

UPDATE

SUMMER 2019 EDITION



I hope you are all enjoying the summer whether you are taking courses or just “resting-up” before the fall semester begins. As you read through this edition of Update, you will see that there have been a number of policy changes, new degree programs and courses, new staff, faculty, and more student support services added.

Charter Oak will be offering two new graduate degree programs in 2020—Health Care Administration and Health Informatics. We continue to build our offerings in the health care arena. Our RN to BSN program and our Health Information for Health Professionals certificate start this fall.

We have also strengthened our Early Childhood Education (ECE) offerings. We now offer a bachelor’s and associate’s degree in Early Childhood Education and a bachelor degree in Child Studies, along with a number of ECE certificates and the Alternate Route to Early Childhood Teacher certification. The College has begun the National Association for Education of Young Children (NAEYC) accreditation process for its ECE bachelor’s and associate’s degree programs.

The College has expanded its online tutoring services and increased the hours of our Accessibility Coordinator to full time. Both were done to better serve our students. See the articles later in the newsletter. We have also reformatted our online courses so you can more easily find the resources that you need, such as the online library.

We urge you to take advantage of the services that we offer and to reach out to your academic advisers and your professors. We want you to succeed and we are here to help you.

Have a great summer.

Sincerely,

Shirley A. Adams, Ph.D.
Provost



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Graduate/Undergraduate Program News

Enroll in Fall 2019 Term I and II Undergraduate Courses Now!

Enroll in Fall Term I & II 2019 Undergraduate Courses Now!

Classes Begin on Monday, August 26th

Fall registration is currently open. The last day to register for Term 1 and Session 1 courses is **Thursday, August 22nd at 11:59 p.m.** There is a \$70 fee for late registration.

Only payment at the time of registration will secure a “seat” in your course.

Please visit www.CharterOak.edu/Masters for enrollment information about our Master’s in Organizational Effectiveness and Leadership. To view a list of fall courses, click on https://acorn.charteroak.edu/ICS/Course_Search.jnz

Please check the academic calendar for other important dates at [Academic Calendar](#)

Attention Certificate Students

You must complete the online **Certificate Graduation Application** to have your certificate conferred.

Certificates are conferred 3 times a year on May 31, August 31, and December 31.

If you are enrolled in your final certificate course or are within 6 credits of completing certificate requirements, you must complete a Certificate Graduation Application.

The application can be completed and submitted online on the ACORN Student Portal.

Log in at <https://acorn.charteroak.edu> → Go to: Graduation Tab → Applications for Graduation → Certificate Graduation

If you have questions about completing the **Certificate Graduation Application**, please call the Registrar’s Office at 860-515-3702.

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 pmorganti@charteroak.edu.

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.

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Graduate Program Update

Master's of Science in Organizational Effectiveness and Leadership Program Graduates 2nd Class

Three Possible First Steps to Start your Master's Degree

It's about action. Deciding then taking that first step is always the most challenging activity in any worthwhile endeavor. Forty students earned their master's degree at Charter Oak State College this year. All of them took action and made the decision that you now face. That process is a little easier today. Charter Oak now offers multiple paths toward earning your Master of Science in Organizational Effectiveness and Leadership degree.

Path # 1-Take master-level courses while you are an undergraduate:

Charter Oak undergraduate students now have the ability to take up to six credits of graduate-level courses that will be applied toward your undergraduate degree requirements. If you decide to pursue your master's degree here at Charter Oak, those same credits will be applied to your graduate degree. This is a great way to reduce the time and cost of completing a master's degree. Speak with your Academic Advisor to find out more about this option.

Path # 2-Enroll in a Graduate Certificate Program:

Some students want to test the waters to see if a graduate program is for them. Charter Oak offers three graduate certificates in Leadership, Nonprofit Management, and Organizational Development. Each certificate is composed of four graduate courses (12 credits). All credits earned toward a graduate certificate can be applied to a master's degree here at Charter Oak.

