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From the Desk of the Vice President of Academic Affairs

I have decided to use my column to talk to you about academic dishonesty, more specifically plagiarism. Plagiarism has become rampant on college campuses. Some people blame it on the Internet because it is so easy to cut and paste material into one's own document. Others blame it on the declining ethical behavior in our country, citing the Enron's and other large scandals. One would think that since we deal mostly with adult students, we would not have a problem. Unfortunately, that is not the case. And the number of plagiarism problems, although still relatively small, seems to be increasing each semester.

I want to bring your attention to the language in our distance learning bulletin. It states: *By registering for a Distance Learning course, a student attests that all assignments submitted and examinations completed are the work of the enrolled student. Dishonesty will result in an "F" in the course and may incur other disciplinary action for Charter Oak State College students including dismissal from the College. (p. 8)*

In our current Student Handbook under Section 2: Proscribed Conduct it states: *Charter Oak State College may discipline a student in the following situations: For academic dishonesty, which shall in general mean conduct, which has as its intent or effect the false misrepresentation of a student's academic performance including but not limited to: (a) cheating on examination; (b) plagiarizing including submission of another's ideas or papers as one's own; (c) stealing or having unauthorized access to examinations; (d) falsifying records, transcripts, test scores or other data or (being represented by another individual for all or part of a distance learning course. (p. 13-14)*

We at Charter Oak want to protect the integrity of our courses and academic degrees. Therefore, we take academic dishonesty very seriously. Unfortunately, not all of our students do. Some of our students have plagiarized in our distance learning courses and have received an "F" grade for the course. The "F" grade does appear on the offending student's transcript and can impact financial aid and the student's grade point average. If caught plagiarizing a second time, the student could be subject to dismissal.

We have also had students plagiarize in our portfolio assessment process. When this happens, the offending student receives no credit for his/her work and is not allowed to resubmit.

Some Charter Oak students, when caught, have chosen to leave the College. They may not realize that their dishonest actions may follow them. If they were receiving financial aid, the permanent record of the “F” grade can have an effect on their academic progress. If they apply to another college, they will have to answer the question—did you attend any other colleges—and have to submit a transcript from Charter Oak. If they answer no, they are now lying on their application, which can cause a problem, especially if they had financial aid from Charter Oak. If they answer yes, the transcript from Charter Oak will show the F grade. Even if the “system” does not catch the student, the student has to live with knowing that he/she cheated.

Because we want to maintain the integrity of our degrees, we have purchased a license to Turnitin, a software program that checks for plagiarism. Faculty electronically submit student papers to Turnitin which checks for plagiarism, and the faculty receive a report telling how much of the paper has been plagiarized and from what sources. Faculty can also just submit parts of the paper to Google to find out if material has been plagiarized.

If you are not sure how to correctly cite sources when writing a term paper, you may reference the Web for assistance. Two sites that we recommend are: <http://webster.comnet.edu/mla/html> and <http://history.sacredheart.edu/crit.html> Charter Oak offers a one-credit online course, ENG 102A, that will teach you how to write a research paper and we will be offering a workshop this semester on how to cite materials from the web. Information on the workshop can be found on page 3.

Please be honest. Your academic career depends on it!

Sincerely,
Shirley M. Adams, Ph.D.

Need some help in writing your concentration essay?

Dr. Julius Rubin, Professor of Sociology at Saint Joseph College, and a member of Charter Oak’s consulting faculty, will be in the chat room to answer your questions and give you pointers concerning what the faculty is looking for in the essay. When? Tuesday evening, March 9th, from 6:30 to 7:30 p.m. EDT. Where? Go to the Charter Oak State College website at www.charteroak.edu and click on “Online Essay Chat” and then click on “Enter Chat Room”.



Summer Course Offerings

Thinking about taking a distance learning course this summer? The eight-week summer courses begin June 1, 2004 and end July 24, 2004. Here is a list of the proposed summer courses. Please check our website at www.charteroak.edu for the latest updates.

- Comm. 326: Effective Personal & Organ. Communication
- Eng. 102a: Research Paper Writing Tech. (1 cr)
- Eng. 102: Composition and Research
- Esc. 111: Intro. To Earth Science
- Mgt 450: Leadership Practices
- Nursing 190: LPN to RN Articulation Bridge Course
- Phil. 301: Contemp. Ethical Issues in Health Care
- Phil. 485: Personal Values & Org. Ethics
- Pol. Sci. 150: American Government
- Pol. Sci 350: International Terrorism
- Soc. 449: Soc. Prob. & Their Impact on the Workplace

Enrollment in Charter Oak distance learning courses has come a long way since they were first offered in 1998. Total enrollment in those initial courses was 19 students! This spring, enrollment at the time of publication of this newsletter is 802 credit course registrations and 49 non-credit registrations. This is an 11% increase over the Spring 2003 semester.

