



Admissions Requirements and Procedures

Use the steps below to assist in the process of becoming a new student at Clinton Community College:

1. Complete CCC application and return to the Admissions Office.
2. Have applicant's High School forward their official transcript to the CCC Admissions Office. If applicant earned a General Equivalency Diploma (GED), forward a copy of their scores to the Admissions Office.
3. Request official transcripts from all previous colleges.
4. After receipt of Acceptance Letter submit \$50 fee of intent.
5. Apply for Financial Aid.
6. Provide documentation of immunizations. Questions may be directed to the College Nurse at (518) 562-4129.
7. Schedule an appointment to take a placement test. If transferring credit for college-level Math and English from another college and have a "C" or better, student is not required to take the placement test. In addition, based on student's ACT or SAT scores, student may not be required to take the placement test. Call (518) 562-4170 to schedule a test.
8. Schedule a Registration date with the Admissions Office. Call (518) 562-4170.
9. Obtain a Certificate of Residency within 60 days prior to the first day of the semester. Certificate must accompany tuition payment. Failure to provide Certificate of Residency will result in higher tuition costs. Certificate forms and information are available from the Bursar's Office (518) 562-4134.
Clinton County residents may obtain a certificate from the Bursar's Office or Clinton County Treasurer's Office.
Non-Clinton County residents must request an application for residency from the Bursar's Office and present completed and notarized application to their County Treasurer for issuance of Certificate of Residency.
10. Attend Orientation.

STEP 1:

There are Two Ways to Apply For Admission:

1. Complete the free Clinton Community College Application. Obtain this application by calling the CCC Admissions Office, applicant's high school Guidance Office, or on the web at www.clinton.edu. Once the application is completed, return it to Clinton's Admissions Office.
OR
2. Complete the SUNY APC application. This application will cost students \$50.00 for each college to which a student applies. This application is available at the applicant's high school Guidance Office. If a SUNY application is completed, it will first be sent to Albany and the Admissions Office will be notified in approximately three weeks after it is received by the SUNY Application Processing Center in Albany.

For assistance, call the CCC Admissions Office at (518) 562-4170 or 1-800-552-1160 or e-mail us at admissions@clinton.edu.

STEP 2:

High School Transcripts or GED

An official copy of the applicant's high school transcript showing all coursework completed to date is required. A

final transcript indicating high school graduation is required upon graduation from high school. Faxed transcripts are not considered official documents. A GED will be accepted in lieu of high school transcript.

Home-Schooled Applicants

Home-schooled students will be eligible for consideration as applicants for admission to matriculated status if they can provide either:

1. A letter from the superintendent of the school district in which the student resides, attesting to the student's completion of a program of home instruction that is the substantial equivalent of a four-year high school course of instruction and meets the requirements of Section 100.10 of the Regulation of the Commissioner of Education,
2. A passing score on the general comprehensive examination for the state high school equivalency diploma (GED), OR
3. Achieve a satisfactory score on an Ability to Benefit (ATB) test approved by the U.S. Secretary of Education. Proof of high school equivalency may not be a homemade transcript or letter from a parent. If the student's home schooling experience was not monitored by a school district or accredited institution, he/she will be considered a student without a high school diploma or GED.

Ability To Benefit Students (ATB)

As previously stated, students who have not completed high school or do not have a GED may be eligible to enroll for full-time or part-time study at Clinton, if they prove an Ability to Benefit on the College's placement test. All ATB students should first meet with the ATB/GED Coordinator before completing an application or taking the placement test in order to discuss the testing and registration process. Contact the ATB/GED Coordinator at (518) 562-4171.

In cases where it has been determined that the applicant does not demonstrate the ability to benefit at that particular time, admission will be delayed until prescribed conditions (i.e. earning of GED) are met.

Applicants Without a High School Diploma

Students who lack a high school or general equivalency diploma (GED) may apply for admission to Clinton Community College if their high school class has already graduated. These students must take the CCC placement test and demonstrate the ability and skills necessary to do college-level work in reading, mathematics and English. Individuals who do not demonstrate the ability to benefit from taking college-level work are advised to complete a GED course prior to reapplying to Clinton. Individuals who demonstrate the ability to do college-level work are admitted.

Upon successful completion of 24 credit hours, students must apply to the State Education Department for their GED. A nominal fee is required with the application. Please note that specific coursework is required to obtain your GED.

Applicants With an IEP Diploma

The New York State Education Department has ruled that an IEP diploma is different from a high school diploma in that it is not an indication of successful completion of high school study. Therefore, community colleges, including Clinton, are under no legal obligation to accept students under the terms of the New York State Full Opportunity Policy. Students

who hold an IEP diploma may apply for admission to CCC if their high school class has already graduated.

Clinton Community College will review the application of IEP applicants based on the same criteria used for students who lack a high school diploma or GED.

Individuals who do not demonstrate the ability to do college level work will not be accepted to the College and will be referred to a GED program.

Individuals who demonstrate the ability to do college level work may enroll as a matriculated student.

Admission of Known Ex-Offenders

Applicants who are ex-offenders must request and complete the Application for Ex-offender which is available at the Admissions Office. Ex-offenders must be paroled at least six months after his or her last incarceration. No application will be processed until this supplemental application is completed and returned.

Admission applicants who have disciplinary dismissals from a prior college must complete the Application for Disciplinary Dismissals. No application will be processed until this supplemental application is completed and returned.

STEP 3:

Previous College Transcripts

If applicant previously attended other colleges, the official academic transcripts must be sent from those institutions. Often these requests must be in writing to the previous college's Registrar, and there may be a charge for the service. Failure to provide these transcripts could mean a delay in finalizing admission to Clinton and/or a delay in the release of financial aid.

ACT or SAT Test Scores

Clinton does not require these test scores. However, they are recommended for some degree programs as a guide for placement. Also, placement tests may be waived based on SAT and ACT scores (see information regarding College Placement Testing).

STEP 4:

Acceptance to the College

Once an application is completed and all necessary documents have been received by the College, applicants are notified of their acceptance. Included with the acceptance letter, is a request to pay a nominal fee of intent to enroll at the College. Currently the fee of intent is \$50. Upon receipt of this fee, the Admissions Office will send placement testing and registration information.

STEP 5:

Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and CCC Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$4,842 (includes tuition, fees and books) per year to more than \$13,980 (including tuition, fees, books, room, board etc.)

In general, to be eligible for Financial Aid Programs a student must:

- Have a high school diploma, General Equivalency Diploma or pass a test approved by the U.S. Department of Education. Clinton will test students prior to being admitted.
- Be U.S. citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not be in default on federal student loan.

How to Start the Financial Aid Process:

1. File the FAFSA form using one of the following methods:
 - a. File electronically at www.fafsa.ed.gov
 - b. Complete the renewal FAFSA at www.fafsa.ed.gov
 - c. If borrowing, complete the loan worksheet, entrance interviews and electronic promissory note. Instructions and forms are available at the Financial Aid Office or at www.clinton.edu.

Maintaining Your Financial Aid

Students must meet satisfactory academic progress in order to continue to receive financial aid. There are three components to satisfactory academic progress: qualitative, quantitative and maximum time frame.

The qualitative component requires a student to achieve a certain grade point average based on the number of credit hours attempted.

The quantitative component requires that students complete a certain number of credits based on the number of hours attempted.

The charts on pages 8 & 9, outline the requirements of federal and state financial aid recipients. Students must meet all components in order to continue to receive their financial aid.