Path # 3-Enroll in the Master's Program:

Most students take this traditional path. This 33-credit program can be completed in 26 months on a part-time basis. You will choose one of two elective tracks, either Business or Nonprofit Management.

Are you ready to take that first step? Feel free to contact Graduate Admissions at (860) 515-3701 or via email at gradadmissions@charteroak.edu with any questions you may have about the Master of Science in Organizational Effectiveness and Leadership degree or the Graduate Certificate programs.



Master of Science in Organizational Effectiveness and Leadership Program – Class of 2019

www.CharterOak.edu/Masters

Registration Deadlines

Fall Term 2	10/24/19
Spring Term 1	1/16/20
Spring Term 2	3/19/20

UPDATE

Commencement 2019



(front row, left to right) Dr. Shirley Adams, Provost, Dr. Ruth MacDonald, Dr. Richard Gerber, President Ed Klonoski, Dr. Andre Freeman with Commencement 2019 Faculty Platform Party



Yvette Melendez
Honorary Degree Recipient

Peter Reinhart
Honorary Degree Recipient

Commencement June 2, 2019

Over five hundred students graduated this year and over 220 attended the ceremony on June 2nd. Graduates hailed from 35 states and four countries. Many of our faculty and staff were on hand to meet our graduates and their very proud families at the brunch that preceded the ceremony and at the reception that followed it.

If you will be graduating on December 31, 2019, May 31, 2020, or August 31, 2020, we hope to meet you and your families at the May 31, 2020 ceremony.

The Women in Transition Program and CT-WAGE Program, two special programs supported by Charter Oak to help adults advance in the workforce, graduated 23 students.

The following students met the Alpha Sigma Lambda Inductee requirements: Amy Allard, Tania Alves, Majlinda Ballij, Emily Barrick, Nicholas Barton, John Beas, Rosina Bonesse-Carpazano, Inga Bowes, Rachel Buonanducci, Alexia Castro, Craig Cubellotti, Matthew deRito, Samantha DiFrancesca, Elizabeth Enders, Brian Fair, Adriana Fuchs, Kylie Gifford, Jennifer Guerra, Adjo Hiheglo, Anette Hollis, Michael Ken, Ronald Kersey, Prisely Martinez, Suzan Miller, Michael Newman, Matthew Palmer, Susan Pizzuto, Jessica Poirier, Cynthia Possert, Jacqueline Potter, Nicholas Procaccini, Kimberly Quirk, Jay Scirpo, Joseph Smith, Della Strickland, Daniel Tole, Michal Ulatowski, Carolyn Van Allen, Michelle Vibbert, Shannon Wood, Adam Woolford, and Christina Yackery.

The following students were the 2019 Doris G. Cassiday award recipients: Nikke Belkin, Elizabeth Fitzgerald, Terrence Higgins, Michael Ken, and Eric Trautman.

The Board of Regents and the College awarded the honorary degree, Doctor of Humane Letters, to Yvette Melendez in honor of her 30 years of senior level experience leading large government agencies, educational institutions, nonprofit organizations, and developing public policy. In particular, we honored her service as a founding member and past Vice Chair of the Board of Regents for the Connecticut State Colleges and Universities system.

Peter Reinhart, a Charter Oak alumni, was honored for his achievements, including authoring twelve books on bread, pizza, food, culture, and religion. He won the James Beard Book of the Year Award in 2002, the International Association of Culinary Professionals Book of the Year, and the 2002 Gourmand International Cookbook Award for "Best Baking Book in the World." Peter also won James Beard Awards for *Crust & Crumb* and *Peter Reinhart's Whole Grain Breads*. His *Artisan Breads Every Day* book was a James Beard Award nominee.

Peter holds a Bachelor of Arts from Charter Oak and a Master of Fine Arts in Creative Writing (Non Fiction) from Queens University, Charlotte, North Carolina.

