

WHAT'S INSIDE?

DEAN'S COLUMN 2

End of Course Evaluations .. 2
 Plagiarism Policy 2

COMMENCEMENT 3

Commencement date 3
 Cap and Gown orders 3
 Legacy Fund 4
 Graduation Deadlines 4
 Graduation Letters 4

UNDERGRADUATE PROGRAM NEWS 5

Summer & Fall Enrollment5
 Dates
 FAFSA Reminder 5
 New 2015 courses 6

STUDENT NEWS AND SERVICES 7

New Staff 7
 Prior Learning Assessment 7
 Survey News 8
 Testing Schedule 10
 Senior Legacy Form 11

UPDATE is edited by
Lila Guillet
Commencement Coordinator
and Assistant to the
Provost and Academic Dean



From the Desk of the Provost

The fall semester has quickly flown by. With changes in staff, we did not publish a fall Update so this letter talks about both summer and fall. Although summer is always busy, this past summer was busier than usual. Charter Oak was asked to manage the Go Back To Get Ahead (GBTGA) program for the Connecticut State College and University System (Conn SCU) with a launch date of June 2, the day after our graduation. For the College that meant purchasing and implementing a customer management system for all 17 colleges, developing a state-wide marketing campaign, hiring and training GBTGA staff, and working with administrators and staff at all of the 17 colleges to ensure program success. The program is for Connecticut residents only. The way the program works is that students who have left college before completing their degree may apply to return to one of the 17 colleges in the ConnSCU system. They would have an initial session with the GBTGA staff who would then refer them to the college(s) of their choice. That college would then contact the students and help them to enroll. The goal is to get 1200-1500 students to return to college this fall and spring to finish their degree. To date, about 1200 students have returned to one of the state's colleges with a large proportion coming to Charter Oak.

However, with the good came the bad. The federal government changed their financial aid rules which have impacted all colleges. This meant a last-minute major overhaul of our student information system (SIS) which is dependent upon our SIS provider being able to make the changes in the system we use. It did not prevent us from awarding financial aid, but it made the process more difficult and it slowed down the financial aid processing.

Charter Oak is part of the Board of Regents strategic planning process called Transform 2020. An open meeting was held on September 22nd that was also webcast to gain input from our students, staff, and faculty. If you did not attend, but are interested in hearing what transpired, the webcast is available on our website.

In October we had the substantive change visit for our Health Information Management (HIM) Program from our regional accrediting association—New England Association of Schools and Colleges (NEASC). Cynthia Edgerton, HIM program director, and Frank Valier, assistant director, did an excellent job of pulling together all of the material for the visit. The visit went well and we should receive the final results in January. This, along with being accepted into candidacy status with CAHIIM, moves the program one more step closer to accreditation.

All the work Charter Oak and six other colleges have done nationally on allowing financial aid for prior learning assessment and competency-based education has resulted in the federal government requesting applications for experimental sites on these initiatives. We have applied and have been accepted as an experimental site for financial aid for prior learning assessment. This will build on a pilot program that we currently have that allowed us to offer scholarships for prior learning activities for the fall and spring semesters. Students can use the money to take standardized examinations or to have credentials or portfolios reviewed.

In this newsletter you can read about our new staff, faculty and courses.

Wishing you a great spring semester,

Shirley M. Adams, Ph.D.



**From the Desk of the
Academic Dean**

Emily G. Lewis, Ph.D.

End of Course Evaluation

As a Charter Oak State College student, you have an opportunity every term to tell us about your experience in your course(s) by completing the end of course evaluation. The course evaluations are valuable tools used by the College and faculty to identify ways that we can improve the quality of our courses. If you skip the process of completing the course evaluation, the College will never know where we need to improve. The evaluation is sent to you two weeks before the course ends. I strongly encourage you to take the time to complete the evaluation when you receive the email notification. If you have any questions, please do not hesitate to contact me. I look forward to receiving your end of course evaluations.