New York State Academic Progress Requirements

After this financial aid award:

1 2 3 4 5 6

This many credits must be accrued:

3 9 18 30 45 60

This grade point average must be attained:

1.0 1.5 1.75 2.0 2.0 2.0

In the semester of this award, this many hours must be completed:

6 6 9 9 12 12

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

Federal Financial Aid Academic Progress Requirements

After this many hours attempted:

0-15 . . . 16-27 . . . 28-39 . . . 40-51 . . . 52-63 . . . 64-75 . . . 76-90

This many credits must be accrued:

3 9 18 27 39 51 63

This grade point average must be maintained:

1.0 1.26 1.51 1.76 2.00 2.0 2.0

This many hours must be completed:

6 6 9 9 12 12 12

Note: Part-time students need to complete the following percentages of hours attempted:

50 50 75 75 100 100 100

STEP 6:

Medical Reports

All students are required to complete immunization records upon admission. According to New York State College Immunization Law, students born on or after January 1, 1957 must provide proof of immunity against measles, mumps and rubella.

Proof of immunity consists of the following:

1. Measles – two doses of live measles vaccine given on or after first birthday, physician documented history of disease or serological evidence of immunity.
2. Mumps – one dose of live mumps vaccine given on or after the first birthday, a physician documented history of disease, or serological evidence of immunity.
3. Rubella (German Measles) – one dose of live rubella vaccine given on or after the first birthday, or serological evidence of immunity.

All students are required to complete a Meningococcal Meningitis response form. Students accepted for the Nursing Program must adhere to the standards of the program's affiliated agencies.

STEP 7:

Placement Testing

All matriculated students are required to take the placement tests or meet the exemption criteria listed below before they will be allowed to register for classes. There will be no exceptions to this policy. The placement test results will be used to determine the level of English and mathematics at which the students begin their course of study. Placement test scores are used to determine the level of study a student should pursue during his/her first semester. Students whose placement tests scores indicate that they need assistance in reading, writing, or mathematics will be placed in the appropriate basic skills courses.

Students should contact the Admissions Office for information concerning placement tests and test dates. The placement test is free of charge and offered on campus at a variety of times for the student's convenience. Students may be exempted from placement testing if they have:

1. Successfully completed a college level writing and/or math course at another college.
2. Received a grade of 90 or above in 11th grade Regents English or scored 500 and above on the Verbal SAT or 21 and higher on the English ACT exam. These students are exempt from the English section of the placement test.
3. Received a score of 85 or above on the NYS Math B Regents exam or the NYS Algebra 2/Trigonometry Regents or score 500 and above on the SAT math section or score 20 or higher on the ACT math section. These students are exempt from the mathematics section of the placement

test and their high school transcripts will be reviewed for placement into the appropriate math course.

STEP 8:

Registration

Students who have been accepted to the College and have paid their fee of intent must attend a new student registration session. Course selection and registration occur at this time. Orientation is required for all new full-time students, including transfer students, to Clinton.

Call the Admissions Office at (518) 562-4170 to schedule an appointment to register.

STEP 9:

Certificate of Residence

To qualify for the in-state resident tuition fees, a student is required by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions: Active Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes.

Students admitted to the College who are not from Clinton County will be mailed the Application for Certificate of Residence approximately two months before registration. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented to the Bursar's Office at the time of registration.

Residency Definition

Clinton County Resident: A resident of the State of New York for one year and Clinton County for six months immediately prior to registration.

New York State Resident: A resident of the State of New York for one year and of a county, other than Clinton, for six months immediately prior to registration, who can present a Certificate of Residence from that county.

Non-Resident: Any student who does not fulfill the requirements in either of the above two statements.

STEP 10:

Orientation

For more information, see page 41.

Admission with Advanced Standing

Transfer Credit

Degree/certificate candidates at CCC may receive credit for similar courses completed at other accredited colleges and universities. See Transfer Procedures/Credit Evaluation beginning on page 10 of this catalog.

The College Board Advanced Placement Exam (AP)

The College recognizes credit for Advanced Placement Examinations of the College Entrance Examination Board for college level courses taken by students while still attending high school. Advanced placement scores of three and above will normally earn the student college credit for the corresponding courses required for a degree or certificate at Clinton Community College. Specific degree programs may require higher scores in order to receive credit.

DANTES

CCC recognizes Educational Testing Services (ETS) Defense Activity for Non-Traditional Education Support (DANTES) exams. Consult the Registrar's Office.

Armed Forces Credit

Credit may be awarded for courses evaluated for credit by the American Council on Education (ACE).

College Level Examination Program (CLEP) Standardized Examinations

A student may have acquired knowledge through prior learning experiences, which can be validated by passing a standardized test. College Level Examination Program Services, Defense Activity for Non-Traditional Education Support and Regents College Examinations are testing services which offer college proficiency exams in many academic subjects. CLEP/DANTES/Regents College Exams have testing centers throughout New York State including one at Plattsburgh State University in the Center for Adult Learning Services (518) 564-2050. Questions concerning Regents College Examinations can also be directed to the central office: Regents College Examinations, Cultural Education Center, Albany, NY 12230 (518) 474-3703.

International Students

Clinton welcomes students from countries other than the United States who qualify for study. Applicants who are not United States citizens, whether they are enrolled in school in the United States or another country, should request international student application forms from the Admissions Office (www.clinton.edu/admissions). International applicants must meet the academic standards for admission, show proficiency in English, and certify that they will have the necessary amount of financial support needed for each year of study. Applicants who meet these three requirements are issued an I-20 form, Application for Student Visa. To certify English proficiency, international applicants whose native language is not English must submit an English language proficiency report along with their application. Depending on enrollments, Clinton offers English as a Second Language courses at the intermediate and advanced levels; student should contact Admissions Office for more information. Applicants should take the Test of English as a Foreign Language (TOEFL) and submit those scores. Information about the TOEFL examination may be obtained at www.toefl.org or in writing: TOEFL, Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA.

Competitive Degree Programs

Nursing requires students to have previous coursework that makes these programs selective in nature. The Admissions Office handles acceptance into these programs separately. Also, additional applications and paperwork may be required in order to determine admission.

If a student does not have the required coursework for immediate admission to a competitive degree program, they will be offered the opportunity to enroll in the Health Studies Certificate or in a general course of study to prepare for admission into the competitive degree. Call or write the Admissions Office at (518) 562-4170 or admissions@clinton.edu for more information about these programs.

Nursing Program

Admission to this program is selective. Decisions will be made by the Nursing Admissions Committee. In addition to the general college admission procedures, applicants must file a separate nursing application directly with the Admissions Office. The process includes:

1. Completion of a college preparatory high school program which must include four (4) units of English, three (3) units of social science, two (2) units of mathematics and three (3) units of natural laboratory science (biology and chemistry required) OR satisfactory achievement in equivalent college level courses. An overall high school average of 80 or better is expected.
2. Completion of the college's placement test, unless the exemption criteria has been met.
3. Submission of ACT or SAT results if available.
4. Three letters of character reference from other than a relative.
5. Official transcript of a prior post-secondary education.
6. A personal interview may be required.
7. Ability to meet New York State statutory regulations which mandate persons licensed to practice nursing must be emotionally and physically sound.
8. Students who have attended other nursing schools must arrange to have a letter sent from that school concerning the reasons for withdrawal.
9. Credit for prior science courses (Anatomy & Physiology and Microbiology) will be recognized if course(s) have been taken within five (5) years of admission to Nursing and a grade of "C" or better was earned.
10. Must be eligible for MAT 101 or higher.

Candidates admitted to the Nursing Program must provide a satisfactory health report, using a form provided by the College.

Students enrolled in nursing are expected to abide by the rules and regulations listed in the Handbook for Students in the Department of Nursing, which is distributed to all new entering nursing students. All nursing students are expected to attend Nursing Orientation and Registration sessions.

Transfer Procedures

Credit Evaluation

The amount of transfer credit accepted varies according to the curriculum requirements of the program being pursued; however, in every case a minimum of fifteen (15) credit hours must be completed at Clinton Community College to qualify for a degree or certificate. Transfer credits may be awarded, at the discretion of the Registrar, for the following reasons:

1. Academic credit earned at a post-secondary institution which is authorized by a state Department of Education to grant an Academic Degree. Grades of "C" or better will be transferred in to CCC. For grades less than "C", see policy on transfer of "D" grades below. "Pass" grades will be transferred in to CCC for credit, providing that the course and higher education institution in question meet transfer criteria.
2. Credit earned through military service schools, based upon the recommendation of the American Council on Education regarding collegiate level courses.
3. Credit earned through United States American Forces Institute (USAFI) courses, based on the recommendation of the American Council on Education.
4. Credit by examination through the College Level Examination Program (CLEP) when results meet the recommendations of the American Council on Education.