His accomplishments include his work as Chef Instructor at Johnson & Wales University, Chef on Assignment for the Charlotte campus, and the Executive Director of Johnson & Wales International Symposium on Bread (2017-present).

Mark E Ojakian, President of the Connecticut State Colleges and Universities, delivered a message to the graduates. Holly Palmer Howery, a 2018 graduate and member of the Board of Regents, also spoke to the graduating class.

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Congratulations Class of 2019!



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New Master Degree Programs

Tutoring Service

Two New Master's Degree Programs starting this Fall!

It is exciting to announce that Charter Oak will have two new graduate programs ready to start in 2020. The Master's in Healthcare Administration and the Master's in Health Informatics degree programs were approved by the Connecticut Board of Regents and work is underway on course outlines and curriculum plans. These programs will be excellent options for anyone working in a health care profession or for those with a health care-related bachelor's degree who are ready to move on to the next step in their education. There is a perfect path from our BS in Healthcare Administration and BS in Health Information Management to these master level programs. The Master's in Healthcare Administration will be an excellent option for health care practitioners who wish to move to a managerial role.

A program director has been hired to manage and direct both graduate programs. Brooke Palkie, EDD, RHIA, will start on August 16, 2019. Dr. Palkie has extensive experience in healthcare organization management as well as teaching from the associate to the graduate level. She has an impressive resume of publications and presentations on a variety of topics. Her textbook authorships are just one example of her commitment to higher education.

If you are interested in these programs, please send an email to admissions@charteroak.edu.

New RN to BSN Degree

Charter Oak State College has been approved to offer an online BSN degree for associate degree nurses. The program has been developed to allow for seamless transfer from Connecticut's community colleges Associate Degree Nursing programs. However, it is not limited to Connecticut community college graduates. The program is designed for transfer students from any community college associate degree nursing program. The program will begin in Fall 2019.

New Tutoring Service Available

TUTOR.COM

With the closing and dissolution of the Connecticut Distance Learning Consortium (CTDLC) last year, who managed eTutoring services, COSC decided to continue membership with the Northeast eTutoring Consortium through the end of May 2019.

During this time, COSC started exploring other options for tutoring services. We are happy to announce that we have chosen Tutor.com for the following reasons: it will give our students 24/7 service, cover many more subject areas, and provide data that we will use for retention purposes.

Etutoring services officially ended on May 19, 2019, and Tutor.com became available to students starting the Term 1, Summer 2019 semester.

The tutor.com tutoring link will be provided in every course via Blackboard (left-side navigation menu) as a single sign on (students can only access the service while they are in their Blackboard course).

Here is additional information on the COSC website:

<https://www.charteroak.edu/current/services/tutoring.php>

Student comments about the new tutor.com:

- *My first time using tutoring with Andre S. was great. He explained everything properly with patience and knowledge.*
- *My Tutor (Angela) was awesome!!! She taught me things I did not know about the use of comas and semicolons.*
- *I needed help to construct a good tentative thesis and Shawn helped me to do so. This software is so much better because you get someone to interact with live, especially when the assignment is due in less than 24 hrs. and you're struggling.*
- *The tutor was very patient.*
- *Brian L. helped me to see my homework from a different perspective. I was feeling overwhelmed and he gave me some tips on how to manage my stress and get my material read.*

UPDATE

Prior Learning Assessment/Early Childhood Education



Linda Wilder, Director
Prior Learning Assessment



Maureen Hogan, PhD.,
Coordinator Early Childhood &
Youth Education Programs

| Prior Learning Assessment

Prior Learning Assessment (PLA) can help you save time and money by reducing the cost of your education and your time to degree. You can use PLA to apply for college credit instead of taking courses. Review the information at www.charteroak.edu/pla to learn more about getting credit for what you already know, then work with your Academic Counselor to make a PLA plan.

