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## From the Desk of the Vice President of Academic Affairs

It seems like only yesterday that we held our graduation ceremony and were enrolling students in our summer distance learning classes. Now we are into the fall semester and already planning for the spring term. Enrollment in our credit courses continues to grow. This year we are up by ten percent over last year and does not include enrollment in Term II courses that begin October 27th.

During the year, our faculty approved a number of policies that may have an impact on your program of study. They are outlined in the section headed "Policies Approved". We have also added more evening hours to our academic counseling schedule to better accommodate students living on the West coast.

Each year we add new faculty to our "core faculty". These are the faculty who help us set academic policies and who review your concentration proposals. They are selected from the public and private, two and four year institutions throughout Connecticut. We have included brief biographies on each in this newsletter.

COSC is busy developing a new web site that will give the students better access to information about the College and to information about their academic and financial status. We hope to have the site up in late fall.

Have you ever wondered who the other COSC students are? If so, here is a brief summary of our 2002-03 graduates. 51% were female, the average age was 41, 75% are white, non-Hispanic, 60% live in Connecticut, 45% graduated with an individualized studies concentration, over 70% are working full time. Most completed their bachelor's degree in two years or less.

I hope you are having a good semester. We are always looking for ideas for new distance learning courses or for better ways to provide service to our students. If you have ideas, send me an e-mail: [sadams@charteroak.edu](mailto:sadams@charteroak.edu)

Sincerely,

Shirley M. Adams, Ph.D.  
Vice President for Academic Affairs

## New courses for Spring 2004

Five new online courses will be offered during the Spring 2004 semester, which will run from January 26- May 8, 2004.

**Psychology of Exceptional Children.** The purpose of this course is designed to increase the student's understanding of the psychology and education of the exceptional child. The course is not a methodology course, but will provide an overview of the range of exceptional characteristics that exist and the effects of these on learning. The physical, mental, emotional, behavioral and social traits of children and adolescents will be discussed. Students will gain an understanding of pertinent federal and state legislation. Other topics will include legal issues, giftedness (identification/classification/labeling), as well as diversity of culture and language.

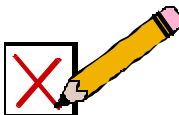
**Introduction to Latin American Politics and Government.** This course will introduce students to the study of 20th century Latin American politics. The range of issues covered include: the relationship of Latin American and the Caribbean to the rest of the world; the historical roots of regional tensions; national economics of the Americas; political instability, reform movements and revolutions; the impact of migration and urbanization; changing regional ethnic identities; the evolving role of women; religious upheaval; cultural/artistic movements; difficulties in maintaining national sovereignty; and the Latin American and presence in the United States.

**Foundations of e-Commerce.** This course introduces students to the strategies and infrastructures underlying e-commerce in the new economy. Technological trends, market opportunities, competitive threats, marketing responses, metrics, business plan, and public policy issues concerning e-commerce will be covered.

**English Composition.** This course emphasizes the relationship between reading and writing. From the readings, writings, and discussions, the student will discover that writing is a process of inventing, planning, drafting, reading critically, revising, editing, and proofreading. When writing essays using such

patterns of development as narration, description, comparison-contrast, cause-effect, and argumentation-persuasion, the student will also see the importance of considering purpose, audience, tone, point-of-view, organization, and development.

**Organizational Behavior.** The course description is not yet available.



## Course Evaluations

At the conclusion of each of our online and video courses, we ask that you take the time to complete the evaluation of the course and the instructor. If it is an online course, the evaluation instrument is available online. If you are taking a video course, you are either asked to complete it when you take your final examination at COSC or you can take it home and send it back. It only takes a few minutes to complete. Just like getting grades and feedback on your exams and papers is important to you, getting feedback on how our instructors are doing and on how well we are providing services to our students is important to us. We use that information to provide professional development for our instructors and staff and for deciding if we need to add services or change services.

Your evaluations are anonymous and go to the Connecticut Distance Learning Consortium. The information provided to COSC and to the instructors does not identify individual students. The faculty and COSC do not receive the results until after grades have been turned in for that term.

When COSC receives the evaluations from CTDLC, the instructors receive their own data, including written comments. COSC receives the individual instructor data and comments as well as composite data. The composite data is shared with our Distance Learning Committee and with the COSC administration who use it for improving our Distance Learning program.