5. Credit by examination through the College Proficiency Examination Program with a minimum grade of "C".

Transfer credits do not affect the quality point average earned at Clinton Community College. Only credit hours are transferred, not grades or quality points.

Exception to transfer procedures:

The Nursing program will accept transfer credit for BIO 226 – Anatomy and Physiology I, BIO 227 – Anatomy and Physiology II, and BIO 204 – Microbiology, if the course was taken within the past five (5) years.

Policy on Transfer of "D" Grades

Clinton Community College will accept for transfer credit, a maximum of three (3) courses (not more than twelve credit hours) for which a student has earned a grade of "D".

The "D" grade course(s) from the transfer college must have been earned within five (5) years from the date of application for transfer of "D" credit AND either A or B below:

- A. The student has completed a minimum of twenty-four (24) credit hours of study elsewhere with a grade of "C" or better for at least twelve (12) of the twenty-four (24) hours; OR
- B. The student has satisfactorily completed one full semester at Clinton Community College with the grade of "C" or better for at least twelve (12) credit hours of study.

Undeclared Student Status

Students may choose to remain in the "undeclared major status" for a period of time upon entry to the College in order to allow them time to decide on a career path and major field of study. All students must declare a curriculum or major at Clinton Community College by the time they have completed 24 credits of study at the College. The major may be either one of the formal curricula listed in this catalog or an approved individualized studies degree program.

Non-Matriculated (Non-Degree Seeking) Status

This status is reserved for students who are not seeking a degree or certificate at the time of admission, are not interested in receiving financial aid, and who wish to waive placement testing and academic advisement which would normally determine the suitability of their courses for degree fulfillment or transfer credit.

Because of these conditions, enrolling for classes under this status is streamlined. The Non-Matriculated Student Status is designed to allow any interested individual to

attend college credit courses without declaring a major or seeking a degree.

Students who register under this status for a given semester may not matriculate until the following semester.

This status is most suited to students who wish to enroll in courses for the following reasons: personal enrichment, learning/upgrading job skills, fulfilling degree requirements for another institution.

Direct Conversion Guidebooks

Nationally recognized guidebooks (American Council on Education or Program on Non-Collegiate Sponsored Instruction) have established recommended credit conversion for civilian or military jobs. To have potential credits actually evaluated (converted by guidebook and placed on college transcript), the student must make an appointment with the Registrar and provide documentation.

College Proficiency Test

Faculty/department prepared proficiency examinations may be available for selected courses offered at Clinton Community College. A student can challenge any specific course if a faculty member makes an exam available. After paying the required examination per credit hour fee and passing the examination a student will earn credit for the course. The student should contact the Life Experience Credit Program Coordinator at (518) 562-4142.

Senior Citizen Auditing

Persons who have reached the age of sixty may register free as auditors in credit or non-credit courses. Registrations for credit-bearing courses will be accepted on a space available basis. No credit will be granted to auditors, no examinations will be required, and no outside work will be assigned to them. Non-credit courses and workshops must have the required minimum of paying students, and senior citizen auditors cannot be counted when determining whether or not a course has the minimum enrollment. Lab fees or other fees may be charged.

Special Notice for Veterans

Veterans with more than one year of active duty in the armed service may petition for two credit hours of Health/Physical Education (HPE) credit. This credit may be awarded on the basis of verified participation in a concentrated period of physical education activities (basic training) while on active duty in the U.S. Armed Forces.

Online Learning

The College offers credit courses and academic programs via the Internet in two different formats. Asynchronous courses are taught entirely on the web, and students can take the course without ever coming to campus. A hybrid course is taught almost completely online but requires some on-campus meetings per semester. The course content in either format is identical to on-campus courses. In addition, the quality of teaching and learning online is as high as on-campus courses. Students take tests, write papers, complete homework assignments, and participate in discussions, via the Internet. Students can work on class assignments any time of night or day that is appropriate for them. Books and other class materials can also be ordered via e-mail.

Current online courses and textbook information are listed on CCC's website at www.clinton.edu/onlinelearning or contact the Online Learning Coordinator at onlinelearning@clinton.edu.

Students can fulfill 9 out of 10 SUNY General Education requirements online, and can earn one of three associate degrees:

Business Administration A.S. (Transfer)

This Associate in Science degree is intended for students who wish to transfer to a four-year college or university in Business Administration.

Business Administration A.A.S. (Career)

The Business Administration career program has been developed for students contemplating careers in the expanding field of marketing, sales, retailing, advertising, personnel, office management and other related fields.

Liberal Arts: Humanities/Social Science A.A.

This Associate in Arts degree prepares students for transfer to four-year programs in many professional fields, including history, art, psychology, sociology, communications, and many others.

MINIMUM TECHNICAL REQUIREMENTS FOR ONLINE COURSES:

Windows:

- Windows XP or Vista
- Pentium class III/Celeron 1 GHz Processor
- Minimum 512 MB RAM
- 20 MB free disk space
- Internet access at 28.8k or above
- Sound card or integrated audio for audio playback
- 32-bit video card for video playback
- Speakers or headset
- Internet Browser: Explorer 8 or Firefox 3

Macintosh:

- Mac OSX 10.4 or higher
- G4, G5, or Intel Processor
- Minimum 512 MB RAM
- Internet access at 28.8k or above
- PowerPC G3 or higher
- Sound card or integrated audio for audio playback
- 32-bit video card for video playback
- Speakers or headset
- Internet Browser: Explorer 8 or Firefox 3

Some courses may require additional software.

College Advancement Program (CAP)

The College Advancement Program exists to better serve the needs of the local high school student population. CAP enables high school students to simultaneously receive both high school and college-level course credit. The objective of this program is to provide high-performing high school students an affordable opportunity to experience college-level courses and as a result, improve their chances of being successful in their transition from secondary to postsecondary education. Students participating in CAP are non-matriculated (non-degree seeking) students of CCC. However, students enrolled in CAP must meet the same placement requirements as matriculated students.

CAP courses are taught at the high school by approved high school instructors and have the same academic rigor as our on campus courses.

Admission to CAP is designed to ensure student success. Students who wish to enroll in CAP courses through their high school must:

- Have completed their sophomore year of high school
- Be recommended for admission by a high school counselor, principal, assistant principal or superintendent
- Meet the same placement requirements as on-campus students (i.e. English, Math)

As a result of participating in CAP, students will:

- Get a head start on their college education
- Gain self-confidence in their ability to do college-level work
- Enrich high school curriculum
- Receive an official College Transcript verifying completion of college-level work

Credits will transfer to most other colleges and universities; however, each institution has its own policies and regulations concerning the transfer of credits. Students are advised to check with the college(s) they are considering regarding transferability.

Life Experience Credit Program

Clinton Community College recognizes that college level learning may be acquired outside the traditional classroom setting. Students may be awarded college credit for prior work experiences in which college level learning occurred. The most important point is that Life Experience Credit is awarded for learning, not for experience. Many students have prior learning experiences that are extremely valuable and worthwhile; however, these experiences may not convert into college credit. In order to be awarded Life Experience Credit, the learning outcomes must be shown to be equal to a similar college classroom experience. Awarding college credit for experience requires identifying and documenting the college learning gained outside the classroom.

There are four methods available for demonstrating prior learning experience equals college level credits and each method has its own special procedures and advantages/disadvantages. Interested students should schedule a meeting with the Educational Partnerships & Academic Services Coordinator (518) 562-4142 and should be ready to discuss any significant prior learning experiences. The coordinator can then advise the student whether or not to pursue Life Experience Credit, and which method is most appropriate.