Registration for the Summer Session begins April 5.

Current students will receive a catalog in the mail, but you can also find the catalog and register through our Web site, www.charteroak.edu

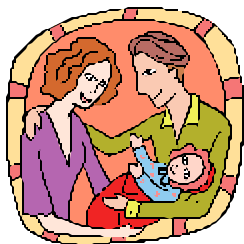


Free Online Tutoring Available

Charter Oak State College, in collaboration with the Connecticut Distance Learning Consortium, is participating in a pilot project, funded by the Davis Education Foundation, to provide **free** tutoring to Charter Oak students taking online courses. You now have the opportunity to benefit from the assistance and expertise of tutors through a learning platform provided by Smarthinking, Inc.

Tutoring will be offered in several different areas including accounting, mathematics, psychology,

sociology and writing. A complete list of subject areas in which tutoring will be offered in the spring semester will be listed on the CTDLC website at www.ctdlc.org



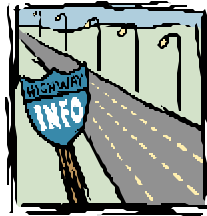
A Nice Coincidence! by Debbie Bradford

In my EN102 course, English Composition and Research, I pair each student with another to critique each other's essays to assist in the revision process. Quite a nice coincidence occurred this past semester with two of my students acting as peer partners for one another.

Jeff Bellamy, from Norwich, Connecticut, and his peer partner, Pat Bussolotti, from Ledyard, Connecticut, did not know one another at the beginning of the semester, but that changed a few weeks ago. At that point Jeff informed me that his wife had just given birth to a baby boy and, to his delight, he had met his peer partner in the hospital! Pat is a nurse and for 20 years used to work in Labor and Delivery at the hospital in which Jeff's baby was born. (Pat is now Case Manager for the Connecticut Breast and Cervical Cancer Early Detection Program at the hospital.) She knows the personnel well there and found out about the birth.

Both couldn't have been more surprised and happy to meet. Jeff informed me that Pat shared some of her own baby and family stories and even came by the birthing center a couple of times to check on Jeff's wife, Gina, and baby Justin. In addition, Gina was experiencing a problem after the birth and Pat assisted her with it.

I shared this wonderful coincidence with the rest of our class, as such experiences bring a bit of warmth to the online classroom. One never knows when online students will meet face-to-face, and it's so nice when this does happen!



Student Information Week: March 22— March 25

Each year, your Student and Alumni Associations, in conjunction with the Offices of Admissions and Academics, put together a week of events to enhance your experience as a student at COSC. These are our plans for the week of March 22, 2004.

Monday, March 22, 2004

COSC celebrates **Women's History Month**. Please check COSC's website for specific on-ground and online events celebrating COSC's students, alums, faculty and others.

Tuesday, March 23, 2004 – 6 p.m.

Dinner's on Us - Come for Dinner and Hear about: **Networking as a Tool for Effective Professional Development**

The Alumni Association invites you to participate in this workshop led by Professor Ann Marie Gagnon of CCSU who is also employed by a large re-employment networking group in CT. Join your fellow students and alums to learn more about this dynamic tool. Dinner will be at 6 p.m., and the presentation will begin at 7 p.m. Free of charge. If you cannot be with us, join us online. The event will be webcast at www.charteroak.edu at 7 p.m. Reservations required. Call Lori Pendleton at (860) 832-3858 or email her at lpendleton@charteroak.edu.

Also on Tuesday:

How to Write a Successful Concentration Essay – The Experts are Waiting to Help

Join members of the COSC faculty for an informal discussion of the concentration essay. Bring your questions and receive expert advice. Not only will you get helpful hints, but you'll also have the opportunity to meet other students struggling with the same issues you are. Milk and cookies will be served to calm any lingering nervousness about the essay! Free of charge, 7:00 – 8:00 p.m. Limited

**Student Information Week Workshops
Registration Form**

Please reserve seats by Friday, March 19th

Mail: Charter Oak State College
55 Paul Manafort Drive
New Britain, CT 06053

Telephone: (860) 832-3841 (Linda Larkin)