Let us know how we are doing; please take the time to complete the course evaluation form.

## New Core Faculty Members

***Criminal Justice:*** Casey Jordan, Western Connecticut State University. Dr. Jordan is working on her J.D. degree, anticipated completion 2003; Ph.D. in Criminal Justice from CUNY's John Jay College of Criminal Justice specializing in criminology and police studies; M.A. in criminal justice from CUNY's John Jay College of Criminal Justice with a minor in forensic psychology, and two B.A. degrees—political science and law and society and two minors—sociology and communications. She completed a graduate internship in International Human Rights in Geneva, Switzerland, sponsored by the United Nations Department of Public Information Graduate Study Program. She is a tenured Full Professor at WCSU in the Division of Justice and Law Administration.

***Criminal Justice:*** Pearl Jacobs, Sacred Heart University. Dr. Jacobs has a Ph.D. in Sociology with a specialization in Criminal Justice from Fordham University; Master's Degree in Public Administration from Long Island University, and B.A. from Hunter College. Dr. Jacobs is an Associate Professor and Director of the Criminal Justice Program at Sacred Heart. Her experiences include being a research assistant and administrative coordinator for two different police departments.

***Economics/International Business:*** Shyamala Raman, Saint Joseph College. Dr. Raman has a Ph.D. in Economics from University of Connecticut; M.A. in Economics from University of Madras, India; M.A. in Liberal Studies from Wesleyan University; M.B.A. in Finance from University of Connecticut; and a B.A. in Economics from University of Madras, India. She is Professor of Economics and International Studies, Director of International Studies and Programs, and Chair of the Social Science Division at St. Joseph College.

***Accounting, Management, and Economics:*** Donald L. Benoit, Mitchell College. Mr. Benoit has his M.B.A. from Rensselaer Polytechnic Institute and his B.S. in Business Administration majoring in Accounting from Quinnipiac College. He is an Assistant Professor at Mitchell where he teaches accounting, management and economics courses. He is developing a small business program at Mitchell. He is also the principal owner of the Original

***Business Law:*** James W. Parker, Central Connecticut State University. Attorney Parker has his Juris Doctor from Harvard University School of Law and his B.A. in Economics from the University of Connecticut. He was a Fellow at the Princeton University Woodrow Wilson School of Public and International Affairs. He is Assistant Professor at CCSU in their School of Business where he teaches courses in business law, securities law, etc. In addition, he is Principal and Counsel, The Legal Innovations Group, LLC, a law and management consulting firm; founder of The NonProfit Law Initiative, Inc, and founder of the Entrepreneurial Initiative, Inc.

***Art:*** Nicholas Halko, Gateway Community College. Mr. Halko has a M.F.A. from the Hartford Art School at the University of Hartford; B.A. in Art History from Southern Connecticut State University, and B.S. in Applied Art and an A.S. from Charter Oak State College. In addition he has studied at The New York Academy, Paier College of Art, and The Cape School of Art and he went through the Alternate Route to Teacher Certification at Wesleyan University. Mr. Halko is an Associate Professor and coordinator of the Art and Visual Arts Program at Gateway.

***Foreign Language-French:*** Linda Olson, Southern Connecticut State University. Dr. Olson has a Ph.D. in French from the University of Wisconsin, M.A. in French from Case Western Reserve University, and B.S. Ed in French/Education from Cleveland State University. She is an Associate Professor of Foreign Languages and Academic Director of the International Studies program at SCSU. She has teaching experience that spans from elementary school through college. She was a Fulbright Scholar. She is fluent in Modern French, Old and Middle French, and Classical and Medieval Latin. She also reads Modern Italian and Spanish. In addition to being in SCSU's Foreign Language Department, she has served as the Certification Advisor and Student Teacher Supervisor for Foreign Languages for the School of Education and in the Honors College as its Director.

***English-Writing:*** Charles Darling, Capital Community College. Dr. Darling has a Ph.D. from University of Connecticut, M.A. in English from Washington University in St. Louis, and a B.A. from

the College of Wooster. Dr. Darling has been teaching at Capital since 1970. He has spent much of that time teaching developmental writing and is the primary author of Capital Guide to Grammar and Writing, a web site to assist students with writing difficulties. He also teaches a course in Desktop Publishing and he writes poetry.