Independent Study

Independent Study is a vehicle for serving the special needs of the student body, complementing the regular programs of study with added educational and cultural experiences. Qualified students with particular interests may pursue them in greater depth than present courses provide or, in appropriate cases, may pursue honors level studies.

Procedures

1. Independent study applications will be completed by the student in consultation with the appropriate faculty member. The student's signature will indicate that he or she fully understands the description of the material to be studied, the evaluation procedures to be used, the work to be produced, the time frame allowance, and the credits to be granted. The sponsoring faculty member(s) will sign and date the form and forward it to the appropriate Department representative.
2. The Department will review the proposed contract to assure that the study is appropriate to this College, and that the credits to be granted are commensurate with the study involved. The Department will forward the form to the student's advisor.
3. The student's advisor will review the proposed contract for the purpose of incorporating its content into the student's program. If the independent study contract is a substitution for a required course, the appropriate substitution form will be completed by the advisor and attached to the proposed contract for action by the Vice President of Academic Affairs. The fact that it is a substitution will be entered on the application by the advisor.
4. The Vice President of Academic Affairs will review the application and provide final administrative action on the contract. A lab fee may be charged as deemed necessary by the Vice President of Academic Affairs. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original contract application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
5. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop period.

Directed Course Study

Directed study in a catalog course may be available to part or full-time Clinton students enrolled in a degree program when a scheduling conflict exists involving required courses or when a student is within fifteen (15) credit hours of graduation. There must be an exceptional reason for a student to take a regular catalog course as a directed study rather than in a scheduled class.

When a student feels that it will be necessary to take a course by directed study, the student should contact his/her advisor to see if an alternative course of study could be found. If a directed study seems to be necessary, then the student should:

1. Find an appropriate instructor at the College willing to conduct the course as a directed study.
2. Obtain the required form from the Registrar's Office. The student should complete the part on the form that asks

for the reason why the course is being taken as directed study. The instructor administering the directed study will complete the part asking for how the directed study will be given and how the student will meet the course requirements.

3. When the form has been completed, the student will bring it to the appropriate Department Chairperson or administrative head. The Department will review the proposed course of study to determine if it would meet the requirements of the course when taken in a regularly scheduled class.
4. If the proposal is approved by the Department, it will be forwarded to the student's advisor. If approved, the advisor will forward the proposal to the Vice President of Academic Affairs.
5. The Vice President of Academic Affairs will review the application and provide final administrative action on the proposal. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
6. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop period.

Basic Skills Program

Students who succeed in college have strong reading, oral and written communication, mathematical, and reasoning skills. To provide the assistance that many new college students need to improve their skills in these areas, Clinton Community College offers six Basic Skills Program courses:

ENG 093	Reading and Study Skills
ENG 094	Fundamentals of Composition
MAT 096	Arithmetic
MAT 098	Fundamentals of Mathematics
MAT 100	Introductory Algebra
COM 100	Communication and Life Skills

Students are placed in Basic Skills courses on the basis of placement test scores and previous educational experience. Some students are advised to take all of the Basic Skills Program courses, while other students may need one or two of the courses. Descriptions of the Basic Skills courses are included in the course-description section of this catalog.

Academic-support services, such as the following, are available to students in Basic Skills Program courses:

1. Tutoring in writing and mathematics.
2. Tutoring in most subjects taught at Clinton Community College.
3. Personal, academic and vocational counseling and advising.

Although some Basic Skills Program courses do not count toward students' degree requirements, these courses provide the opportunity for personal and academic development that many students need in order to reach their educational goals.

Honors Program

The Honors Program at Clinton Community College provides students with an enriched learning experience through instruction and contact with some of CCC's finest instructors. Smaller classes, interdisciplinary topics and community service opportunities combined with the fellowship of

other exceptional individuals allow students to achieve their specific goals. Courses in the program are designed to enhance students' research, writing and discussion skills while emphasizing creative thinking, participatory learning and originality.

Participants in the program may be eligible for additional scholarship opportunities, membership in Phi Theta Kappa International Honor Society and nomination to the Academic All-USA Team.

Admission into the Honors Program

Admissions into Clinton Community College's Honors Program is on a first come, first serve basis with potential students having to meet the following criteria:

- A High School graduate with a minimum of 88% overall High School average or a SAT combined score of 1100 on the old SAT or 1700 or higher on the new SAT
- Honors Essay (See Application Form) or Personal Interview with the Honors Program Coordinator

OR

- Have completed a minimum of 12 credit hours of college courses with a 3.5 GPA either at Clinton Community College or transferable to Clinton Community College
- Honors Essay (See Application Form) or Personal Interview with the Honors Program Coordinator.

Status in the Honors Program

To maintain status in the Honors Program, a student must:

- Maintain a GPA of 3.3
- Receive a "B" or better in all Honors courses (if you fall below this status, there will be a hearing with the Advisory Committee).

Graduating from the Honors Program

In order to graduate from the Honors Program, a student will:

- Complete 9 or more hours of honors coursework of which 3 credits must be from the Honors Seminar
- Maintain a GPA of 3.3
- Receive a "B" or better in all Honors courses
- Demonstrate evidence of leadership, service or contribution to the college or community.*

*Active club member, community service, etc.

Adult Learning Community

Designed to help adults transition into their college career, students aged 25 and older can register to take their first semester as part of an Adult Learning Community. Students will take all of their courses together, which will provide an opportunity for them to begin their college career with other students who are returning to (or entering) college after many years out of a classroom.

The Adult Learning Community registration option schedules students for the following block of courses:

MAT 098	Pre-Algebra
ENG 101	English Composition
CSC 102	Introduction to Microcomputer Applications
SOC 101	Introduction to Sociology

There is also a scheduled lunch hour for students to participate in campus events or activities, including guest speakers, presentations, clubs, or other special events.

College Track/GED-ATB Program

The College Track/GED Program is for students who do not have a high school diploma or GED. After taking an Ability-to-Benefit test and placing into the program, students pursue their College Degree and GED at the same time. Upon successful completion of 24 credits in the general studies area, GED Certificate is awarded without having to take a GED examination.

How to Register for Classes

Certain procedures are necessary in order to register for courses. Students wishing to enroll should follow the process given according to their enrollment status.

New Students

Please refer to pages 7-11 for information.

New Transfer Students

Students who are new to Clinton but have previously attended college and wish to enroll in a degree or certificate program need to:

1. Apply to CCC by completing the free application available at the Admissions Office (518) 562-4170 or by completing the application via the web at www.clinton.edu/admissions/apply.cxml.
2. Official transcripts from high school and all prior colleges must be sent to the Admissions Office.
3. Submit immunization records to the College Nurse (518) 562-4129.
4. Contact Counseling & Advisement to schedule an appointment with an advisor (518) 562-4199 and to sign up for a placement test (if needed).
5. Pay for classes by due date specified on bill.
6. Attend Orientation.

Continuing Students

Full-time or part-time students who will return to Clinton the next semester (no break in attendance) and are working

towards a degree or certificate need to:

1. See their assigned advisor during the registration period to complete a registration card.
2. Submit the registration card to the Registrar's Office (in person) to update contact information and data entry of course(s).
3. Pay for classes by due date specified on bill.

Returning Students

Full-time or part-time students who have had a break in their attendance at Clinton (excluding summer semester) and are working towards a degree or certificate need to:

1. Contact Counseling & Advisement to schedule an appointment with an advisor (518) 562-4199.
2. Submit official college transcripts to the Admissions Office if another college(s) was attended since last attending CCC.
3. Pay for classes by due date specified on bill.

Non-Matriculated Students

Students who are not seeking a degree or certificate and are not interested in receiving financial aid (student loans included) need to:

1. Go to the Registrar's Office to complete a non-matriculated registration form and register for class(es).
2. Submit immunization records to the College Nurse, if applicable (518) 562-4129.
3. Pay for classes by due date specified on your bill.

