

## Additional Sites

Accessibility to the College's programs and services is enhanced through the availability of instructional sites other than the main campus in Poughkeepsie. While the College will offer courses at any acceptable site where a class of students is located, it does have additional locations where courses and services are offered every semester.

An extension site, **DCC South** is located at:  
Hollowbrook Office Park, 31 Marshall Road,  
Wappingers Falls, NY 12590  
(845) 790-3610 Main Office  
(845) 790-3620 EMS Program  
[www.sunydutchess.edu/aboutthecollege/dccsouth.html](http://www.sunydutchess.edu/aboutthecollege/dccsouth.html)

DCC South hosts more than 150 college credit courses with over 350 sections offered annually, serving more than 15% of the College's enrollment. The site is conveniently located on the Route 9 corridor and is particularly attractive to people who work or live in southern Dutchess and northern Putnam counties. The site has up-to-date facilities that include 21 multi-purpose classrooms, three networked microcomputer laboratories, a science lab, an emergency medical services lab, a learning resource center, as well as an office facility to provide many College services. In addition to the wide variety of credit classes, the site houses the College's Emergency Medical Services (EMS) programs that include a credit paramedic program and non-credit emergency medical coursework. Regularly scheduled offerings from the Office of Community Services include the GED program, ESL classes, non-credit seminars, and workshops. Non-credit offerings for business, industry and the community also are regularly available at DCC South.

The College also offers credit classes at:

**Carmel High School**, Fair Street, Carmel, NY

## ADMISSIONS AND ENROLLMENT

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Enrollment in credit courses at Dutchess Community College is open to all persons whose academic abilities and personal qualifications suggest that they may benefit from college study. Enrollment is determined without regard to the race, color, sex, religion, age, national origin, disability, or sexual orientation of a student.

Students enroll in credit courses at Dutchess Community College for a variety of reasons. Some do so to earn a college degree that is required for entry into a particular career. Some complete a two-year degree for transfer to a four-year institution to earn a bachelor's degree. Others take courses to qualify for promotions, certificates or licenses; to pursue an interest they have in a specific subject field; for general personal enrichment, and simply to try college study.

### Full-Time Admissions

A free application form for admission as a full-time student may be found at <http://www.sunydutchess.edu/admissions/applynow.html>.

Forms also are available by contacting Dutchess Community College's Office of Admissions at (845) 431-8010 or may be obtained from any local high school guidance office.

Applicants from outside the local area may use the more generalized State University of New York (SUNY) application form to apply to Dutchess. There is an application fee for students wishing to use the SUNY application. These applications are available in all state high school guidance offices. Applicants must file a complete set of information as outlined on the application. In order to matriculate at Dutchess Community College (DCC), a student must have earned a high school diploma or equivalency diploma (GED). (Note: An IEP Certificate is not considered a diploma.)

*Statement of Limitations: Dutchess Community College recognizes its responsibility and commitment to provide a quality academic experience for those who are able to benefit from attending classes at the College. Thus, within the limits of its resources and facilities, Dutchess Community College is open to all persons who are qualified according to our admission and good standing requirements. In extreme cases, the College may determine that a student may not be qualified to benefit from the College's programs and activities. When questions of admissibility arise, the final decision rests with the Dean of Student Services and Enrollment Management.*

*Each student is responsible for knowing the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for non-compliance.*

## Part-Time Admissions

Part-time students who wish to take courses but who have not yet decided to enroll in a specific curriculum should simply register for their desired courses during the open registration period, assuming they meet the course prerequisites, if applicable. (Such students are technically designated as non-matriculated. Please see the definitions of matriculated and non-matriculated in “Types of Enrollment.”) College advisors are available to advise non-matriculated, part-time students.

## Importance of Advance Registration

Each semester, enrolled students are mailed information and directions for advance registration. Advance registration for the spring semester begins in October, and advance registration for the fall semester begins in April. Students should register as early as possible since the most desired classes fill to capacity quickly. Once classes are closed, students may not appeal to faculty to join closed classes.

Students desiring to become candidates for degrees or certificates in specific programs (desiring to matriculate) should follow the directions in the section, “Types of Enrollment.”

## Time to Apply

The College will accept and review applications at any time. However, students wishing to be admitted in the fall are strongly urged to submit their applications by the preceding April 1, while those wishing to enter in January should submit their applications by the preceding November 1. Students who wish to live in the residence hall should apply as early as possible.

Applicants who are residents of Dutchess and Putnam counties will be given preference in enrollment in high-demand curricula if they meet all stated admissions requirements.