E-mail: llarkin@charteroak.edu

FAX: (860) 832-3999

I will attend the following workshops:

- Women's History Month Event—FREE [3/22/04]**
- Networking as a Tool for Effective Professional Develop.—FREE [3/23/04]**
- How to Write a Successful Concentration Essay—Free [3/23/04]**
- How to Research and Correctly Cite a Paper—Free [3/24/04]**
- Portfolio Assessment Workshop 7-9 p.m. [03/25/04]—\$35 (mail to Dr. Maryanne LeGrow)**

Name _____

Address _____

Daytime telephone _____

E-mail _____

Payment Method:

- Check enclosed and made payable to "Charter Oak State College"

Credit Card:

- Visa Master Card Discover

Name that appears on card _____

Card Number _____

Expiration Date _____

Signature _____

seating. Reservations required: Call Linda Larkin at (860) 832-3841 or email her at llarkin@charteroak.edu.

Wednesday, March 24, 2004 – 6:30 p.m.

Worried because you haven't written a research paper in awhile? We have the answer:

How to Research and Correctly Cite a Paper

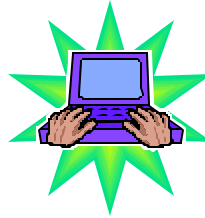
Kitty Tynan, Head of Reference Services at the University of Hartford's Mortensen Library, will be at Charter Oak to bring you up-to-date on current tools for library and Internet research. In addition, she'll teach you how to correctly cite information including proper form for electronic resources. Penalties for plagiarism, even if it's unintentional, can be harsh. The best way to avoid even suspicion of plagiarism is to be well informed. Come to learn, ask questions and prepare yourself to write well-researched and documented papers. Free of charge, 6:30 - 8:00 p.m. Reservations required. Call Linda Larkin at (860) 832-3841 or email her at llarkin@charteroak.edu. Following the presentation, information from the workshop will be posted on the COSC website at www.charteroak.edu.

Thursday, March 25, 2004, 7 – 9 p.m.

Want to earn college credit for your learning from work/life experience? Learn how at our . . .

Portfolio Assessment Workshop

Hear a presentation by COSC's Dr. Maryanne LeGrow, Assessment Coordinator. See examples of successful portfolios, and have your questions answered. This is a perfect opportunity to decide if this method of earning credit is right for you. **A non-refundable fee of \$35.00, which includes the Portfolio Assessment Handbook, is due March 18, 2004.** Please mail the registration form on page 4 with credit card authorization or check (payable to COSC) to: Dr. Maryanne LeGrow, Charter Oak State College, 55 Paul Manafort Drive, New Britain, CT 06053-2142. Questions? Contact Dr. LeGrow at (860) 832-3846 or e-mail: mlegrow@charteroak.edu. **Deadline: March 18. Register Early! Seating is limited.** Can't make the workshop? Order a taped



You asked for it – the Student e-Lounge!

Earning a degree through a distance learning college doesn't have to be a lonely experience. Did you know that COSC has approximately 1600 matriculated students? Nearly every state and several foreign countries are represented in your student body. You are employed in a myriad of different careers (including professional NFL football players, corporate executives, RN's, and ship builders) and have attended an astounding number of different colleges prior to matriculation at COSC.

You are an interesting group of people from varied backgrounds who share a common goal. You've chosen to complete your college degree, and you've chosen to do so at a unique institution that allows for lots of independence and individualization. What we've been hearing from our students for a long time is that they would like a way to connect with each other. Are you curious about how others have prepared for exams or portfolios? Do you wonder about finding study materials or where to apply for grad schools? We've opened an electronic student lounge so that you can network, chat, share information, and support each other.

Using the e-Lounge is simple. Just go to the COSC website at www.charteroak.edu and click on "Academics" and then on "Student E-Lounge." Respond to someone else's posting or start your own. This is your lounge; get e-connected!



What is Public Information?

Charter Oak State College has designated certain information as "directory information," which the College can release without your consent. Information in this category is as follows: your name, address, degree program and concentration, dates of

matriculation, and degrees and awards received from the College. Any other information about you is confidential and can only be released with your written consent. You are the only person with whom the College will discuss your confidential information. Excepted are members of the Board of the College and College staff, including Consulting Faculty, who have access to such information in connection with their official duties. If anyone, other than you, wants information on your progress, the College will not talk with that person without your written consent and written signature. The College Registrar and your advisor have a Release of Information form that is available upon request.