Tuition and Fees

Tuition and Fees are subject to change, without notice, at the discretion of the College. Tuition and fees are set each year by the Board of Trustees and published in a separate document. Tuition and fee schedules are available at the Bursar's Office or the college website at www.clinton.edu/bursar.

2009-2010 Rates (Please check www.clinton.edu/bursar for current rates.)

Full-Time Students (per semester)

Students earning 12 or more credit hours are considered full-time.

*Fee of Intent (non-refundable deposit)	\$50.00
**Tuition, New York State Residents	1770.00
Tuition, Non-Residents	4250.00
Student Activity Fee	75.00
Alumni Fee (optional)	5.00
Insurance, Mandatory Accident	16.00
Records/Portal Fee	60.00

*Full-time, first-time students admitted to selective admissions programs (e.g. Nursing)

Part-Time Students (per semester)

Fewer than 12 credits per semester

**Tuition, New York State Residents	\$148.00 pc hr
Tuition, Non-Residents	350.00 pc hr
Student Activity Fee	6.00 pc hr
Alumni Fee (optional)	5.00
Records/Portal Fee	30.00

College Advancement Program

Tuition, New York State Residents	60.00 pc hr
Tuition, Non-Resident	144.00 pc hr

***In order to qualify for New York State resident tuition rates, students must submit a valid Certificate of Residence along with their payment.*

Course Cancellation Policy

The college reserves the right to cancel a scheduled course. When this occurs, every effort is made to inform students in a timely manner. In the case of a canceled course, all tuition and fees related to the course will be refunded in full.

Fees

Art Lab	\$35.00
Biology Lab	25.00
Chemistry Lab	25.00
Computer Science	25.00
Distance Learning	20.00/cr hr
Electronics Technology Lab	30.00
Environmental Science	25.00
Geology Lab	25.00
Industrial Technology Lab	30.00
Nursing Lab	40.00-75.00
Nursing Malpractice Insurance	10.00/Year, 5.00/Semester
Physics Lab	25.00
Proficiency Examination or Portfolio Review	50.00/cr hr

NOTE: A student whose records are impounded due to an outstanding obligation owed to the College will not be allowed to register and attend classes. (Examples of outstanding obligations include prior account balances, parking tickets, library fines, etc.)

Certificate of Residence

To qualify for the resident tuition fees, a student is required

by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions: Active Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes. Students admitted to the College who are not from Clinton County will be mailed the Application for Certificate of Residence approximately two months before registration. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented to the Bursar's Office by the due date of the bill.

Residency Definition

Clinton County Resident: A resident of the State of New York for one year and Clinton County for six months immediately prior to registration.

New York State Resident: A resident of the State of New York for one year and of a county, other than Clinton, for six months immediately prior to registration, who can present a Certificate of Residence from that county.

Non-Resident: Any student who does not fulfill the requirements in either of the above two statements.

Payment

It is important to understand that to be a registered student at Clinton Community College, the student must return their bill with full payment* and a Certificate of Residence form to the Bursar's Office by the due date specified on the bill.

**The payment may consist of cash, check, VISA, MasterCard, financial aid awards, and/or completed deferral obligations.*

Refund of Tuition and Fees

To obtain a refund, it is necessary for the student to complete the appropriate Add/Drop form and submit it to the Registrar's Office. Refunds will be received from 4 to 6 weeks after withdrawal.

Section 602.11 of the Code of Standards and Procedures for Community Colleges Operating Under the SUNY Program States:

a) A student who is given permission to cancel registration shall be liable for payment of tuition and refundable fees in accordance with the following schedule:

Schedule of Student Tuition Liability

Liability	Semester	10-Week 8-Week Term	
		Term	or less
Prior to First Day	0	0	0
During First Week	25%	50%	75%
During Second Week	50%	75%	100%
During Third Week	75%	100%	100%
After Third Week	100%	100%	100%

1. Approval of the cancellation with the date it becomes effective must be certified by the chief executive officer of the College or his duly designated representative.

No money shall be refunded unless application for the refund is made within one year after the end of the term for which the tuition requested was paid to the College. The first day that classes are offered, as scheduled by the College, shall be considered the first day of the semester, quarter or other term, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.

2. A tuition liability schedule for any term other than those listed in the schedule above shall be determined by the chief executive officer of each college subject to the approval of the Chancellor of State University.

b) Exceptions:

1. There shall be no tuition or refundable fee liability established for a student who withdraws to enter military service prior to the end of an academic term for those courses in which he/she does not receive academic credit, provided the student submits proper certification of such military service from an appropriate military official.
2. A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.
3. Tuition and fees collected in error, or in amounts in excess of the required amounts may be refunded. The request for refund shall include the reason for and the amount of the refund.
4. A student who is receiving Veterans Administration benefits under the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), see subdivision (d) of this section, and is enrolled in a nonaccredited program may not be charged on withdrawal in excess of the approximate prorated portion of the total charges that the length of the completed portion of the program bears to its total length and shall be entitled to a refund of any amount paid in excess thereof.
5. A student who withdraws while receiving Federal financial assistance under Title IV of the Higher Education Act of 1965, as amended, under section 668.22 of title 34 of the Code of Federal Regulations (34 CFR 668.22), shall receive a calculation of earned vs. unearned financial assistance based on the withdrawal date and determined on a pro rate basis of completion of the enrollment period. If the student withdraws on or before the completion of 60% of the enrollment period and has received more grant or loan assistance than he/she has earned, the institution and/or the student is responsible for the return of the unearned funds to the Title IV program as the law specifies. This return may result in additional charges assessed to the student's account.
6. Notwithstanding any other provisions for refund, when a student has withdrawn through circumstances beyond his or her control, under conditions in which the denial of refund would cause undue hardship, the chief executive officer of the College may, in his or her discretion, determine that no liability for tuition and fees has been incurred by the student, provided the student has not received or will not receive academic credit for the term. Such action, including the reason therefore, shall be in writing.

- c) Military personnel withdrawing from any program or term because of changes of assignment beyond their control and upon proper certification of such change from a base education service officer or other appropriate military official shall be deemed to have incurred no liability for tuition and fees due from such personnel, as opposed to tuition and fees paid by the Federal

government in their behalf.

- d) Section 668.22 of title 34 of the Code of Federal Regulations, revised as of July 1, 1997, the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), and sections 1070, et seq. of title 20 of the United States Code, as amended by Pub. L. No. 105-33, 111 Stat. 648 (1997), which have been incorporated by references in this section are on file in the Office of the Secretary of State of the State of New York, 41 State Street, Albany, NY 12231-0001. They are also available for public inspection and copying in the State University of New York Office of the Vice Chancellor for Finance and Business, State University Plaza, Albany, NY 12246. The Code of Federal Regulations and the United States Statutes at Large are published by The National Archives and Records Administration's Office of the Federal Register. The United States Code is published by the Office of the Law Revision Counsel of the United States House of Representatives. Copies of the publications may be obtained from the United States Government Printing Office Superintendent of Documents Sales Service, Washington, DC 20402.

Return of Federal Title IV Funds Policy

Section 484B of the Higher Education Act of 1965 as amended by the Higher Education Amendments of 1998 (Public Law 105-244) requires a return of Federal Title IV funds for students who withdraw from school on or before the completion of 60% of the payment period.

The institution will make a determination of the percentage of grant or loan assistance earned for the period the student attended during the payment period. If the student has received more grant and/or loan assistance than the amount earned, the institution, the student or both are responsible for returning the unearned funds as the law specified.

The amount of unearned Title IV aid due from the institution will be calculated by multiplying the percentage of Title IV aid unearned times the institutional charges for the payment period.

The student, or parent for a PLUS loan, is responsible for returning the difference between the unearned aid disbursed and the amount the institution will return. Loan funds that a student must return, or parent for a PLUS loan, are repaid in accordance with the terms of the promissory note. In the case of grants, PELL and FSEOG, the law provides that the student's responsibility for returning funds is reduced by 50%. Arrangements can be made for returning grant overpayments by contacting the Department of Education.