Academic Misconduct (New Plagiarism Policy and Sanctions)

Academic misconduct includes, but is not limited to:

1. *Plagiarism.* *Plagiarism* is defined as the submission of work by a student for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution. It is further defined as the intentional or unintentional use of data, ideas, written or spoken words without giving appropriate credit to the original source, even if the information from the source is paraphrased or in a modified format.

Since assignments vary in purpose, the instructor will stipulate the relationship between original thought/work (data and reasoning) that will be required in each assignment;

2. Copying from another person's paper or exam responses, or receiving unauthorized aid from a person during an exam, allowing someone to copy from your paper, or using unauthorized materials during an exam;

3. Providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation (papers, projects, and examinations);

4. Attempting to improperly influence any member of the faculty, staff, or administration of the college in any matter pertaining to academics or research;

5. Using another person as a substitute in any form of academic evaluations or doing unauthorized academic work for which another will receive credit;
6. Sharing of logon and password information;
7. Presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructors involved.

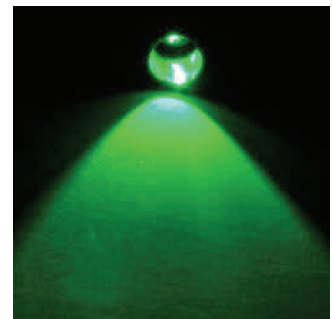
If a student knowingly assists another student in committing an act of academic misconduct, such student shall be equally accountable for the violation and shall be subject to the sanctions outlined in the Student Code of Conduct.

Sanctions (New)

Plagiarizing Written Assignments—The first offense for plagiarizing a written assignment (research paper, report, presentation, etc.) will result in a warning and zero points for that assignment. If the plagiarized written assignment is the student’s final paper, he/she will receive a grade of “F” for the course. If a student’s draft paper is plagiarized, and if points are given for the draft, he/she will receive 0 points.

Plagiarizing Oral Assignments—The first offense for plagiarizing an oral assignment (report, presentation, etc.) will result in a warning and zero points for that assignment. If the plagiarized assignment is the student’s final for the course, he/she will receive a grade of “F” for the course. If a student’s draft/practice presentation is plagiarized, and if points are given for the draft/practice presentation, he/she will receive 0 points.

**Student
Spotlight**



Lori Gallon, Registered Dental Hygienist, (RDH), is a student in our Health Care Administration Bachelor of Science degree program. Her article entitled “Chronic Work Pain” was published in the November, 2014 issue of *Registered Dental Hygienist Magazine*. The article describes occupational work-related musculo-skeletal disorders and how risks can be avoided by incorporating proper ergonomics and complementary and alternative medicine (CAM). To view Lori’s article please visit <http://www.rdhmag.com/articles/print/volume-34/issue-11/features/chronic-work-pain.html>





Commencement is May 31, 2015!

Are you planning to complete
your degree in May?

You Won't Be Invited
Unless You Apply

To apply, you must log into ACORN with your username/password. Select the "student" tab and look for the blue link "Graduation" to the left. Progress through to complete the application & pay the graduation fee. We only accept the on-line graduation application with payment for students seeking to apply for graduation

DEADLINE to apply is February 28th

**AVOID the \$10 Late Fee!
Order your cap and gown by
April 12, 2015**

**ALL GRADUATION "LINKS" WILL
BE AVAILABLE ON MARCH 6, 2015**

If you wish to participate in Charter Oak's annual graduation ceremony, you must purchase a cap, gown and tassel.

To order the cap, gown and tassel package OR just a tassel, it must be done online no later than SUNDAY, APRIL 12, 2015. Your cap and gown will be sent directly to Charter Oak. You will receive an e-mail in May on where and when to pick up your cap and gown on graduation day. If you order only a tassel, it will be mailed to you after the ceremony.



- Go to <http://CharterOak.edu/Graduation>
- Select and complete the form and click "Jump to Secure Payment Form" at the bottom of the page.