The Charter Oak State College Foundation recognizes the benefits students receive by using (PLA) programs to earn credit for what they already know. Students save money and earn credit through PLA, but the fees are typically not covered by traditional financial aid.

Therefore, the College created the PLA Scholarship to help students with those fees and the Foundation has generously continued to fund and support this effort. You can use the scholarship funds to help cover the costs for taking standardized examinations, requesting credit for credentials, or using the portfolio assessment process.

We encourage you to discuss PLA and the PLA Scholarship with your Academic Counselor and apply when you're ready to take advantage of this opportunity. The PLA Scholarship Application form, with instructions, is available on the Acorn Student Portal, in the PLA section of Student Self-Service. Please log in to access that section.

| Early Childhood Education

Hello Students,

The Early Childhood Education Program is doing well here at Charter Oak State College! Last year we created the Early Childhood Education major for both the AS and BS degrees. We also obtained approval for our students to earn the Office of Early Childhood's Early Childhood Teacher Credential (ECTC) at either level A (Associate Degree) or level B (Bachelor Degree). Students in our ECTC Program are cross-endorsed so that they obtain Infant & Toddler as well as Preschool approvals.

This year, we moved our Child Studies concentration to a full major. This major is for students who may want to enter into public school teaching for Early Childhood or Elementary Education or who may want to work in support of children but not directly as a classroom teacher. We are excited to begin offering this major as of Fall 2019.

For the 2019-2020 school year, the primary goal is to obtain NAEYC accreditation for our early childhood program. Charter Oak State College is already a fully accredited college. However, each individual department can pursue accreditations specific to the major. For Charter Oak, the National Association for the Education of Young Children (NAEYC) Higher Education Accreditation is our goal.

Enjoy your summer and do stay in touch!

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Spotlight on COSC Graduate



Nicholas Procaccini

The Michigan Health Information Management Association (MHIMA) Nominating Committee and the Board of Directors has announced the 2019 recipient of its Rising Star Award!

This year's recipient is **Nick Procaccini**.

This Achievement Award seeks to recognize individuals who have demonstrated progressive leadership in and commitment to the future of the Health Information Management (HIM) profession through excellence in the workplace and/or participation in local, regional, state, or national related HIM activities.

Nick obtained his Associate of Arts and Sciences (AAS) degree in Health Information Technology from Anoka Technical College in 2013 and successfully received certification as a Registered Health Information Technician (RHIT) the following year. He made the dean's list during his time at Charter Oak State College and graduated in December 2018 with a Bachelor of Science degree in Health Information Management. Nick is currently preparing to sit for the Registered Health Information Administrator (RHIA) exam.

Since 2014, Nick has worked in the Document Management department at Allina Health. He has progressed from an eHIM Specialist I (document prepper/scanner), to an eHIM Lead, and is now an eHIM Supervisor who supports a team of 25 onsite and remote employees. Described as a "quiet leader," Nick leads by example and word, and diligently works side-by-side with his staff until a comfort level is achieved and they can successfully work independently. He has effectively taken on tasks with increasing scope and responsibility while simultaneously managing a warehouse of pre-EMR/paper medical records. Nick also works cohesively with his immediate manager to assure consistency with Allina Health's retention and disposition standards, inventory management, and execution of special projects.

Nick's dedication to the profession is also evident through his continued involvement with MHIMA. He has volunteered on the Annual Meeting Planning Committee as well as the Marketing & Communications Committee. Last year he was elected to MHIMA's Audit Committee and will serve in this role through June 2020.

Articulation Agreement News

Charter Oak State College and Manchester Community College (MCC) have signed an articulation agreement that allows students in MCC's Allied Health programs to seamlessly transfer into either the Bachelor of Science major in Health Care Administration or a concentration in Health Studies. As part of this agreement, Charter Oak has added two new upper level courses to its catalog—Public Health Policy and Health Promotion.