Funds are required to be returned to the Title IV programs, up to the total net amount disbursed from each source, in this order:

1. Unsubsidized FFEL/Direct Stafford Loan*
2. Subsidized FFEL/Direct Stafford Loan*
3. Perkins Loan*
4. FFEL/Direct PLUS*
5. Federal PELL Grant
6. FSSEOG
7. Other Title IV programs

**For students and parents, loan amounts are returned in accordance with the terms of the promissory note.*

The school will advise the student, or the parent in the case of a PLUS loan, in writing, if they are eligible for a post-withdrawal disbursement for grant or loan assistance earned and not credited to outstanding charges on the student's account.

The student, or parent in the case of a PLUS loan, may accept or decline some or all of a post-withdrawal disbursement. To accept all or some of the post-withdrawal

disbursement, the student or parent, in the case of a PLUS loan, must respond to the institution's notification within 14 days of the date that the institution sent the notification. If a student, or parent in the case of a PLUS loan, does not reply within 14 days of the date that the institution sent the notification, the school will assume that the post-withdrawal disbursement has been declined and no further disbursements will be made.

Workshop Refunds

Before First Class	100%
After First Class	.0%

Refunds should be received within four to six weeks after a reported withdrawal.

Tuition Appeals

A Tuition Appeals Committee reviews requests for refunds not meeting the Refund Policy criteria. The student must officially withdraw from the course(s) being appealed prior to submitting the Tuition Appeal. Appeals must be submitted to the Tuition Appeals Committee, utilizing the form available at the Bursar's Office and the Center for Community & Workforce Development. Request for refunds must be made within one year after the end of term for which the tuition was paid.

Course Cancellation Policy

The College reserves the right to cancel a scheduled course. When this occurs, every effort is made to inform students in a timely manner. In the case of a canceled course, all tuition and fees related to the course will be refunded in full.

Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and CCC Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$4,842 (includes tuition, fees and books) per year to more than \$13,980 (including tuition, fees, books, room, board etc.)

Sample Annual Budgets 2010/2011

	Commuter	Residents in CCC Housing
Tuition & Fees*	\$3,842	\$3,842
Room & Board	1,500	7,650
Transportation**	1,894	650
Books	1,000	1,000
Miscellaneous	884	838
Totals	\$9,120	\$13,980

*Based on in-state tuition. **May vary based on distance.

Students wanting to be considered for financial aid at CCC (including student loans) must complete the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA not only determines student eligibility for all federal aid including the PELL Grant program, but it also is the generating document for the New York State Tuition Assistance Program (TAP). A student who lists a NYS address on the FAFSA and at

least one college located in NYS will have an EXPRESS TAP Application (ETA) sent to them as a result of filing the FAFSA. The separate ETA must be completed, signed and returned in order for the student to be considered for a TAP award. Financial aid at CCC is awarded based on student eligibility, need and the availability of funds.

Steps for Filing for Financial Aid:

- File the FAFSA form by one of the following methods:
 - file electronically at www.fafsa.ed.gov
 - complete the renewal FAFSA**Clinton's code for the FAFSA form is 006787.**
- Complete the Express TAP Application (ETA) and mail in the envelope provided.
- If borrowing, request a student loan worksheet from the Financial Aid office or online at www.clinton.edu/financialaid.

Federal Aid

In general, to be eligible to receive federal aid students must:

- Show financial need based on the information provided on the FAFSA.
- Complete the verification process with appropriate corrections (if required) prior to aid being processed.
- Have a high school diploma, General Equivalency Program or pass a test approved by the U.S. Department of Education. Clinton will test students prior to being admitted.
- Be U.S. citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not owe any refunds on a PELL Grant or other federal funds received.
- Not be in default on federal student loan.

Clinton Community College participates in the following Federal Financial Aid Programs:

- Academic Competitiveness Grant (ACG)
- Federal Pell Grants
- Federal Direct Stafford, subsidized and unsubsidized, Federal Direct Parent Loan for Students
- Federal Supplemental Educational Opportunity Grant – FSEOG
- Federal Work Study – FWS
- Aid to Native American Students

Academic Competitiveness Grant (ACG)

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA) indicating that a rigorous high school program of study has been completed. Student must be Pell eligible in order to qualify for ACG.

Amount: ACG awards may be up to \$750 for the first year of study and up to \$1300 for the second year of study. In order to qualify for the second award, students must have a grade point average of 3.0 or better.

Notification: The Financial Aid Office will notify qualified students based on their official high school transcript. ACG awards will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

Federal Pell Grant

The Pell Grant is designed to provide financial assistance to full and part-time students. Amount: During the 2010/2011 academic year the awards will range between \$555 and \$5,550 for eligible students.

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA).

Notification: Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will then calculate the PELL award based on that document, or request more information as needed. Eligible students will be notified in writing of their awards.

The Federal PELL Grant will be credited to the student's account and will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

Campus Based Aid

Students are evaluated for campus based aid on the basis of information provided on the Free Application for Federal Student Aid (FAFSA). Awards are based on student financial need as well as availability of funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Eligibility: Recipients must have exceptional financial need and be in an approved program.

Amount: FSEOG awards at Clinton range from \$300-\$1,000 per year depending on financial need and the availability of funds.

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA). The established cutoff date for consideration of FSEOG funds is May 1st. All applications received/processed prior to this date will be considered for these funds. Applications received/processed after this date will only be considered if funds are still available.

Notification: Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will then award aid as indicated, or request more information as needed. Applicants awarded FSEOG will be notified in writing of their awards.

FSEOG awards will be credited to the student's account and will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

Federal College Work Study Program (FCWS)

Eligibility: Recipients must be enrolled at least half-time and have financial need as determined by the FAFSA.

Amount: Federal Work Study positions pay not less than minimum wage and average 6-10 hours per week.

How to Apply: Complete the Free Application for Federal Student Aid (FAFSA).

Notification: Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will determine if the applicant is eligible for Federal Work Study, or request more information as needed. Eligible students select a job from a list of eligible positions. Once the student has been interviewed by the job supervisor, and hours have been set, the student returns to the Financial Aid Office to pick up their student appointment form. The student is then sent to the Payroll Office to complete payroll paperwork.

Federal work study will be disbursed in accordance with the College payroll schedule, based on approved time sheets submitted.

Federal Direct Student Loans Program

The loan program allows students to borrow money from the Federal Government. Applicants must complete the FAFSA, a loan worksheet and a Master Promissory Note. The loan worksheet and instructions for completing an electronic Master Promissory Note are available at the Financial Aid Office or www.clinton.edu. Each first time student loan recipient will be required to complete an electronic entrance interview prior to receiving their student loan disbursement. In addition, first time borrowers at Clinton will have a 30 day delayed disbursement of their loan. All borrowers must attend an exit interview when graduating or withdrawing from school.

The Federal Direct Student Loan will be credited to the student's account. Loan proceeds will be applied against outstanding tuition, fees, and authorized charges and the remaining student loan proceeds will be refunded to the student, in accordance with the College's disbursement schedule available at the Bursar's Office. Refund payments are made by check and must be picked up in person with identification.

Federal Subsidized Stafford Loan

This is a subsidized loan with the interest being paid by the government until 6 months after a student leaves college or attends less than half time.

Eligibility: Eligibility is determined using the following: cost of attendance, other financial aid, and expected family contribution as determined by the FAFSA.

Amount: A first year student (less than 30 credit hours towards their degree) may borrow up to \$3,500 per year. Second year students (30 or more credit hours towards their degree) may borrow up to \$4,500 per year. Both first and second year students may be eligible for an additional \$2,000 unsubsidized loan based on need. Undergraduate students may borrow an aggregate limit of \$23,000.

Interest: Depends on date of first disbursement.

