who have completed 31 or more credits whose C.G.P.A. falls below 2.0, will be given a written notice that they are placed on academic probation. Students placed on academic probation will be required to take a reduced course load for one semester ([BOR Policy 3.8](#)).

Academic Suspension

After being placed on academic probation for one semester and after taking a reduced course load fail to attain the required G.P.A. as shown above will be notified in writing that they are suspended for one semester. After the period of suspension, students may be reinstated, either as regular or probationary students. A written request for readmission must be submitted to the [Dean of Student Affairs \(BOR Policy 3.8\)](#).

College Suspension

Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required G.P.A. as shown above will be notified in writing that they are suspended for one semester. All records of students subject to suspension will be reviewed and if the student has made significant improvement in G.P.A. attainment in their most recent semester of study, the college may decide to allow the student to return to their studies for the following academic term to register for 12 or fewer credits on a probationary basis. If however, the decision is to uphold the one semester period of suspension, students may be reinstated, either as regular or probationary students ([BOR Policy 3.8](#)).

Emergency and Safety Information

What Tunxis Does to Protect and Inform Students

- ✓ We have an Emergency Response Plan. tunxis.edu/wp-content/uploads/2013/10/ASR-2013r.pdf
- ✓ We publish an Annual Campus Security Report.
- ✓ We have security guards who monitor the campus.
- ✓ We have a close relationship with the Farmington Police Department.
- ✓ We post the college emergency procedures on the wall of every classroom next to the phone.
- ✓ We run several types of drills each year.
- ✓ We have multiple ways of informing you of an emergency:
 - Emergency Text Messaging System
 - “myCommNet Alert” is a notification system that uses text messaging to deliver critical information to students, faculty and staff of the College in the event of an emergency or weather closings. Messages can only be received by registering with this service. Registration is free and easy to do. Just logon to my.commnet.edu and follow the directions in the myCommNet Alert System
 - Classroom phone alerts
 - In-building alarms and intercoms
 - The Big Voice (a courtyard alert)

We have 3 teams working for your safety and health:

Crisis Management Team -- develops emergency response policies and procedures. This team convenes in the event of a crisis and coordinates the school's response.

Emergency Medical Response Team – are employees certified in first aid/CPR who respond to medical emergencies until first responders arrive.

Behavioral Intervention Team – develops protocols for addressing disturbing behaviors on campus.

In Case of Emergency...

In all emergencies, dial 911 or text 911. From a campus phone, have someone dial 0 to report the emergency. The College will mobilize the security guards, the police, and the appropriate emergency team(s).

The Tunxis Community College phone system includes a Crisis Alert Line which is activated by calling 911 or 8-911 from any phone on campus. This signals members of the College's Emergency Medical Response Team (EMRT) to respond to the emergency call. EMRT members will assess the situation and try to administer first aid until an ambulance arrives.

For urgent matters, from a campus phone dial 0 for Information Desk and the Evening or Saturday Administrator.

Emergency Security: 860-541-0800 *Emergency Use Only*

Fire Emergency

Emergency response procedures and egress routes are posted in all classrooms. Those exiting into the courtyard should proceed to the main parking lot. The courtyard is not an assembly point. Do not evacuate one building and enter another. Go around any buildings to the assembly point. What to do if you see a fire on campus:

1. Activate the nearest fire alarm pull station
2. Call the Information Desk and/or 911
3. Notify occupants and help those needing assistance in the immediate area
4. Confine the fire by closing doors as you exit
5. Do not re-enter the building until authorized by emergency personnel.

Medical Emergency

1. Dial 911 or 8-911 (from a campus phone if possible) or text 911.
2. Call the Information Desk and have the following information ready:
 - a. Where the injured or ill person is
 - b. The nature of the injury or illness
 - c. The gender and approximate age of the person
 - d. Your name, location and phone number where you can be reached in case additional information is needed

Shelter-in-Place Procedure

In the event of a shelter-in-place, students, staff, faculty, and visitors must remain where they are. If in a classroom, secure the door by wedging it shut; if in an office, secure the door by locking it. If you are in an open area, take shelter in the nearest room and secure the door by either locking it or wedging it shut. Move to an area of the room where there are solid walls, furniture, or other objects and hide behind them. Stay as low to the floor as possible. Wait for instructions or notification from the police or College official that lockdown has been lifted.