When all application data have been received and evaluated, applicants for matriculation will be notified of their admissions status.

## Types of Enrollment

Two sets of terms, “part-time and full-time,” and “matriculated and non-matriculated,” are commonly used to describe a student’s status at Dutchess. It is important for students to understand the meaning of the terms and how they may affect their enrollment.

### *Full-Time/Part-Time*

The number of credit hours of study in which a student is enrolled as of the end of the third week of classes within a given semester determines whether a student is full-time or part-time. A student who is enrolled in 12 or more credits at that time in the fall or spring semester is considered full-time. A student enrolled in 11 or fewer credits is a part-time student. For students enrolled in non-credit courses, the equivalent credit hours of the courses are used in determining full- or part-time status. However, students should not confuse non-credit/credit equivalent courses with non-credit continuing education courses offered by the Office of Community Services and Special Programs.

All students enrolled in the summer terms are considered by the College to be part-time, even if their combined credit hours of study from all the summer sessions total 12 or more.

Application requirements, tuition, activity fees, participation in student government, and assignment of advisors differ depending upon whether someone is a part-time student or a full-time student.

Students may change their status from full- to part-time or part- to full-time from one semester to the next. See the requirements for student status changes listed in this catalog and check registration directions for the semester in question.

### RESERVED RIGHTS OF THE COLLEGE

Dutchess Community College is not obligated to offer any courses described in this catalog for which enrollment is insufficient. A degree or certificate program with a history of limited enrollment may become inactive. The College also reserves the right to modify curriculum requirements, courses, tuition and fee schedules, and policies pertaining to its educational program without further notice.

If a student needing a course to complete graduation requirements finds that the course is closed out or not offered during that semester, she or he should confer with the registrar. Students are requested to contact the Registrar’s Office for the most current information regarding course offerings, class schedules, or tuition and fees.

Students may enroll in day or evening courses, regardless of whether they are full-time or part-time students.

#### *Matriculated/Non-Matriculated*

To be matriculated means you have officially chosen and been accepted into a specific program of study at the College. You must be matriculated in order to be eligible for various types of financial aid, to receive an official transfer credit evaluation, or to take proficiency examinations.

In order to enter as a matriculated student, an applicant must present an official high school transcript showing proof of graduation from an accredited high school, a high school equivalency diploma (GED), or proof of a completed degree from an accredited college. In addition to showing proof of graduation, transfer students should submit transcripts of all colleges attended prior to DCC.

Home-schooled students who submit the necessary documentation demonstrating compliance with the minimum requirements of the home instruction regulations, and have been granted a letter of substantial equivalency from their local school district, will be considered for admission in the same manner as a high school graduate.

#### **Procedures:**

##### *Full-time Students*

*(Enrolled in 12 or more credits per semester)*

1. Fill out the Admissions Application available in the Admissions Office or at [www.sunydutchess.edu/admissions/applynow.html](http://www.sunydutchess.edu/admissions/applynow.html).
2. Submit Transcripts: Request that your official high school transcript, GED scores, AP scores and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be mailed or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.
3. Take Placement Test: If you are a new college student, you will be sent information about taking our placement test. Students who have successfully completed college-level English and/or math may have portions of the test waived.
4. Register for Classes: Once you have submitted the appropriate paperwork and taken the placement test, you will be accepted and provided with registration information.
5. Apply for Financial Aid: Students wishing to be considered for financial aid must complete the Free

Application for Federal Student Aid (FAFSA). New York state residents also should complete the Tuition Assistant Program (TAP) application.

##### *Part-time Students*

*(Enrolled in 11 or fewer credits per semester)*

1. Fill out the Admissions Application available in the Registrar's Office or download an application at [www.sunydutchess.edu/admissions/applynow.html](http://www.sunydutchess.edu/admissions/applynow.html).
2. Request high school and, if applicable, college transcript(s) including DD214 (for veterans) to be sent to the DCC Registrar's Office. Students normally will be required to take the placement test at the Office of Academic Services, Hudson Hall, room 315. All nursing students are required to complete testing at the time of matriculation.
3. Go to the Registrar's Office, Orcutt Student Services Center, Room 201 (431-8020) to fill out a study plan with an advisor. When the study plan has been approved and signed, you will have completed the matriculation process.

A matriculated student returns to non-matriculated status if he/she is academically dismissed and when he/she graduates. Graduates desiring to return to matriculated status should apply for a second degree or certificate in the Registrar's Office.