**Math:** Sally Andrea Lesik, Central Connecticut State University. Ms. Lesik is completing her Ed.D. from Harvard University in Mathematics and Science Education. She has her M.A. from Wesleyan University in Mathematics, M.A. from Yale University in Statistics, B.S. from Trinity College in Mathematics, and B.S. from the University of Hartford in Engineering, Applied Mathematics and Physics. She is an Assistant Professor of Mathematics at CCSU. In addition to her teaching experience, she is a statistical consultant for Garden Park Management, Inc. and she has worked as an electronic engineer for two television networks and for AETNA. She is also a Certified Fraud Examiner, has a CPE in Accounting and Auditing, and has expertise in a number of mathematical and computer software packages and languages—S-Plus, SPSS, SAS, Minitab, Mathematica, MathCad, Maple, MatLab, Fortran 77, Pascal, C++, Microsoft Access, and Assembly Language.

**Computer Science:** Laura M. Gambino, Tunxis Community College. Ms. Gambino has a M.S. in Computer and Information Science from Rensselaer Polytechnic Institute and B.S. in Computer Science from Adelphi University. She is an Assistant Professor at Tunxis where she has developed five new courses in network administration, created two new CIS degree options in programming and network administration, and redesigned the Computer Information Systems degree.

## New Curriculum Changes and Policies

The Academic Council approved the following curriculum changes and policies during academic year 2002-03. All of the changes became effective July 1, 2003, unless otherwise noted.

### Curriculum:

1. Cultural Anthropology will fulfill the “global” general education requirement.
2. The language in the Music Concentration

requirements has been changed to read— “18 credits, divided between music theory and music history/literature, of which six must be at the upper level.”

3. Charter Oak will accept Thomas Edison State College Examinations Program (TECEP) test scores for all TECEP tests accepted by COSC.
4. Charter Oak will accept the credit recommendations of ACE for non-collegiate instruction, and all Excelsior, DANTES, and CLEP test score recommendations except in those cases where there is an inconsistency with faculty policy.
5. Computer Credits:  
*Time Restriction:* The 15 upper division credits in a computer related concentration, including the individualized concentration, must be less than seven (7) years old at the time of matriculation unless the student is employed in the computer field or has been actively pursuing formal or informal studies in the computer field. However, older courses may be used as free electives in the overall degree program.

*Duplication of credit:* If examinations have been passed for two or more versions of the same content or if two or more versions of the same course have been taken, the credit for the most recent exam/course can be applied towards the degree. Students cannot receive credit for both passing a certification exam and for taking the courses that lead to the exam.

*Revised policy for computer certification credits:* A maximum of six (6) credits, obtained from any certification, as approved by Charter Oak State College, may be used in a computer related concentration, including the individualized studies concentration.

6. ENG 102A: Research Paper Writing will meet the general education research requirement.
7. Information Systems Studies Concentration course requirements were changed. Students must “choose at least 2 of these courses— computer organization, computer

networking or software engineering” and “choose one or more of the following courses or other business or organizational related courses—accounting, management, marketing, finance, or strategic processes.”

## **Policies:**

### **Academic Record and Financial Aid Grade**

**Reports:** Both an academic record and a financial aid grade report will be maintained on each student. See descriptions below:

**Academic Record:** When a student has matriculated at Charter Oak, the Registrar’s Office develops an official transcript. At the point of entry into Charter Oak a student can elect to have only certain courses count towards the degree. A student has one month from receiving the initial status report to request this option. The student may elect to have D grades removed or decide that only courses in business will count, while courses in biology not count. Once this decision is made, the official academic transcript and a student financial aid grade report are developed.

**Financial Aid Grade Report:** An unofficial grade report will be kept for financial aid purposes. If a student applies for financial aid, the Registrar’s Office and the Financial Aid Office will determine what courses and credits will be placed on the official academic transcript, as opposed to the financial aid grade report. Once these two documents are developed, a student cannot elect to remove courses from his/her official transcript. The reason for the two records is to allow the Financial Aid Office to track transfer credits for financial aid eligibility.

### **Course Transfer Policy for Matriculated**

**Students:** Charter Oak accepts in transfer only grades of D and above. However if a student is receiving financial aid from Charter Oak, the student must send the transfer transcript to the Registrar’s Office regardless of the grade earned. If a student receives a grade of F in a course taken at another institution (transferred course), the grade and course will be recorded on the financial aid grade report for purposes of determining financial aid eligibility and academic progress. The course and grade will not be recorded on the student’s official academic transcript.