Violence Prevention and Response

Tunxis Community College's principles and values include the statements that we treat others fairly and with dignity, and we value and demonstrate openness and honesty, resolving differences with civility and without reprisals. Violence or threats of violence will not be tolerated.

(Board Policy 2.13)

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the CT Community Colleges or any of its constituent

units, including vehicles and any location where college or system business or activities are conducted.

Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing or threatening behaviors;
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.;
- Verbal abuse, including yelling, shouting, use of sexually, racially, or ethnically charged epithets, etc.;
- Vandalism;
- Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized;
- Using such weapons;
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.
- Endangers the safety of any employee, student, visitor;
- Has a harmful impact on an individual's physical and/or psychological well-being;
- Causes damage to personal or College property;
- Creates a hostile campus environment.

Any individual who commits a violent act or threatens to commit a violent act toward other persons or property on campus shall be subjected to the appropriate action. Students may be suspended. The College may issue a "No Trespass" order to prevent a threatening person from entering campus. In addition, civil and/or criminal penalties may be pursued as appropriate. Every member of the campus community is expected to take any threat or violent act seriously and to report these acts to the Dean of Student Affairs or the Dean of Administration.

Sexual Misconduct Policy

Sexual misconduct is a very serious issue and disproportionately affects college students, impeding their ability to participate fully in their studies. Sexual assault will not be tolerated at Tunxis Community College. Although our mission is to educate students, nothing is more important than student safety and well-being. The College aims to prevent and respond to sexual assault, dating/domestic violence, stalking, and sexual harassment through prevention education, collaboration, outreach, and advocacy. We are committed to taking a survivor-centered approach, which means that if a student is victimized, they are given the options and make the decisions about what services they would like to access and whether or not they would like to report the incident. Our commitment is to create a community that is safe and supportive of people of all gender and sexual identities. tunxis.edu/college-information/sexual-assault-and-interpersonal-violence/

IF YOU WITNESS ANY VIOLENT ACTS OR MISCONDUCT

Report Threats or Violent Acts

To report a crime or an emergency on the Farmington campus, call 911 (directly from a campus telephone if possible) and 860-773-1300 or 860-773-1328. The number for Security's cell phone is 860-541-0800.

To report a crime or an emergency at the Tunxis@Bristol facility, call 860-314-4700. An incident report may be required.

All incident reports are forwarded to the Dean of Administration for review and potential action. Violations of the Board of Regents Policy on Student Conduct are forwarded to the Dean of Student Affairs for review and potential action.

Campus Safety Videos

Posted on the College website for student viewing are the following campus safety videos: “Shots Fired” which provides information about active shooter situations and “Flashpoint on Campus” which offers advice for how to address disturbing behaviors on campus. Students can view these videos by visiting [tunxis.edu/college- information/campus-security-act/campus-security-videos/](https://tunxis.edu/college-information/campus-security-act/campus-security-videos/).

WHAT NOT TO DO

Tunxis is committed to student health and safety. Be part of the community by remembering the following:

No Smoking or Vaping

Cigarettes, e-cigarettes, vape, nor Juul are allowed on campus.

Drug and Alcohol Abuse

The possession, use, or distribution of drugs and/or alcohol by students and/or staff on College property, or in any College activity, is prohibited. The College complies with the Drug Free Schools and Campuses Act. The Annual Notice is posted on the College’s website. **Students seeking assistance with alcohol and addiction issues should contact the Academic Advising Center.**

No Weapons

Weapons are not permitted on Tunxis property.

Parking Regulations

All vehicles shall be parked in a lawful manner. Improperly parked vehicles will be ticketed and towed at the owner’s expense. Revenue from parking tickets is disbursed as student scholarships. Parking tickets may be appealed through the Dean of Student Affairs office.