After you complete the payment, you will be able to print or email your receipt and your cap and gown order will be complete.

To order your cap, gown and tassel package and pay by check.

- Go to <http://CharterOak.edu/Graduation>
- Select the link Cap & Gown Order Print & Mail
- Complete the Name and Address Block (w/ phone number and student I.D. number)
- Indicate approximate number of guests
- Height and Weight (to insure a proper fitting gown)
- **Please make check payable to Charter Oak State College.** Mail the check and measurement/order form to:

Charter Oak State College

Attn: Lila Guillet

55 Paul Manafort Drive, New Britain, CT 06053
no later than SUNDAY, APRIL 12, 2015

If you are **not planning on attending** the ceremony, you can order a tassel for \$10.00. Please check "Tassel Only" on the order form and enclose a check for \$10.00. **It will be mailed to you after the ceremony.**

More answers to your questions can be found on our web site at:

<http://CharterOak.edu/Graduation>
[Graduation Frequently Asked Questions](#)



Graduation Dates and Deadlines

Charter Oak awards degrees three times a year (on May 31, August 31, and December 31). Diplomas will also be issued three times a year, 4-6 weeks after the May, August and December conferral dates.

Please note that your degree **will not be awarded** if you have an outstanding balance on your account. To receive your diploma, you must also have completed your financial aid exit interview (if applicable). If you have any questions, please contact Paul Morganti, Associate Registrar, at pmoganti@charteroak.edu



2015 Senior Legacy Fund

What is the Senior Legacy Fund?

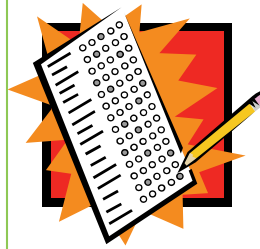
The Senior Legacy Fund unites the Charter Oak State College senior class in a fund raising effort. All donations are part of the Charter Oak State College Foundation Annual Fund and are used to support Charter Oak State College students through grants and scholarships.

Why participate?

Donating to the Senior Legacy Fund allows the graduating class of 2015 the opportunity to say "Thanks!" to an institution that has made a lasting impact on their lives.

What will you get for your gift?

For a minimum contribution of \$20.15 to the Senior Legacy Fund, students, their parents and other family members and friends will have an opportunity to place a tribute in the back of the commencement program book. Often there are people in the graduate's life who wish to congratulate them for their accomplishment. An example might be, "Congratulations, Mom! We love you. Ann and Dan."



Criteria for Letters Confirming Your Graduation

We receive a number of requests from students asking that a letter be sent to a college or to an employer verifying the date of their graduation. We are more than happy to honor this request.

However, you should **not make the request unless the following criteria have ALL been met:**

1. Your concentration has been **approved**.
2. You have submitted your graduation application and survey (see deadlines for submission).
3. You have completed **all** academic requirements (contact your academic counselor).
4. **All** of your transcripts have been **received** by Charter Oak.
5. **All** fees have been paid (including the graduation fee).
6. **All financial aid requirements** have been completed.

When you have met the above criteria, requests should be made in writing to the Associate Registrar, Paul Morganti, 55 Paul J. Manafort Drive, New Britain, CT 06053, or email pmorganti@charteroak.edu. The request should include the name, title and address of the recipient.



2015
The Class Of

Undergraduate Program News

Enroll in Summer [and Fall] 2015 courses

Beginning April 1st
(no fooling!)

Last day to register for Summer Term 1 and Session 1 courses is Wednesday, May 20 at 4 p.m.

Last day to register for Summer Term 2 courses is Wednesday, June 17 at 4 p.m.

Only payment at time of registration will secure a “seat” in your course. We recommend that you register early to avoid being closed out of the course you want.

To view a listing of summer and fall courses click on <https://acorn.charteroak.edu/ics/>

Please check the academic calendar for other important dates!

Check your E-Mail Reminder



Please check your Charter Oak e-mail even in terms when you are not taking courses with us. This is how we communicate with you about ALL Charter Oak events and announcements.