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Plagiarism, Cheating, & Copyright Violation

Plagiarism and Cheating

First Offense. A student who has a first offense of academic dishonesty on any assignment (e.g. essay, quiz, test, paper, discussion, oral assignment, group project, or project) will receive a grade of 'F' and 0 points, and a warning from the instructor. However, if it is on the final exam or project, they will receive an 'F' for the course.

Second Offense. The sanction for a second offense in the same course is failure of the course involved. If it is a second offense, but the first offense occurred in a different course, the student will still receive an 'F' for the course.

Third Offense. Ordinarily, the sanction for a third offense of academic dishonesty is expulsion from the College.

In all cases of academic dishonesty, the instructor will notify the student and the Provost and or designee.

Violation of Copyright of Course Materials

If a student is found to have given or sold any course content to another student or to a third party, that includes websites that say they are doing nothing illegal, the student will be dismissed from the College and legal action may be taken. All course content is owned by the College and, therefore, a student needs to get permission from the College to reuse it or sell it.

Student Association News

The Charter Oak State College Student Association is looking for Officers and Council Members for the 2018-2020 terms. This is a great opportunity for you to get involved with your institution and take on a leadership role. The Student Association mission is to:

- 1) Enhance the student experience by sponsoring learning events and resources
- 2) Be an advocate for student needs and interests, with Charter Oak State College's Student Advisory Committee representative to the Board of Regents, administration, staff and faculty, and
- 3) Encourage and promote opportunities for students, faculty, administration, and staff interaction

The Student Association sponsors events, workshops, and networking opportunities throughout the year. Stay tuned to your Charter Oak email for information. Most events are webcast so that all students, no matter where they are located, may participate.

Please contact Wanda Warshauer, Director of Academic Services, if you would like to become active as a Council Member or Officer. She may be reached at wwarshauer@charteroak.edu or (860) 515-3841 or contact the Student Association president, directly, at sapresident@charteroak.edu.

The next college-wide event is on August 27th. Keep an eye out for the flier and announcement for their *Constitution Day* event!

UPDATE

Foundation & Alumni News

Charter Oak State College Foundation **announces scholarship opportunities** each summer with a call for applications. Foundation Scholarships are awarded to current Charter Oak students based on select criteria for each scholarship. Applications and requirements will be posted in the <https://acorn.charteroak.edu/ICS/> and also sent via email.

Shop Amazon? You can Support Scholarships at Charter Oak State College!
You shop. **Amazon gives.**



Support Scholarships when you shop online with Amazon smiles. Visit smile.amazon.com and simply use your existing Amazon.com account login. Select **The Charter Oak State College Foundation** as your charitable organization and start shopping! Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the Foundation. AmazonSmile is the same Amazon you know – same products, same prices, same service! The Charter Oak State College Foundation, a 501c3 organization, annually awards almost 100K in scholarships and grants to Charter Oak students. Help us give more by simply choosing to. Every donation matters!

Alumni News

Summer Meet & Greet

Thursday, August 22, 2019 – Hartford Yard Goats Baseball & BBQ

Enjoy exclusive access to the Heineken Party Deck, access to the climate controlled Yard Goats Club, all-you-can eat Ballpark Classic Buffet with beverages, and watch as the Hartford Yard Goats take on the Philadelphia Fightin Phils. Tickets are \$22 per person, or bring a friend – 2 for \$35. Register online at www.charteroak.edu/alumni or return the registration form with payment by 7/31/2019. Brought to you by the Charter Oak State College Alumni and Student Associations.

Acorns in Action!