**Grades for Charter Oak Courses:** Grades of A-F will be recorded on the student’s academic transcript and calculated into the student’s grade point average.

**Repeat Courses:** A student may elect to repeat a failed course, or any course, taken at Charter Oak to improve his/her grade point average. The new grade will be recorded on the transcript and calculated into the grade point average. The academic transcript will show that the student repeated the course. The first grade will not be calculated into the grade point average. Students should check with their Charter Oak academic counselor before repeating a course.

A student may elect to repeat a failed course, or any course, taken at an institution other than Charter Oak. Only grades of D or better will be transcribed. If a student elects to repeat a transcribed course, it will be indicated on the student’s record. The new grade will replace the first grade and will be calculated into the grade point average. Students should check with their Charter Oak academic counselor before repeating a course.

A student may elect to repeat a failed course by taking it at a place other than where it was taken the first time or by taking a standardized exam. The student must get the approval of the Charter Oak academic counselor.

**Academic Probation:** When a student’s grade point average for the courses/exams on the COSC official academic transcript falls below a 2.0, the Registrar will notify the student by mail that he/she is being placed on academic probation. Students who are on academic probation must consult either in person or electronically with their academic counselor and discuss how they plan to get off of probation. (Students who receive financial aid, see Satisfactory Academic Progress Policy in Catalog or On-line.)

**Academic Dismissal:** The student has the equivalent of one semester or 15 credits to get off probation. If, at the end of that time, the student has not earned a 2.0, the student is subject to dismissal. The dismissal will coincide as closely as possible with the end date of the student’s annual advising fee so that the student does not suffer a financial penalty. During that year, the student may earn no more than 6 credits at another institution or through testing. (NOTE: the student may not earn any credits at

Charter Oak during that time). The student may apply for return after a year to the Director of Academic Counseling and will need to demonstrate through the course(s) taken at another institution or through some other means that he/she is now able to do satisfactory (C or better) work. Re-entry is not guaranteed.

### **Public Safety Administration Concentration**

Charter Oak State College, through its partnership with the Public Safety Education Institute, located in Phoenix, Arizona offers a bachelor's degree with a specialized academic concentration in Public Safety Administration (PSA). The Institute designed the Public Safety Administration degree completion program to allow people working in public safety to maximize prior learning credits and experience. The program is open to anyone with an associate's degree in a public safety related field or the equivalent in experience.

The program consists of 12 upper level courses (36 credits) and is being delivered on-line in a five-week discussion/seminar format. Federal financial aid is available and COSC can process employer-tuition reimbursement and military tuition payments for the program, for those who are eligible. Tuition is \$165 per credit.

*The PSEI courses are:*

Political & Legal Systems for the  
Public Safety Professional  
Human & Community Service Delivery  
Cultural Diversity in Public Safety  
Group Dynamics  
Ethics in Public Safety  
Applied Information Systems  
Psychology of Personal Development  
Research Methodology  
Human Resources  
Strategic Planning  
Counteracting Terrorism  
Leadership in Public Safety

The Public Safety Education Institute faculty represents some of the country's best and most experienced public safety educators. All current online faculty members have previous college teaching experience focusing on adult learners in the law enforcement, fire science and military fields. The

Institute would like to introduce just a few of its current faculty members:

#### **Dr. Joseph Saitta - Counteracting Terrorism (PSA 425)**

Dr. Saitta is a Bioterrorism Coordinator for the Virginia Department of Health and the Director of the Public Safety Institute, located in Fredericksburg, Virginia. He also works part-time as a deputy sheriff for the Fredericksburg (Virginia) Sheriff's Office. Previous employment includes: Special Agent for the predecessor of the Drug Enforcement Administration; disaster preparedness consultant for the Federal Emergency Management Agency; and contract faculty for the Emergency Management Institute's Master Trainer program. Dr. Saitta was the principal developer of the National Fire Academy's "Instructional Methodology" and "Course Development" courses.

Dr. Saitta holds a master's degree in Adult Education from the George Washington University, and a doctorate in Education (with a cognate/specialization in management) from the Virginia Polytechnic Institute and State University.