Reminder Complete 2015-2016 FAFSA for Upcoming Academic Year

The Office of Financial Aid at Charter Oak State College would like to remind all students that the 2015-2016 Free Application for Federal Student Aid (FAFSA) is now www.fafsa.ed.gov.

You will need 2014 tax information in order to complete the 2015-2016 FAFSA. However, you can still complete your FAFSA even if you have not filed your tax return yet. Simply use estimated 2014 tax information. **Once your 2014 taxes are filed with the IRS, all you need to do is return to the FAFSA web site and correct your estimated information.**

The best way to correct your FAFSA data with accurate tax information is by using the IRS Data Retrieval Tool. In a few steps, most students and parents who filed a 2014 income tax return can view and transfer their tax information directly into their FAFSA. The IRS Data Retrieval Tool is also the most secure way to provide the Office of Financial Aid with federal tax filing information for income verification.

To use the IRS Data Retrieval Tool, your tax return must be filed at least two weeks (electronic filing) and 6-8 weeks (paper return) before using the retrieval tool.

When either a parent or student selects the IRS Data Retrieval option, the FAFSA central processing system (CPS) will conduct a data match with the IRS. You will then be redirected to a secure IRS website where you permit the IRS to transfer income data to the CPS processor. Successfully matched data will be noted on the FAFSA as “transferred from the IRS”.

A successful match will eliminate reporting errors and processing delays. If your FAFSA is selected for verification and you have used the IRS data, you will not need to request a federal income tax transcript. If you do not use the IRS data, you may be selected for verification and will need to request a federal income tax return transcript.





Letter From a 2011 Graduate

We always enjoy hearing from our graduates—where their degree has led them, what new adventures they have discovered. Manning “Jay” Hicks graduated in 2011. He sent the following e-mail.:

“In 2010 you assisted me in enrolling at Charter Oak State College. Through Charter Oak I was able to use credits in music and general studies that I had accumulated at Valdosta State and Georgia State Universities, and take the remaining courses necessary to earn a B.A. with a Music Theory concentration.

I wanted to let you know how much I appreciate the opportunities that COSC has afforded me. Since graduating in 2011, I have been teaching K-8 music at Madison Academy and private guitar at North Florida Community College. I have also been a co-writer and developer of accredited High School and Middle School Virtual Guitar courses, currently in use by the Florida Virtual School and North Dakota Virtual School.

My company, Hicks Music and Technology, works with Method Teacher, LLC to develop and distribute these courses. We are currently under contract to deliver our courses to one other virtual school after the holidays, and anticipate expanding our presence and offerings in the coming year.

Also, just two weeks ago, I graduated with a Master of Music in Music Education degree from the University of Florida. My capstone project focused on music technology curriculum, and our next major course development will be a virtual music technology course for middle school grades. Charter Oak State College played a big part in helping achieve goals that I set several years ago as I transitioned from a career in I.T. to one in music education. Professor Henry Lugo was an excellent instructor and pleasure to work with. I have enjoyed continued communication with him since I graduated.

Thank you for all you do at COSC, and I wish you a Happy 2015.

Sincerely,

Manning “Jay” Hicks

2015 New Course Offerings

The following **new** courses are tentatively scheduled for the summer. For more details visit <http://www.charteroak.edu/syllabus/>

BIO 215	Pathophysiology
COM 206	Methods of Interv for Speech Disorders
COM 306	Methods of Interv. for Lang. Disorders
COM 307	Language & Literacy Development
COM 308	Language & Comm Develop in Autism
CSS 146	Legal Issues/Information Security
CSS 230	Managing Risk Information Systems
CSS 245	Security Policies & Implem. Issues
CSS 345	Auditing IT Infrastruct for Complnc
CSS 346	Access Controls,Authentication &PKI
CSS 347	Security Strategies in Wndws OS/App
CSS 348	Security Strategies in Linux OS/App
CSS 435	Fundamentals of Network Security
CSS 436	System Forensics, Invest and Response
CSS 437	Hacker Tech,Tools/Incident Handling
CSS 438	Scrity Strtg for Web Aps & Soc Networks
HIM 115	Principles of Health Inform Mgt
HIM 210	Medical Coding & Billing I
HIS 200	Historical Methods & Materials
HIS 395	Historiography
MGT 353	Evaluating New Business Opportunities
MGT 360	Small Business Management
PSY 454	Psychology of Addiction
PSY 490	History and Systems of Psychology