You may also request by writing to the Registrar, that that directory information not be released without your written consent. Whenever writing, include your name, address, social security number, date, and signature. Since your written signature is required, this request cannot be sent by e-mail. Requests should be sent to the attention of the Registrar by postal mail or by fax to (860) 832-3999.



Staff Notes

The College is pleased to welcome its newest admissions counselor, Shannon Anderson. Shannon is a native of New England and a graduate of the University of Vermont. As a child of two career educators and the niece of several more, it was almost a natural that she become involved with education on some level. She has worked in the college admissions process for over six years with experience in undergraduate, graduate and law school admissions. When away from work, she enjoys exploring the back roads of New England, home improvement, physical fitness, and spending time with her family and Golden Retrievers.

Shannon will be devoting much of her time to outreach in the Health Care industries and the Hartford business community. In addition to her office at Charter Oak, Shannon also staffs an office at Capital Community College and is available by appointment by calling (860)832-3857 or at sanderson@charteroak.edu.



Annual Graduation Ceremony

The annual graduation ceremony will take place at 2:00 p.m. on Sunday, June 6, in Welte Auditorium on the campus of Central Connecticut State University, which is adjacent to Charter Oak State College. The Board for State Academic Awards has chosen to honor Mr. William Brown, Executive Director of the Eli Whitney Museum in Hamden, Connecticut, with a Doctorate of Humane Letters. Mr. Brown was chosen for his professional accomplishments and his commitment to innovation. His leadership of the Eli Whitney Museum embraces the spirit of resourcefulness and learning, independent of the conventional classroom. This is consistent with the Charter Oak philosophy which recognizes the value of what someone knows, and it is not important where or how the student acquired that learning.

The Student and Alumni Associations will host a brunch at 11:00 a.m. preceding the ceremony. A reception will follow the ceremony. Information about the brunch and ceremony will be mailed in mid-April to Charter Oak Students who have completed or plan to complete degree requirements between May 31, 2003 and April 30, 2004. The invitation for all other students is on page 11 of this newsletter. Reservations for the brunch are required. Be sure to make yours early because we have had to turn people away in the past.

Information on ordering caps and gowns will be mailed this month (March). If you do not receive the information, contact Gale Terrill at 860-832-3838 or gterrill@charteroak.edu.

Student Association

Anyone interested in a leadership role within the Student Association is urged to contact us. Elections for Student Association officers will take place at the Annual Meeting on June 6th and the Association is always looking for interested Board members. The time commitment is small but the satisfaction that comes from volunteering is great. Contact Student Association President Tim Kulig at tkuligcosc@yahoo.com or staff representative, Linda Larkin at (860) 832-3841 or at llarkin@charteroak.edu to hear more about these opportunities.

Annual Notification of Rights under FERPA for Charter Oak State College

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the **Registrar** written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

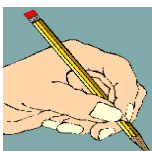
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **Charter Oak State College** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

In accordance with FERPA, the College has designated the following categories of information as "directory information" which at the College's discretion may be released without consent of the student: student's name, address, degree program and concentration (major area of study), dates of attendance, and degrees and awards received. A student may request that directory information not be released without his or her written consent. Such requests must be submitted in writing to the registrar and must include the student's name, address, social security number, date and signature.



TESTING NEWS

Web Sites for CLEP & DANTES

CLEP: <http://www.collegeboard.com/student/testing/clep/about.html>

DANTES: <http://www.getcollegecredit.com>

Helpful information on preparing for the CLEP computer-based exams can be found at <http://collegeboard.com/student/testing/clep/prep.html>

Acceptance of ACE credit recommendations for standardized exams.

Charter Oak State College now accepts ACE credit recommendations for standardized exams. This policy permits the College to accept many exams that were not accepted before. COSC policy is as follows:

Any matriculated student who will receive more credits or credits at a higher level from the credit recommendations of ACE, rather than the credit recommendations of COSC, can be awarded the ACE credit recommendations effective immediately. This policy is retroactive for currently matriculated students in cases where students will benefit from it. Certain examinations will continue to be evaluated at a lower level in accordance with faculty policy, primarily examinations in Business subjects.

Any students matriculated prior to 7/1/03 and who have not graduated can receive credit awards based on COSC credit recommendations, rather than ACE credit recommendations where the credit awards are at a higher level or are for more credits. Students matriculated prior to 7/1/03 who want to receive COSC credit recommendations must take the examinations prior to 7/1/04. Any exams taken after 7/1/04 will result in credit awards based on ACE credit recommendations, regardless of the student's matriculation date. If you have plans to take certain exams for your concentration of study, consult with your advisor to determine how this policy may effect you.