#### **Placement Test - Registration**

All full-time students and matriculating part-time students must participate in the College's placement testing. To ensure academic success in college, it is important that students are placed in classes that are consistent with their current level of academic ability. To achieve accurate placement, registrants take the placement test, an untimed computerized assessment instrument used to evaluate a student's college preparation in writing, reading and mathematics. Advisors use the placement testing results to assist students in the selection of appropriate courses.

Students whose placement test scores indicate that they would benefit from further college preparation are required to take the necessary developmental courses beginning in their first semester. These developmental courses do not carry credit toward a degree, and the grade earned is not calculated into a student's grade point average.

The English Course Placement Appeal is available to qualifying applicants who score below the entry level for English 101. It is an essay used to place students in the appropriate English course. The Appeal is not available to students who have started any English course at DCC.

Applicants for full-time admission in the fall semester will be invited to come to the campus during the spring or summer to plan their fall program. Full-time applicants for the spring semester will be scheduled for appointments during the fall and winter preceding their enrollment.

### **Full Opportunity Program**

Dutchess Community College participates in the Full Opportunity Program of the State University of New York. Under this plan the College guarantees "... to applicants residing in Dutchess County who graduated from school within the prior year and to applicants who are high school graduates and were released from active duty with the Armed Forces of the United States within the prior year ..." acceptance for matriculation in an appropriate program.

Admission under the Full Opportunity Program, however, does not guarantee that students will be able to complete the curriculum to which they have applied in two years of full-time study. The number of applicants in a given program or applicants' academic backgrounds may require that students take five or more semesters to complete degree requirements.

The College reserves the right to make final decisions regarding all applicants. Those applicants who do not reside in Dutchess County may not be accepted for matriculation in a curriculum where a shortage of space for applicants from Dutchess County exists.

Applicants who have not graduated from high school, do not have a General Equivalency Diploma, or show academic deficiencies may be required to enroll in necessary, credit-equivalent courses. Such decisions will be based on the results of the assessment tests which applicants are required to take. In cases where the test results do not indicate that the applicant will benefit by undertaking college study, the applicant will be referred to an appropriate community agency, or encouraged to pursue independent study in the Academic Services and Testing office.

### **Early Admissions/Bridge Program**

Certain high school students may benefit, either educationally or vocationally, by beginning college study earlier than the traditional college entry age. Dutchess provides an Early Admissions/Bridge program offering study in individual courses or in a selected college curriculum. We offer full or part-time options, based on the student's needs and academic abilities.

#### *Full-time*

Applicants for the Full-Time Early Admissions program must have completed 11th grade and must submit an Early Admission application completed by their parents and the high school counselor indicating the high school's appraisal of the early admission applicant and an understanding of how DCC courses will be used in the student's high school program. This application is available in local high school guidance offices, as well as the DCC Admissions Office.

Full-time applicants for early admission generally have a high school average of at least 85 and must place into ENG 101 on the placement test, and submit an essay for consideration. Courses taken as part of this program typically transfer back to the high school to meet graduation requirements.

Students should begin the Early Admissions process by consulting with their high school guidance office, early in the spring of their junior year. The application deadline for full-time enrollment in the Early Admissions program is August 1 for the fall semester and December 1 for the spring.

#### *Part-time*

Applicants for the Part-Time Early Admissions program must have completed the 10th grade, must be at least 16 years of age in order to be eligible and should indicate the ability to advance with other college students enrolled in the same curriculum.

High school students may attend DCC on a part-time basis as follows: The student must submit the Part-Time Early Admissions Application form at the time of registration. This form is available in the DCC Admissions and Registrar's offices, and requires the signatures of both the high school guidance counselor (or principal) and the parent for the study to be undertaken. It is important for early admissions students to understand that they must have the prerequisite knowledge for the course(s) they undertake.

This includes a satisfactory score on the placement test for entry into ENG 101 or MAT 100 or higher.

Both full and part-time Early Admissions students must agree to have the College send their mid-term and final grades to their respective high schools.

Early Admissions students and their parents need to be aware that the Early Admissions program is not designed to function as an alternative to high school. The program is intended for students who possess above average high school grades and maturity, and desire to begin their college studies prior to graduating from high school.

Early Admissions applicants are not eligible for any type of financial aid, including student loans, or college athletics.

Early Admissions applicants are not guaranteed admission. Decisions whether to accept high school students as full-time matriculants, as part-time non-matriculants, or to deny enrollment will be based on a review of all application credentials, including the high school counselor's and teacher's recommendations.