Student News and Services

Meet Our New Staff Members

Allison Cook joined the Office of Admissions in May 2014 as an Admissions Counselor. She comes to Charter Oak State College from Mildred Elley, a career education and training school in Pittsfield, MA, where she was an Admissions Representative. Allison has a B.A. in English Communications with dual concentrations in Corporate Communications & Journalism from Massachusetts College of Liberal Arts. Allison will be working with students interested in Business Administration, Organizational Leadership, and Human Resources, as well as applicants from the United Technologies Corporation.

Susana Orozco joined the Academics Department in July, 2014 as the Administrator for the Undergraduate Programs. She works closely with the Academic Dean overseeing faculty development, course scheduling, and other administrative duties. Susana has a B.S. in Human Services from Springfield College and a M.S. in Criminal Justice from the University of New Haven. She has also taught the following courses on ground/online: Women & Crime, Criminology, & Report Writing for Criminal Justice.

Lila Guillet is the Assistant to the Provost and Academic Dean/Commencement Coordinator. Previously Lila worked as an Associate for Business Services in the Finance and Administration office here at Charter Oak. Lila has an A.S. in Nursing and a B.S. in Individualized Studies from Charter Oak State College.

Amanda Baron began working in the Finance & Administration office in November 2014 as an Associate for Business Services. She comes to Charter Oak from Assuntnuck Community College where she worked as Administrative Assistant to the Dean of Academic Affairs for two years and prior to that as Administrative Assistant to the Dean of Student Services for six years. Amanda has a M.B.A. and M.S. in Higher Education Administration from Bay Path University.

Rafaella Almeida began working as an Associate in the Finance and Administration office in December 2014. She comes from Norwalk Community College where she was a Project Assistant in the Business Office. Rafaella has a B.A. in Mathematics with a minor in Computer Science from Southern Connecticut State College. She is thrilled to have the opportunity to work at Charter Oak State College and continue guiding students with their financial obligations.

Colleen Blanco began working as a Systems Administrator in Information Technology Services in December 2014. She previously worked as a Systems Administrator (subcontractor) for the U.S. Coast Guard Academy for over 20 years. Colleen has a B.S. in Computer Science from Gallaudet University.

Jennifer Schaefer was promoted to Academic Counselor in the Academics department. She has a B.S. in Communications and Media Studies from the University of New Haven and a M.A. in Marriage and Family counseling from the University of St. Joseph, West Hartford, CT.

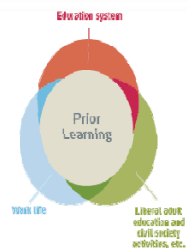
Mauricio Calpa is the Assistant Director of Instructional Design at Charter Oak State College. He has a M.A. in Communication from the University of Hartford and received a B.S. from Central Connecticut State University. He previously worked at Manchester Community College.

Ashley Zennis was hired as an Academic Counselor in the Academics Department. She has a M.S. degree in Education from Long Island University and a B.A. in Psychology from Southern CT State University. Most recently, Ashley has been working as an education counselor with the Go Back to Get Ahead program.

Andrea Hojnacki has been hired as a Disability Specialist in the Academics department. She holds a M.A. in Special Education from Fairfield University and a B.A. in History from Roosevelt University.