Students matriculated at COSC after 7/1/03 will receive the credits as recommended by ACE. The College reserves the right to assess exams in the future.

The complete list of exams and levels is available on the COSC web site <http://www.charteroak.edu/Advising/StandardizedExams.cfm>

Scheduling Correspondence Exams

For **correspondence exams**, call our testing staff in advance to make an appointment prior to ordering the exam from the university. Complete and mail required forms to the university offering the course **clearly stating the date of the exam**. Call us (860-832-3822) a few days ahead to be sure the exam has arrived on time. Charter Oak administers correspondence exams only to our matriculated students.

CLEP "Open Seats" feature on COSC Web Site

Now you can check to see if the date you are planning to take a CLEP exam at Charter Oak State College is available. This new feature allows you to know if there are still seats available for the date you are considering. Registration is on a first come-first served basis. Registrations fill early and space is limited for the exams. The feature can be found at <http://www.charteroak.edu/advising/testadminschedule.cfm>

Library copies of Official DANTES Test Preparation Guide

The Charter Oak State College library has several copies of the DSST book "The Official DSST Test Preparation Guide" published by Thompson Learning. This publication covers 8 DSST exam titles: Business Math, Ethics in America, Financial Accounting, Human Resource Management, Introduction to Business, Organizational Behavior, Personal Finance and Principles of Supervision. It features pretests and posttests for each exam, a subject overview and practice sets for mastering test-taking skills.

Check with your advisor regarding the exam you are planning to take, and then call our office to see if you can borrow the book. Books are loaned on the honor system for up to 3 months. Please return all books promptly so that others may benefit.

Please use the following internet address for information on how to register for the CLEP, DANTES, COSC, and TECEP exams: <http://www.charteroak.edu/Advising/testadminschedule.cfm>

Test Administration Schedule		
Month	CLEP (Administered on Tuesdays and Saturdays)	Correspondence, COSC, DANTES, TECEP, Distance Learning
April	3 (9 a.m., 12 & 2 p.m.) 17 (9 a.m., 12 & 2 p.m.)	3 (9 a.m. & 12 noon) 17 (9 a.m. & 12 noon)
May	1 (9 a.m., 12 & 2 p.m.) 4 (9 a.m. & 12 p.m.)	8 (8:30 a.m. & 11:30 a.m.)* 15 (9 a.m. & 12 noon)
June	5 (9 a.m., 12 & 2 p.m.) 26 (9 a.m., 12 & 2 p.m.)	5 (9 a.m. & 12 noon) 26 (9 a.m. & 12 noon)
July	6 (9 a.m. & 12 p.m.) 10 (9 a.m., 12 & 2 p.m.) 23 (9 a.m., 12 & 2 p.m.)	10 (9 a.m. & 12 p.m.) 24 (9 a.m. & 12 p.m.)
August	7 (9 a.m., 12 & 2 p.m.) 10 (9 a.m. & 12 p.m.) 21 (9 a.m., 12 & 2 p.m.)	7 (9 a.m. & 12 p.m.) 21 (9 a.m. & 12 p.m.)
September	11 (9 a.m., 12 & 2 p.m.) 14 (9 a.m. & 12 p.m.) 18 (9 a.m., 12 & 2 p.m.)	11 (9 a.m. & 12 p.m.) 18 (9 a.m. & 12 p.m.)
*No DANTES exams in New Britain on these dates.		
Distance Learning Examination Schedule Spring and Summer 2004		
Distance Learning Courses	Date	Place and Time
Spring Term	Mid-term: March 20 Final: May 8	Central CSU 8:30 a.m. & 11:30 a.m.
Summer Term	Saturday June 26 & August 8	Charter Oak State College Main Office 9 a.m. & 12 noon



GRADUATION NEWS

Letters Confirming Graduation

Should you need verification of your impending graduation, either for acceptance to graduate school or for employment purposes, you can request a letter attesting to your status after you have paid the graduation fee. Such requests should be made in writing to the Academic Vice President, Dr. Shirley Adams, or send your request via US mail to 55 Paul J. Manafort Drive, New Britain, CT 06053 or via e-mail to sadams@charteroak.edu. The request should include the name, title and address of the recipient.

Immediately following each graduation date you can expect to receive a complimentary transcript indicating your graduation date, and a letter attesting to the fact that you have graduated. This letter or the complimentary transcript is the proof that most employers are seeking. Graduate schools will require an official transcript, which you can request to be sent from the COSC Registrar's Office.