Notification: After processing the loan application, the Financial Aid Office notifies the student as to the amount of the loan and the approximate disbursement date.

Federal Unsubsidized Stafford Loan

This loan has all the same terms as a Federal Subsidized Stafford Loan except: the student is responsible for the interest while in school and does not need to prove financial need to receive the loan.

Eligibility: Eligibility is determined using cost of attendance and other financial aid.

Amount: A first year student (less than 30 credit hours towards their degree) may borrow up to \$3,500 per year. Second year students (30 or more credit hours towards their degree) may borrow up to \$4,500 per year. Independent undergraduates are eligible for additional amounts. Check with the Financial Aid Office to determine your eligibility. Undergraduate students may borrow an aggregate limit of \$23,000.

Interest: Depends on date of first disbursement.

Notification: Loans are subject to the approval of the Federal Government. Students will receive an official approval from the Federal Government.

Federal Direct PLUS (Loans for Parents)

Eligibility: A parent of a dependent student must apply, must be a U.S. citizen or eligible non-citizen, may not be in default on any educational loan or owe a refund on an educational grant, and is subject to a credit check.

Amount: Cost of attendance minus financial aid.

How to Apply: Loan process and procedures are available online at www.clinton.edu/financialaid/loans.cxml.

Interest: The interest rate is variable and changes annually with a cap at 9%.

Repayment: Begins 60 days of last disbursement for loan period.

Notification: Loans are subject to the approval of the Federal Government. Parent will receive notification of approval from the Federal Government.

Financial Aid Requirements

To Maintain Federal Financial Aid

Students must meet satisfactory academic progress in order to continue receiving federal financial aid. Satisfactory academic progress for Federal Financial Aid Programs (Pell, SEOG, Work Study, Stafford Loans, and PLUS) includes qualitative and quantitative components.

Qualitative component

Students must achieve a certain grade point average based on the number of credit hours attempted.

Quantitative components

Passing Grades: Students must complete a certain number of credits based on the number of hours attempted.

Maximum Time Frame: Students must complete their degree after they have attempted semester hours equal to 150% of the published time frame for their program. Non-credit course work (during the first semester) is not considered when calculating hours attempted for the 150% of maximum time frame.

The chart below outlines satisfactory academic requirements for Federal Financial Aid recipients. Students must meet the qualitative and both parts of the quantitative components in order to continue receiving their Federal Financial Aid.

Federal Financial Aid Academic Progress Requirements

After this many hours attempted:

0-15 . . 16-27 . . 28-39 . . 40-51 . . 52-63 . . 64-75 . . 76-90

This many credits must be accrued:

3 9 18 27 39 51 63

This grade point average must be maintained:

1.0 1.26 1.51 1.76 2.00 2.0 2.0

This many hours must be completed:

6 6 9 9 12 12 12

Note: Part-time students need to complete the following percentages of hours attempted:

50 50 75 75 100 100 100

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college.

Students who do not have documented, extenuating circumstances and who have not been academically dismissed from Clinton Community College may attend at their own expense until they have reached the minimums listed in the above chart.

NYS Financial Aid

In general, to be eligible for New York State Financial Aid Programs a student must:

- Have a high school diploma, General Equivalency Diploma or pass a test approved by the U.S. Department of Education. Clinton will test students prior to being admitted.
- Be a U.S. citizen or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not be in default on federal student loan.

Clinton Community College participates in the following NYS Financial Aid Programs:

- Tuition Assistance Program (TAP) (Full-time students only).
- Aid for Part-Time Study (APTS).
- State Special Scholarships such as Children of Deceased or Disabled Veterans, Child of Deceased or Disabled Police Officers or Firefighters etc. For more information on New York State special scholarships contact: New York State Higher Education Services Corporation (NYSHESC) Office of Grants and Scholarships, Albany, NY or check their website at www.hesc.org.

New York State Tuition Assistance Program (TAP) (Full-Time only)

Amount: A student's award is limited to the maximum award from the applicable award schedule or tuition, whichever is less.

How to Apply: Complete the FAFSA listing a NYS address and indicating at least one college in NYS for which to send the information. An Express TAP application will be mailed to the student after the FAFSA has been processed. Complete, sign and return this application in the envelope provided. Individual TAP applications are not available, the FAFSA must be filed. Apply online at www.hesc.com.

Notification: NYS Higher Education Services Corporation will notify student of their award. The Tuition Assistance Program is subject to the final passage of the New York State Budget.

Part-Time TAP for Student with Disabilities

Eligibility: Same as TAP eligibility except students do not have to be full-time and must have a documented disability under the 1990 Federal Americans with Disabilities Act. Students will need to have eligibility verified by CCC's Disability Specialist.

How to Apply: Complete the FAFSA listing a NYS address and indicating at least one college in NYS for which to send the information. An Express TAP application will be mailed to the student after the FAFSA has been processed. Complete, sign and return this application in the envelope provided.

Notification: NYS Higher Education Service Corporation will notify the student of their full-time Tap Award. The Certifying Official at Clinton will notify HESC of the student's status as part-time with documented disability. HESC will issue an official award notice based on part-time attendance.

Aid for Part-Time Study (APTS)

Eligibility: The student must:

- Be working toward an undergraduate degree as a part-time student enrolled for 3-11 credit hours per semester.
- Have completed 6 credit hours at Clinton Community College with at least a 2.0 GPA.
- Retain good academic standing (students must maintain a minimum 2.0 GPA at Clinton).
- Be a resident of New York State.
- Be either a U.S. citizen, or eligible non-citizen.
- Meet income limits as set forth by NYS.

Amount: Awards will vary based on available funding.

How to Apply: Applications may be picked up at the Financial Aid Office, completed, and returned to the office with a copy of the appropriate NYS tax return.

Notification: The Financial Aid Office will notify the student of their approval or denial of APTS Awards. New York State Financial Aid (TAP & APTS) will be credited to the student's account and disbursed according to the College's disbursement policy.

Financial Aid Requirements To Maintain New York State Financial Aid

Students must meet satisfactory academic requirements in order to continue receiving state financial aid. Satisfactory academic progress for New York State programs includes Pursuit of Program and Academic Progress.

Pursuit of Program requires a completion grade in a percentage of a full time course load. Grades of A, B, C, D, F, I, R, and P constitute completed courses. A grade of W does not count as a completed course. Non-credit coursework is

not considered a completion for NYS financial aid unless it is taken during the first full-time enrollment period.

Academic Progress requires that the student achieve a certain grade point average based on the number of semesters attended. The chart below outlines satisfactory academic requirements for NYS financial aid recipients. Students must meet both Pursuit of Program and Academic Progress requirements.

New York State Academic Progress Requirements

After this financial aid award:

1 2 3 4 5 6

This many credits must be accrued:

3 9 18 30 45 60

This grade point average must be attained:

1.0 1.5 1.75 2.0 2.0 2.0

In the semester of this award, this many hours must be completed:

6 6 9 9 12 12

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college, unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

Students who do not have documented, extenuating circumstances and who have not been academically dismissed from Clinton Community College may attend at their own expense until they have reached the minimums listed in the above chart.