### **Admission with Advanced Standing (Transfer Credits)**

In addition to completing the regular forms issued to all matriculating students, applicants who have studied at other colleges must fill out Transcript Request Forms. These forms are mailed to all colleges previously attended, requesting that the forms be completed and returned to the Office of Admissions for full-time study, and the Registrar's Office for part-time study.

Non-matriculated, part-time students who have taken course work at other colleges and wish to receive transfer credit, are encouraged to seek tentative evaluations of their previous college work prior to registering for courses at Dutchess. Appointments for such evaluations can be made in the Office of the Registrar.

Credits earned at other colleges will be evaluated in keeping with the requirements of the Dutchess curriculum to which a student is applying. Credit will be granted only for courses applicable to the desired curriculum. For students who have earned a bachelor of arts or science degree or a more advanced degree, every effort is made to award advanced standing credit for required general education courses in the Dutchess degree.

Normally, credits for which a student has earned a grade lower than C will not be accepted in transfer. Grades of P are normally accepted.

If a student fails a course at Dutchess Community College and repeats that course at another college, he or she may transfer that course back to Dutchess for credit. In such a case, the F on the transcript for the course failed will remain, the transfer course will be entered on the transcript under "credits from other sources," and the F in the failed course will be eliminated from the computation of the CPA.

College credit earned through Excelsior College Examination Program, the CEEB Advanced Placement Program, the Dantes Subject Standardized Tests, and the College-Level Examination Program (CLEP) also are recognized by Dutchess. Test results should be mailed directly by the sponsoring agency to the Office of the Registrar.

Dutchess Community College also grants credits for those non-traditional educational experiences, including military experience, that are approved by the American Council on Education and are applicable to the curriculum in which a student is matriculating.

A degree candidate may receive up to 40 semester hours of credit through direct transfer of credits from other colleges, and/or through proficiency tests, and/or credit for learning through life experience, but these methods of earning credits will have no bearing on a student's QPA or CPA.

### **Credit for Learning Through Life Experience**

Dutchess Community College will grant credits to a student for learning gained through life experience that is the equivalent of required and/or elective courses in the student's curriculum. Credits granted in this manner are called proficiency credits and are recorded on a student's permanent academic transcript with a J grade in the semester in which the credits are earned. Although proficiency credits are used to meet graduation requirements, no honor points are awarded for the J grade, and the grade, therefore, has no bearing on a student's QPA or CPA.

Although applicants for full-time study and non-matriculated, part-time students may seek credit for their college-level learning from life experience, they are not eligible to receive credit until they have completed matriculation. The procedures and requirements for earning proficiency credits based on life experience differ for required courses and elective courses and are as follows:

### *Required Courses/Proficiency Examinations*

Matriculated students may earn credits for courses that are specifically required in their curricula, except for physical education courses, by earning acceptable scores on departmental proficiency examinations, which are given on campus four times each academic year.

A non-refundable fee of \$45.00, payable before registering for the examination, is charged for each proficiency exam attempted. Students must register for the examinations at least 30 days prior to the exam date. Students are strongly advised to discuss the content and format of the proficiency exam with the appropriate department head.

A student may not take a proficiency examination in a course that he or she has previously failed at Dutchess without permission of the appropriate department head. Likewise, departmental approval is required for a student to retake a proficiency test.

In those instances where a department head can determine that a student is proficient in a course without the results of a proficiency test, the department head may initiate the Certification of Credit by Proficiency Form as soon as the student presents evidence of paying the required \$45 fee.

### **Educational Opportunity Program**

The Educational Opportunity Program (EOP) was established in 1968 by New York state to assist students who show promise of academic success at the college level but may have encountered both academic and financial disadvantages. EOP is designed to provide eligible students with the academic and financial means necessary to ensure success at the college level. To aid its students EOP provides tutoring, academic advisement, career planning, personal counseling, seminars and workshops throughout the year and financial support. Interested and eligible students should inquire as early as possible; program enrollment is limited. For more information contact the Educational Opportunity Program Office at (845) 790-3630.

### **Collegiate Science and Technology Entry Program**

Dutchess Community College has provided a Collegiate Science and Technology Entry Program (C-STEP) since 1987. Funded by a grant from the Division of Higher Education in the State Education Department, the purpose of C-STEP is to assist underrepresented minority and economically disadvantaged students in completing pre-professional or professional education leading to careers in scientific, technical or health-related fields. The services provided to students include academic, career, transfer, and personal counseling; professional tutoring in areas

of science and mathematics; special workshops; and field trips to other colleges as well as educational and cultural activities. For further information about the program and the eligibility requirements, contact the C-STEP office at (845) 431-8089.