Diplomas, which are rarely required as proof of graduation, are awarded only once a year at the annual ceremony in June. While the diploma is, for

many, the eagerly awaited symbol of completion, it is the transcript or letter attesting to graduation that other interested parties usually require. Should you decide not to attend this celebration, the diploma will be mailed to you immediately following the ceremony.

Graduation Deadlines

Submit the form below to Gale Terrill when you are **three** months prior to completing graduation requirements. **PLEASE** pay attention to **DEADLINES** that are strictly enforced. Note that faculty must **APPROVE** your Concentration Proposal in **advance of the transcript deadline**.

Graduation Date	Notification Deadline	Transcript & Fee Deadline
Jan. 31	Oct. 31	Dec. 31
March 31	Dec. 31	Feb. 28
May 31	Feb. 28	April 30
July 31	April 30	June 30
Sept. 30	June 30	Aug. 31
Nov. 30	Aug. 31	Oct. 31

RETURN THIS NOTICE **THREE MONTHS PRIOR TO THE GRADUATION** FOR WHICH YOU PLAN TO QUALIFY to: Gale Terrill, COSC, 55 Paul Manafort Drive, New Britain, CT 06053

Please provide all the information requested (**PLEASE PRINT**)

Name _____

Address _____

Daytime Phone _____ Evening Phone _____

E-Mail _____

Social Security Number _____

Your advisor's name _____

I plan to graduate: January 31 _____ July 31 _____
 March 31 _____ Sept. 30 _____
 May 31 _____ Nov. 30 _____

I will be requesting the following transcripts to be sent to Charter Oak for credits to fulfill graduation requirements:



BUFFET BRUNCH

Sponsored by the Student Association
and Alumni Association

Come and meet fellow students and alums and honor this year's
graduates at the Annual Student/Alumni Brunch.

Central Connecticut State University
Memorial Hall
Sunday, June 6, 2004
11:00 a.m.

MENU

Fresh Fruit Salad

Grand Marnier French Toast accompanied
by Flavored Butters & Maple Syrup

Creamy Scrambled Eggs
with Garlic & Herb Cheese

Sliced Baked Ham with Garlic & Herb Roasted
Red Potatoes

Shrimp, Clams, Mussels & Scallops
served in a casserole with linguine

Mixed Greens Dressed with Balsamic Vinaigrette

Raspberry Corn, Blueberry Streusel
and Spiced Carrot, Raisin & Nut Muffins and assorted breakfast pastries

Coffee-Regular, Decaf & Hazelnut and Tea
Orange, Cranberry, Apple Juice & Sparkling Water

Adults \$16.00 Children 10 and under \$10.00
4 and under \$6.00

RESERVATION FORM (REQUIRED)

Please make checks payable to Charter Oak State College. RSVP by May 28th. Mail to:
Linda Larkin, Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142.
Questions? Contact Linda Larkin @860-832-3841 or llarkin@charteroak.edu

_____ @\$16.00 per adult Name: _____
_____ @\$10.00 per child (10 & under) Address: _____
_____ @\$6.00 per child (4 & under) _____

CHARTER OAK STATE COLLEGE
Board for State Academic Awards
55 Paul J. Manafort Drive
New Britain, CT 06053-2142

NON PROFIT ORG
U.S. Postage
PAID
Hartford CT
Permit No. 1413

Scholarships Available

Applications are being accepted for two scholarships available to Charter Oak students in good standing. These awards are need-based and consider information related to the following criteria: amount of income, assets, number of dependents, employment status, fixed expenses, personal circumstances such as disability, single parent status, etc. In addition, each scholarship has specific criteria described below.

The **John and Elizabeth Blennerhassett Scholarship**, established by Charter Oak graduate, Susan Sweeney, is open to working adults who show academic promise and financial need. This year, the award will be in the amount of \$500 and can be used to cover tuition, fees, books or other educational expenses.

The **Sgt. George R. Dingwall Scholarship** was established in memory of a Charter Oak graduate who lost his life in the line of duty as a law enforcement officer in Middletown, CT. The scholarship is open to full-time law enforcement officers from any geographic region of the United States, with preference given to residents of Connecticut. This year, the scholarship is in the amount of \$500 and can be used to cover tuition, fees, books or other educational expenses.

Application deadline for both scholarships is June 1, 2004. Contact Harry White at 860-832-3863 or hwhite@charteroak.edu for an application.