The Charter Oak State College Alumni and Students are joining forces, as **Acorns in Action!**, to support local community initiatives. Register as a volunteer at www.charteroak.edu/alumni and we will keep you informed of upcoming opportunities. Be one of the first 50 registrants to send us your "in action" community service news and *receive a free t-shirt!*

UPDATE

From the Office of Institutional Effectiveness

2019 Spring Survey News

New Staff

Student Course Evaluations

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:

- information for the individual faculty member to use in assessing his/her instruction
- data that may assist in making curricular and course content decisions
- data that will assist in improving the online delivery system
- the student body with a voice in developing and maintaining an effective faculty and curriculum

- There were 1,446 responses to the 3,809 Course Evaluation notifications sent out to students in the Spring of 2019 for a response rates of 38%.
- 84% of students rated the overall effectiveness of their instructor as “High” or “Very High”.
- 85% of students rated the overall effectiveness of their course as “High” or “Very High”.
- 89% of students rated their learning experience at Charter Oak State College as “Satisfactory” or “Exemplary”.

New Student Survey

- 391 students were contacted to complete the New Student Survey and 74 students responded, for a response rate of 19%.
- When asked if taking ‘Charter Oak 101: the free online Student Orientation Course in Blackboard’ was helpful, 100% of respondents said ‘yes’.
- When asked what their overall level of satisfaction with the process of becoming a Charter Oak student was, 89% of students responded in the affirmative (7% were neutral).
- When asked if it was easy to contact COSC offices by phone or email, 88% of students who attempted to contact the COSC offices agreed (8% of responses were neutral).
- When asked if useful information was provided by COSC offices, 88% of students who contacted COSC offices agreed (8% of responses were neutral).

Steven Paternoster joined the Admissions Team in May. He previously worked as the Assistant Director of Admissions at Three Rivers Community College (TRCC). He managed their prospect database and was responsible for email and texting communication. He worked with the Banner IT Team to develop effective uses of technology to guide admissions. He was also the Coordinator of Nursing Admissions and received very positive recommendations from the nursing director at TRCC and Sarah White, the system ADN advisor.

Daniel Krasnicki was hired as a university assistant to work with Steven and the Admissions Team to provide support and outreach to our prospect pool. He is a recent graduate of the University of Texas at Austin where he studied Sociology. He plans to pursue a Ph.D. program in Connecticut.

Melanie Banks is a recent graduate of the University of Connecticut where she studied Counseling Psychology. She will be providing temporary support in the Admissions Department, reporting to Bob Frederick.

Charter Oak State College’s IT department recently welcomed two new university assistants. Fernanda Campo Mehta graduated with a BS in Computer Information Systems from Charter Oak and earned an AS from Asnuntuck Community College.

She is CompTIA A+ certified as well as a Microsoft Certified System Engineer (MCSE). Prior to coming on board with us, she worked as a help desk analyst for CBS providing help desk support to over 20,000 CBS employees across the globe. She also worked for a number of Canadian firms including Deloitte & Touche.

Brian Witherell is a graduate of Central Connecticut State University with a BS in Networking Information Technology and has also attended Middlesex Community College. He is Apple iOS certified. He has been part of the Disney college internship program as well as a Geek Squad consultant for Best Buy.

Cheryl Craddock recently joined the Academics Department as a university assistant. She attended Spelman College and spent a summer in Middlebury College’s French program. Cheryl is active in politics in her community.

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New Staff, New Fall Courses, Virtual Library

New Staff (continued)

Dr. Brooke Palkie has been hired as the Program Director to manage and direct two new graduate programs—Health Informatics and Health Care Administration—which will be offered in 2020. Brooke has an Ed.D. in Educational Leadership and Management from Capella University. Her thesis was *Improving the Understanding of Progressing and Emerging Health Informatics Roles and Skill Sets among Health Information Management Professionals: An Action Research Study*. She has both an M.A. and B.A. in Health Information Management from The College of St. Scholastica. She is also has RHIA certification and ICD-19CM/PCS Training Certificate and is an AHIMA Approved Trainer.

Some of you may already know Brooke since she teaches our Health Care Economics course. Her prior positions include Associate Professor, Department of Health Informatics and Information Management at St. Scholastica; Compliance/Quality & Policy Director, Minnesota Department of Human Services; Health Information Specialist/Health Unit Coordinator, Mercy Hospital and Healthcare Center, Moose Lake, Minnesota; and Assistant Director Health Information Management, Fairview Health Systems, Southdale Hospital, Edina, Minnesota.