List of Financial Aid

Federal Pell Grant	Students who take at least 3 credit hours a semester and demonstrate financial need. Up to \$5,550 depending on cost of attendance. Use FAFSA to apply.
New York State Tuition Assistance Program (TAP)	Students who have to pay at least \$200 a year in tuition and attend full time (at least 12 credits). Students must have a "C" average after receiving 2 annual payments. Graduate and professional students are also eligible. \$500-\$5,000 for first-time recipients (undergraduates), depending on their family's NYS net taxable income, the tuition amount, type of school attended, and other factors. Use FAFSA and TAP Application to apply. Apply as soon as possible, but no later than May 1 of the academic year for which aid is needed. <i>Part-Time TAP</i> Students taking 6 to 11 credits who in the previous academic year have earned two consecutive semesters of 12 credits each (24 credits total) and maintained a "C" average. Available beginning in 2007-08 for students who have completed requirements as first-time freshmen in 2006-07.
Federal Subsidized Direct Loan (Subsidized)	Eligibility based on financial need. Graduate and professional students are also eligible. For undergraduates, up to: \$3,500 (1st year) – \$4,500 (2nd year) – \$5,500 (each remaining year). Maximum undergraduate total: \$23,000. U.S. government pays all the interest while recipient is enrolled at least half-time (plus the grace period after student leaves school or drops below half-time attendance). Apply using FAFSA and e-Master Promissory Note.
Federal Direct Loan (Unsubsidized)	Student must use their maximum eligibility for subsidized Stafford Loans first. For financially independent undergraduate students. Graduate and professional students are also eligible. No financial need requirement. For independent undergraduates, additional amounts are available with unsubsidized loans: \$4,000 (first 2 years) – \$5,000 (each remaining year). Recipients are responsible for the interest while in school; interest payments can be made or added to the principal balance. Apply using FAFSA and e-Master Promissory Note.
Federal PLUS Loan	Applicant must: be the natural or adoptive parent or stepparent of a dependent student, not have an adverse credit history, not be in default on any educational loan, or owe a refund on any educational grant. (This rule also applies to applicant's child.) Cost of attendance minus any financial aid that the dependent student is expected to receive. Fixed interest rate of 8.5%. Repayment begins within 60 days after the full loan amount is disbursed.
National Academic Competitiveness Grant (ACG)	U.S. citizen and Pell Grant-eligible students who have completed a rigorous high school program. Up to \$750 for 1st year and up to \$1,300 during 2nd year if enrolled full-time and maintaining a 3.0 GPA. Use FAFSA to apply.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Priority is given to: Students with exceptional financial need and students who receive federal Pell Grants. For undergraduates up to \$4,000 a year, with a maximum total grant of \$20,000. Use FAFSA to apply.
NYS Aid for Part-Time Study (APTS)	NYS residents who: attend a NYS college, take 3-11 credits per semester, pay at least \$100 a year in tuition. Up to \$2,000 depending on NYS net taxable income. Awards determined by College. Contact the college financial aid office for an APTS application. FAFSA may also be required.
New York Lottery Leaders of Tomorrow Scholarship	U.S. citizen and a graduate of a NYS high school. Have maintained a "B" average for 7 semesters of high school. Demonstrate leadership skills and document experience in extracurricular and community activities. Must attend a NYS college full time and maintain a "B" average. Each high school principal will recommend 2 seniors. One senior from every private and public high school will be selected. Awards are \$4,000 payable in increments of \$1,000 per year. Must complete studies within 5 year period. Contact high school guidance office for information. Apply no later than March of the academic year for which aid is needed.
NYS Scholarship for Academic Excellence	Students who are enrolled for 12 credits or more at a NYS college. Awards are: \$1,500 to the top graduating senior of each high school in NYS. \$500 to other academically gifted students. Contact high school guidance office for information.
Federal College Work Study	Schools give priority to students with exceptional financial need. Graduate students are also eligible. Varies according to school policy. FAFSA required.
NYS Tuition Tax Credit Deduction	New York State resident taxpayers may claim a deduction or a refundable credit for allowable undergraduate tuition paid for themselves, their spouses, or dependents enrolled in qualified institutions. The deduction or credit may be taken for attendance at colleges in or outside of New York State. Visit www.hesc.org for more information.
Academic Competitiveness Grant (ACG)	Applicants must have completed a rigorous high school program of study. Up to \$750 for the 1st year of study and up to \$1300 for the 2nd year of study.

Aid to Native Americans	Members on the official tribal roll of a NYS tribe: children of those members \$2,000 a year for 12 or more credits per semester; prorated amounts available for students taking fewer than 12 credits. Native American Education Unit, NYS Education Department, Education Building Annex, Room 475, Albany, NY 12234 – (518) 474-0537. Apply by July 15 for fall semester, December 31 for spring semester, May 20 for summer session.
Aid to Native American Indians	Needy applicants who are: at least one-quarter American Indian, Eskimo, or Aleut; an enrolled member of a federally recognized tribe; attending college full-time. Bureau of Indian Affairs/Education, South & Eastern States Agency, MS2559-MIB, 1849 C Street NW, Washington DC 20240, (202) 208-3478.
AmeriCorps Education Award	Members of AmeriCorps programs who have completed their community service. \$4,725 after completing 1,700 hours of service; \$2,363 upon completing 900 hours. Living allowances, health insurance, and child care may be included. Visit www.nyscnscs.org , or contact NYS Office for National and Community Service, Division of Budget, State Capitol, Albany, NY 12224.
Flight 587 Memorial Scholarship & Flight 3407 Memorial Scholarship	Children, spouses and financial dependents of individuals killed in American Airlines Flight 587 crash in Queens, New York on Nov. 12, 2001 and Continental Flight 3407 crash in Buffalo, NY on Feb. 12, 2009. Must be full-time undergraduate student in an approved program in NYS. Students already enrolled in undergraduate institutions outside New York on Nov. 12, 2001 are also eligible. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Also provides for nontuition costs in combination with other programs. Call the Higher Education Services Corporation at 1-888-NYSHESC (1-888-697-4372). FAFSA required.
NYS Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers and Emergency Medical Service Workers.	Children or spouse of a police officer, firefighter, or emergency medical service worker who died as a result of injuries sustained in the line of duty. Students must attend full-time. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Also provides for nontuition costs in combination with other programs. Call the Higher Education Services Corporation at 1-888-NYSHESC (1-888-697-4372). FAFSA required. Apply by May 1 of the academic year for which aid is needed.
NYS Volunteer Recruitment Service Scholarship	Active volunteer recruits who join volunteer fire departments and ambulance squads in NYS. One scholarship application per organization. A limited number of scholarships are selected from all applications submitted. Up to \$4,350 a year for eligible candidates to attend a public or private college in NYS. For more information, visit www.hesc.org .
NYS World Trade Center Memorial Scholarship	Children, spouses and financial dependents of deceased or severely and permanently disabled victims of the Sept. 11, 2001 terrorist attacks on the United States or the subsequent rescue and recovery operations. This includes victims at the World Trade Center site, Pentagon or on flights 11, 77, 93 or 175 and in the rescue and recovery operations. New York State residency and U.S. citizenship not required. Up to the published cost of attendance at a SUNY or CUNY college or an equivalent amount at a private/independent college. Apply using form at www.hesc.org , or contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372).
Children of Veterans Award	Students whose parents served in the U.S. armed forces during specified time periods and died as a result of such service, were discharged honorably and suffer 40% or more disability as a result of service, are deceased and suffered 40% or more disability as a result of service, are former POW's or are MIA. \$450 per year. Contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail militarycorner@hesc.org .
Military Service Recognition Scholarship	Children, spouses and financial dependents of those who while NYS residents serving in the U.S. armed forces or state militia on or after 8/2/90 died, became severely or permanently disabled or were classified MIA. Contact the HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail militarycorner@hesc.org .
Veterans Affairs	Programs for: eligible veterans; children and spouses of deceased veterans; children of service-connected disabled veterans. Call 1-800-827-1000, or contact any regional Department of Veterans Affairs office or visit www.gibill.va.gov .
Veterans Tuition Award	Eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved NYS vocational training program. Up to \$1,000 per semester for full-time study or \$400 per semester for part-time study. Contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail militarycorner@hesc.org .
Vietnam/Persian Gulf/Afghanistan Veterans Tuition Awards	Vietnam veterans, Persian Gulf veterans and veterans who served in Afghanistan during designated periods, take at least 3 credit hours, and meet other requirements. Graduate students and students in vocational programs are also eligible. \$1,000 per semester for full-time study, \$500 per semester for part-time study. Call HESC at 1-888-NYSHESC (1-888-697-4372). Apply by May 1 of the academic year for which aid is needed.