Prior Learning Assessment News

Charter Oak State College, Prior Learning Assessment and the Health and Life Science Career Initiative



At the heart of Charter Oak State College's mission is the recognition that adults learn in a variety of ways and that not all college level learning occurs in traditional classroom settings. Through prior learning assessment, we are committed to working with adults to evaluate their learning and award credit for that learning where it is warranted. One of the methods for accomplishing this is through Charter Oak's Connecticut Credit Assessment Program (CCAP). The CCAP process involves a team of faculty conducting a rigorous assessment of non-credit programs offered in all types of settings. If the non-credit program is providing training that equates to what would be taught at a college, a recommendation for credit will be made. Students completing the program can then use that credit at Charter Oak or have it placed on a transcript for use at other colleges that are willing to accept it.

The Health and Life Sciences Career Initiative (HLSCI) is a three-year federally-funded program that seeks to prepare unemployed or underemployed individuals (including veterans, trade adjustment assistance impacted workers, dislocated workers and others) for careers in the health and life sciences.



The program is being implemented by a consortium of five Connecticut community colleges (Capital, Gateway, Manchester, Middlesex and Norwalk), Charter Oak State College and Eastern Connecticut State University.

As a recognized pioneer in the field of prior learning assessment (PLA), Charter Oak State College was brought into the Health and Life Science Career Initiative (HLSCI) to ensure that PLA would play a prominent role in the grant activities and there can be little doubt it has done so! Only two years into the grant, Charter Oak faculty have conducted 21 reviews of non-credit health and life science programs and credentials resulting in the recognition of 385 credits recognized. From a paramedic program offered by a professional ambulance company, to the Summer Undergraduate Research Program offered by Eastern Connecticut State College, to a public health curriculum offered to high school students through the Education Connection (a regional educational service center), the range of programs evaluated and the types of training organizations have been quite impressive and the quality of the programs have been outstanding!

An additional goal of this initiative is to raise awareness of prior learning assessment throughout the region. To accomplish this we have led meetings and workshops with faculty, administrators and students at the Consortium schools, led training sessions for employment counselors at American Job Centers, attended college fairs and veterans events and developed outreach materials including a website, brochures and a short video. A longer, more comprehensive video series on PLA is currently in development.

All in all, utilization of PLA is on the rise and the HLSCI grant has played a significant role in making that happen!



News from the Office of Institutional Effectiveness

Charter Oak State College has a long history of listening to its students and revising processes and services to meet current needs. In order to help us continue this tradition, we ask current students and alumni to take a few moments to reply to confidential surveys. While the summary results are shared with the Administration and Staff, individual responses are not shared. Any personally identifiable information provided is removed prior to reporting and is only be visible to the research team.

If you have any questions about survey administration at Charter Oak State College, please contact Cris Dittrich, Research Associate for the office of Institutional Effectiveness at cdittrich@charteroak.edu.

Updated information from the Course Evaluation Survey

Students' overall ratings of their courses and instructors were positive this past year – 81% of students rated the overall effectiveness of their instructor as “High” or “Very High,” and 84% of students rated the overall effectiveness of their course as “High” or “Very High.”

The Office of Institutional Effectiveness would like to thank students for continuing to make the online course evaluation system a success. The purpose of course evaluation at our institution is to provide: 1) information for the individual faculty member to use in assessing his/her instruction, 2) data that may assist in making curricular and course content decisions, 3) data that will assist in improving the online delivery system, and 4) the student body with a voice in developing and maintaining an effective faculty and curriculum.

The insights that students provide play a significant role in helping Charter Oak continue to enhance its courses while preserving the things that the school does best. We would like to remind students that the Office of Institutional Effectiveness will email links to the online course evaluation survey during the final weeks of instruction in each sub term of each semester..

Updated Information on the New Student Survey

Charter Oak State College is interested in a student's experience going through the admissions process and becoming a student. In the survey new students are asked to respond to questions regarding multiple office and online resources. Twenty one questions are asked regarding experiences with the offices of admissions, financial aid, business, registrar, and academic counseling. Eight questions are asked regarding online resources and blackboard.