### **Programs for Students Requiring Additional Academic Preparation**

DCC promotes the academic success and personal development of all students through programs designed to meet students' needs at varying ability levels. The College administers placement testing prior to registration to determine each student's appropriate course placement.

Frequently, the placement tests determine that one or more non-credit courses are appropriate for a student's academic success. Students who need additional preparation to promote their success in college-level courses receive academic advisement through the Office of Academic Services and Testing. This advisement policy provides students the opportunity to take advantage of DCC's developmental education programs, preparatory courses and holistic academic support services.

The SMARTSTART Summer Program improves students' academic skills and accelerates their progress toward graduation at no additional cost. The FOCUS program improves students' academic skills and creates a learning community to enhance college success during the first semester on campus. The Bridges to Excellence (B2E) program works with qualifying students throughout their two years at DCC facilitating transfer to – and success at – Marist College. Through its many programs and resources, Academic Services emphasizes skills-mastery and confidence-building in environments customized to meet student needs. For further information, please contact the Office of Academic Services and Testing at (845) 431-8090.

### **Servicemembers Opportunity College**

DCC participates in the Servicemembers Opportunity College program. Through this program, men and women in the armed forces may receive academic advisement from Dutchess on a continuing basis, no matter where they may be assigned in military duty. They may take approved courses at any conveniently located institution for credit toward a degree to be granted by DCC. Information about the Servicemembers Opportunity College is available from the Admissions Office.

## New York State High School Equivalency Diploma

*Guidelines for Earning an Equivalency Diploma (GED) on the Basis of Earned College Credit*

A New York State high school general equivalency diploma will be issued to a student who satisfactorily completes 24 applicable credits toward a degree or certificate. As of September 1, 2000, the credits must include the following:

- Six credits in English;
- Three credits in Mathematics;
- Three credits in Natural Science;
- Three credits in Social Science;
- Three credits in Humanities; and
- Six credits in college degree program requirements.

The following procedures must be followed by any student wishing to receive his/her high school equivalency diploma through study at Dutchess Community College.

1. The student must take the COMPASS test offered through the Office of Academic Services and Testing, in Hudson Hall, room 315.
2. The student must complete the application process as either a full-time or part-time student. (See Types of Enrollment.)
3. The student must complete 24 credits as specified above with a C average (2.0) or better applicable to his/her curriculum in order to satisfy GED requirements. Courses not applicable to the student's program or credit equivalent courses, such as ENG 092, will not count toward this requirement.
4. The student **MUST** complete an application through the secretary to the registrar in the Registrar's Office and pay the fee required by the State Education Department. This form, after it is signed by the registrar, is forwarded to the State Education Department, along with an official copy of the student's transcript, for the issuance of a New York State high school equivalency diploma. The student may expect to receive the GED by mail.

## Maximum Academic Schedule

The maximum academic schedule a student may carry in a given semester is 19 credits, except in cases where the student's curriculum calls for a greater number of credits, or with the approval of the student's faculty advisor and the dean or assistant dean of student services.

## Immunization Requirements

New York State Public Health Law 2165 requires all students taking six or more credits to provide proof of immunity to measles, mumps and rubella. Individuals born prior to January 1, 1957 are exempt from the law. Proof of immunity **must** be submitted to register as a full- or part-time student. Failure to submit proof by the 30th day of the semester will prevent continued attendance. Non-compliance will jeopardize course completion, future registrations and financial aid.

Proof of immunity includes the following: **Measles:** Two doses of live vaccine on or after the first birthday, physician documented history of disease, or serologic evidence of immunity (blood titre); **Mumps:** One dose of live vaccine on or after the first birthday, physician documented history of disease, or serologic evidence of immunity (blood titre); **Rubella:** One dose of live vaccine on or after first birthday, or serologic evidence of immunity (blood titre). History is not acceptable. Proof can be obtained from physician, pediatricians, high school or military records.

## Medical Reports

The following programs require a medical report (physical) on file prior to the first clinical or laboratory experience. The programs are Early Childhood Education, Emergency Medical Technician, Medical Laboratory Technology, Nursing, Paramedic, and Phlebotomy. Physical forms are available at the College Health Office.

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), all medical information is confidential and will not be released without the written consent of the individual party.