She has an extensive list of presentations, publications, grants, college service and community service.

She will be joining our college mid-August.

New Fall 2019 Courses

- HLT 305 Health Promotion, Term 1
- ECE 330 Math, Science, & Technology, Term 1
- PSY 340 Positive Psychology, Term 1
- MUS 135 Beatles, Term 2 *New format 8 weeks
- NUR 301 Baccalaureate Nursing Role, Term 2

Virtual Library

Charter Oak State College's library may be accessed via the following website: <https://www.charteroak.edu/library/>. The library provides students with the 24/7 resources necessary to earn their degree.

These services are available to matriculated students and students taking courses.

Students with COSC email addresses and passwords can enter the virtual library by using their full Charter Oak email address (i.e. jsmith@charteroak.edu) and email password.

Username: Your email login (i.e., jsmith@charteroak.edu)

Password: Your email password

All Connecticut residents may use the library services and facilities of other public institutions of higher education in the state.

Through their local libraries, all Connecticut residents have access to the statewide library service that includes Interlibrary Loan.

Through Interlibrary Loan, books and materials may be borrowed from other academic libraries.

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2019-20 Testing News

New DSST exam Math for the Liberal Arts & Advanced Composition



Math for the Liberal Arts is a new exam that has been evaluated by ACE and recommended for three (3) lower level college credits. The exam covers subject areas including real number systems; sets and logic; the metric system; conversions and geometry; algebra; graphs and functions; linear systems and inequalities; exponents and logarithms. Advanced Composition is a new exam that has been evaluated by ACE and recommended for three (3) lower level college credits. It covers topics such as types of writing; elements of effective writing; reading and writing arguments, and using secondary sources. The score scales for DSST exams uses score ranges from 200 to 500, with the cut score (pass point) set at 400. Letter grades (other than Pass) for the DSST tests are not available.

In order for students to start their preparation for the DSST exams, see below.

DSST Exam preparation materials from Prometric and Peterson's are available on the DSST website. Students can "test drive" exam question types on the internet platform on which the actual exam is administered with free Prometric Practice Exams .

- * Peterson's Practice Tests for College Students
- * Peterson's Practice Tests for Military College Students

How Do Students Take a Free Prometric Practice* Exam?

1. Visit http://getcollegecredit.com/dsst_practice_exam.
2. Choose an exam title.
3. Create an account in the Practice Exam Portal.
4. Confirm your test selection.
5. Launch the test.

***IMPORTANT-** "Live Tests" (not practice exams) will require a separate username & password.

Fee Increase for CLEP exams:

Effective July 1, 2018, the new CLEP exam fee is now \$87. The CLEP website and publications have been updated to reflect the change. Remember the CLEP fee and the administrative fee charged by the test center are always separate and required.

Free Preparation/ online CLEP courses for CLEP study:

Check out Modern States Education Alliance for free CLEP courses taught by professors at leading institutions. These will help you to prepare to take the credit-bearing CLEP exams.

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2019-20 Testing News

Frequently Asked Questions

Websites for CLEP & DAN TES

Save time and money and get the latest information on these examinations at:

CLEP: <http://www.clep.collegeboard.org>

DSST/Prometric: <http://www.getcollegecredit.com>

CLEP College Composition/DSST Public Speaking: the exam score, along with the essay exam offered through Excelsior College, and the DSST Public Speaking exam will be available no sooner than 6-7 weeks after you take the exam. Please note this delay when planning these exams preceding graduation. Please pay close attention to the 3-5 minute minimum/maximum time allotted for the public speaking oral portion of the DSST exam.

Q: I need more assistance to complete my self-study for a CLEP or DSST exam. What should I do?