The New Student Survey was sent out in the beginning of September and was open for one month. A total of 143 students were contacted for the survey and 14 students responded for a response rate of 10%. When asked if it was easy to contact COSC offices by phone or email, 93% of students who attempted to contact the COSC offices agreed. When asked if useful information was provided by COSC offices, 91% of students who contacted COSC offices agreed. When asked if useful information was provided by COSC offices, 91% of students who contacted COSC offices agreed. These two inquiries related to the Financial Aid Office, Business Office, Registrar's Office, and the Admissions and Academic Counselors separately. Email is the most frequently used form of contact between COSC students and staff.

Updated information on the Graduation Survey

Students are asked to complete a survey upon their graduation. This past year there were 515 surveys completed by graduation applicants between September 30, 2013 and October 1, 2014. This year we received 88 surveys from associate degree completers, 403 surveys from bachelor degree completers, and 15 surveys from students who



did not identify their degree. This yields a total of 506 surveys which is a 98% response rate.

When asked about their employment status, 80% of associate degree completers identified themselves as currently employed and 83% of bachelor completers identified themselves as currently employed. Of those students that are employed, 87% responded in the affirmative when asked “Did your Charter Oak experience enhance your job skills?”

When asked “What is your overall level of satisfaction with Charter Oak:” 97% of associate degree completers replied in the affirmative.

Through the graduation survey responses we gather vital information from students who have had the full Charter Oak experience. This helps us to improve our programs as well as a student’s experience at our institution. This includes, but is not limited to, the availability of courses, programs, advising, and employment assistance. Graduating students are encouraged to complete the graduation survey to help future students.

[Updated Information on the Alumni Survey](#)

A new survey is being sent out to Charter Oak State College Alumni who have graduated two years prior. This survey will take 5 minutes to complete. Alumni are asked to complete 17 questions regarding career, employment, educational pursuits, and interests. Responses are used to help the institution meet the needs of its graduates.

The Alumni Survey was run in September 2014 for degree and certificate recipients who completed between 9/1/12-8/31/13. The survey was open for one month. Two hundred and four students were contacted. There were 46 responses for a 23% response rate. This survey asks questions about alumni careers since graduating from Charter Oak State College.

Ninety percent of applicable respondents rated their experience at Charter Oak State College as preparing them ‘slightly’ to ‘greatly’ for their current occupation; 65% felt at least moderately prepared. Forty-six percent of graduates are actively pursuing another degree in higher education. An additional 9% are planning to continue their education. One hundred percent of applicable respondents found that their experience at Charter Oak State College prepared them at least slightly for future educational endeavors.



Test Administration Schedule

January 2015 – July 2015

CLEP & DSST Exams are held at 85 Alumni Road in Newington, CT
 Pathways/Early Childhood Exams are held at the main office at 55 Paul Manafort Drive