A: Commercial test preparation guides are available in larger bookstores or online. They may provide some secondary assistance in your study regimen. If you need even more structure, you might consider the studysmart study program: <http://www.istudysmart.com> (DSST & CLEP) or [Modern States Education Alliance](#) (CLEP only).

Q: How long does it take to know my exam score?

A: CLEP and DSST scores are shown immediately (with the exception of College Composition & Public Speaking) with the *official* scores mailed from CLEP and DSST approximately two weeks after the test date. You can also view your results from each test company's website.

Q: When can I re-take a specific exam?

A: For CLEP & DSST it is 3 months.

Q: How long will it take to study for an exam?

A: Your study habits have a lot to do with the time needed. Most exams are worth 3 semester hours of college credit. We suggest that you provide yourself with ample time that suits your learning style. Some accomplished test takers may be able to complete their study in half the time of a typical course. However, this varies by the individual. The key to remember is "time" is not your focus. Learning the subject matter is what counts.

Q: I took my exam at Charter Oak State College; don't you keep the score?

A: No. Charter Oak State College is only a test center for your exam. Only if you designate Charter Oak State College as your score recipient will we be sent your official exam score from the testing company. You must indicate where you want the exam scores sent when you register and pay the testing company.

More FAQ's can be found on our [website](#).

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Test Administration Schedule 2019

All CLEP & DSST Exams are held at 85 Alumni Road in Newington, CT

Pathways/Early Childhood Exams are held at the main office, 55 Paul Manafort Drive, New Britain, CT

August 2019 – December 2019

Month	CLEP	DSST	COSC Pathways
August	(F) 2 (11:30 a.m.) (S) 3 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 8 (10:30 a.m. & 1 p.m.) (F) 16 (11:30 a.m.) (S) 17 (9 a.m.) (S) 24 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 2 (11 a.m.) (R) 8 (10 a.m. & 12:30 p.m.) (F) 16 (11 a.m.)* (S) 17 (11 a.m.)	 (S) 17 (12:30 p.m.) (S) 24 (12:30 p.m.)
September	(F) 6 (11:30 a.m.) (S) 7 (11:30 a.m. & 1:30 p.m.) (R) 12 (1 p.m.) (F) 13 (11:30 a.m.) (S) 14 (10 a.m.) (S) 21 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 6 (11 a.m.) (R) 12 (12:30 p.m.) (F) 13 (11:00 a.m.) (S) 14 (12:00 p.m.) (F) 20 (2 p.m.)**	(S) 7 (12:30 p.m.) (S) 21 (12:30 p.m.)
October	(S) 5 (11:30 a.m. & 1:30 p.m.) (F) 11 (11:30 a.m.) (F) 18 (11:30 a.m.) (S) 19 (9 a.m.) (S) 26 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 11 (11 a.m.) (F) 18 (11 a.m.) (S) 19 (11 a.m.) (F) 25 (2 p.m.)**	(S) 5 (12:30 p.m.) (S) 19 (12:30 p.m.)
November	(F) 1 (11:30 a.m.) (S) 2 (9 a.m.) (S) 9 (11:30 a.m. & 1:30 p.m.) (F) 15 (11:30 a.m.) (S) 16 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 1 (11 a.m.) (S) 2 (11 a.m.) (F) 15 (11 a.m.)*	(S) 2 (12:30 p.m.) (S) 16 (12:30 p.m.)
December	(F) 6 (11:30 a.m.) (S) 7 (9:00 a.m., 11:30 a.m., 1:30 p.m.) (F) 13 (11:30 a.m.) (S) 14 (9:00 a.m.)	(F) 6 (11 a.m.) (F) 13 (11:00 a.m.) (S) 14 (11:00 a.m.)	(S) 7 (12:30 p.m.) (S) 14 (12:30 p.m.)

Pathways Early Childhood Education exams are offered in the Conference Room located at 55 Paul Manafort Drive, New Britain, CT

* Public Speaking exams are held at 2 p.m.

** Public Speaking exam only