MONTH	CLEP	DSST/DANTES	COSC Pathways
January	(S) 3 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 15 (10:30 a.m. & 1:00 p.m.) (F) 16 (11:30 a.m.) (F) 23 (11:30a.m.)	((R) 15 (10 a.m. & 12:30) (F) 16 (11 a.m.) (S) 17 (9 a.m. & 11 a.m.) (F) 23 (11:00 a.m.)	3 17
	(S) 24 (9 a.m., 11:30 a.m. & 1:30 p.m.)		
February	(S) 7 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 19 (10:30 a.m. & 1:00 p.m.) (F) 20 (11:30 a.m.)	(R) 19 (10 a.m. & 12:30) (F) 20 (11 a.m.) (S) 28 (9 a.m. & 11 a.m.)	14 28
	(S) 21 (9 a.m., 11:30 a.m. & 1:30 p.m.)		
March	(R) 5 (10:30 a.m. & 1 p.m.) (F) 6 (11:30 a.m.)	(R) 5 (10 a.m. & 12:30 p.m.) (F) 6 (11 a.m.)	7
	(S) 7 (9 a.m., 11:30 a.m. & 1:30 p.m.) (F) 13 (11:30) (S) 14 (9 a.m.)	(F) 13 (11:00 a.m.) (S) 14 (11 a.m.) (F) 20 (Public Speaking Only)	21
	(S) 21 (9 a.m., 11:30 a.m. & 1:30 p.m.)		
April	(S) 4 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 9 (10:30 a.m. & 1 p.m.) (F) 10 (11:30) (S) 11 (9 a.m.)	(R) 9 (10:00 a.m. & 12:30 p.m.) (F) 10 (11:00 a.m.) (S) 11 (11 a.m.)	11 25
	(S) 25 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 24 (Public Speaking Only)	
May	(S) 2 (9 a.m., 11:30 a.m. & 1:30 p.m.) (F) 8 (11:30) (S) 9 (9 a.m.)	(F) 8 (11:00 a.m.) (S) 9 (11 a.m.)	9
	(R) 14 (10:30 a.m. & 1 p.m.) (F) 15 (11:30)	(R) 14 (10:00 a.m. & 12:30 p.m.) (F) 15 (11:00 a.m.)	23
	(S) 16 (9 a.m., 11:30 a.m. & 1:30 p.m.)		
June	(F) 5 (11:30) (R) 11 (10:30 a.m. & 1 p.m.) (F) 12 (11:30 a.m.)	(F) 5 (11:00 a.m.) (R) 11 (10:00 a.m. & 12:30 p.m.) (F) 12 (11 a.m.)	13 20
	(S) 13 (9 a.m., 11:30 a.m. & 1:30 p.m.) (S) 20 (9 a.m.)	(F) 12 (11 a.m.) (S) 20 (11 a.m.)	
	(S) 27 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 26 (Public Speaking Only)	
July	(F) 10 (11:30) (S) 11 (9 a.m., 11:30 a.m. & 1:30 p.m.) (F) 17 (11:30 a.m.) (S) 18 (9 a.m.)	(F) 10 (11:00 a.m.) (F) 17 (11:00 a.m.) (S) 18 (11 a.m.)	18 25
	(R) 23 (10:30 a.m. & 1 p.m.) (F) 24 (11:30 a.m.)	(R) 23 (10:00. a.m. & 12:30 p.m.) (F) 24 (11:00 a.m.)	
	(S) 25 (9 a.m., 11:30 a.m. & 1:30 p.m.)		





**Class of 2015
Senior Legacy Fund**

What is the Senior Legacy Fund?

The Senior Legacy Fund unites the Charter Oak State College senior class in a fund raising effort. All donations are part of the Charter Oak State College Foundation Annual Fund and are used to support Charter Oak State College students through grants and scholarships.

Why participate?

Donating to the Senior Legacy Fund allows the graduating class of 2015 the opportunity to say "Thanks!" to an institution that has made a lasting impact on their lives.

What will you get for your gift?

For a **minimum contribution of \$20.15** to the Senior Legacy Fund, students, their parents and other family members and friends will have an opportunity to place a tribute in the back of the commencement program book. Often there are people in the graduate's life who wish to congratulate them for their accomplishment. An example might be, "Congratulations, Sarah! We love you. Mom and Dad."

While the minimum gift to place a tribute ad will be \$20.15, larger gifts will be accepted and appreciated. **EVERY gift to the Senior Legacy Fund is important, no matter its size.**

DONATION FORM

Enclosed please find a check in the amount of \$20.15 (minimum for tribute listing) or other \$ _____ payable to "The Charter Oak State College Foundation".

Please charge \$20.15 or \$ _____ to Visa MasterCard Amex Discover

Account Number _____ Signature _____

Name on Card _____ Expiration date ____ / ____ Security Code _____

Student Name _____ Phone _____

Dedication: (15 words) _____

RETURN TO:
Charter Oak State College Foundation
55 Paul Manafort Drive
New Britain, CT 06053

Attention: Angela Chapman