#### **Dr. Bill Lowe – Human and Community Service Delivery (PSA 415)**

Dr. Lowe is a captain/shift supervisor with a large suburban Atlanta, Georgia fire department where he helps manage shift operations for 90 firefighters and paramedics. Dr. Lowe's educational background includes two BS degrees: management and fire protection engineering. He also holds a Master of Business Administration, a Doctorate in Human Resource Management, and a Post-Doctoral Specialization in Marketing Management. Dr. Lowe is currently pursuing the National Fire Academy's four-year Executive Fire Officer (EFO) program, and will soon start an additional Post-Doctoral Specialization in Health Care Administration.

#### **Dr. Joseph Woodall – Research Methodology (PSA 440)**

Dr. Woodall is a graduate of the National Fire Academy's Executive Fire Officer Program. He was the Division Chair of the Grand Canyon University Public Safety programs. Dr. Woodall is currently a

visiting professor in the fire sciences programs at the University of North Carolina – Charlotte. He recently retired from the Peoria (Arizona) Fire Department. Dr. Woodall is also the founder of the Public Safety Administration Program.

Dr. Woodall received his doctorate in Human and Organizational Systems from the Fielding Institute. Dr. Woodall also holds a M.A. in Clinical Counseling, a M.Ed. in Counseling and H.R., a B.S. in Education and an A.A.S. in Fire Sciences.

### **Lisa Stelly-Wahlin, J.D. – Political and Legal Systems for the Public Safety Professional (PSA 410)**

Lisa Stelly-Wahlin obtained her undergraduate degree at Texas A&M University and her Juris Doctorate from Arizona State University College of Law.

Ms. Stelly-Wahlin has worked with law enforcement for over 12 years. She has been both a city and county prosecutor. For the past 4 years, Ms. Stelly-Wahlin has worked for the Arizona Attorney General's office and has been assigned to the Department of Public Safety as their police legal advisor. She is a member of the Legal Advisor's Association of Arizona, and of the legal officer's section of the International Association of Chiefs of Police. Ms. Stelly-Wahlin was also an adjunct faculty member at Grand Canyon University's Public Safety programs.

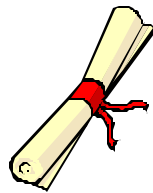
To learn more about the program, contact Josi Zendzian [jzendzian@charteroak.edu](mailto:jzendzian@charteroak.edu) or Paige Pelton [ppelton@charteroak.edu](mailto:ppelton@charteroak.edu).

### **Matriculation Renewal Extension Fee**



This option is available and payable by students whose annual billing due date occurs up to three months prior to when they anticipate graduating in order to extend the matriculation period by three months. If students do not have all records submitted to graduate in this time period, they will be responsible for the balance of the

matriculation renewal fee. Cost for a Connecticut resident is \$125; \$155 for non-residents.



### **I get my diploma when?**

I think that all would agree that COSC is an extraordinary college. There are many features that distinguish it from traditional institutions in its “adult student centeredness”. Unlike traditional colleges, COSC graduates students 6 times a year. This allows students to graduate year-round within 60 days of completion of all degree requirements. For those who are seeking admission to graduate school, a promotion, or a new position, this is a significant asset. While there are **six** graduation dates – January 31<sup>st</sup>, March 31<sup>st</sup>, May 31<sup>st</sup>, July 31<sup>st</sup>, September 30<sup>th</sup>, and November 30<sup>th</sup>, – there is one ceremony. It is held in early June each year. This year the date will be June 6, 2004.

There is always confusion among students about what to expect with regard to confirmation or proof of graduation. 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 one time a year at the annual ceremony in June. While the diploma itself is for many the eagerly awaited symbol of completion, it is the transcript or letter attesting to graduation that other interested parties usually require. However, it is never too early in your pursuit of your degree to begin looking for that perfect spot to hang your long-awaited diploma. Should you decide not to attend this celebration, the diploma will be mailed to you immediately following the ceremony.

**Charter Oak State College  
Celebrates Non-Traditional  
Student Week 2003!**

Throughout the year Charter Oak State College celebrates its adult students and their commitment to reaching their educational goals, but most especially, we do so during Non-Traditional Student Week. During this special week of November 3<sup>rd</sup> through the 7<sup>th</sup>, COSC will be offering the following events and workshops. Please join us!

**Monday, November 3<sup>rd</sup>**

**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 get expert advice. Not only will you get some 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 – 8:30 p.m. Reservations: (860) 832-3855 or mail the attached form to COSC.

**Tuesday, November 4<sup>th</sup>**

**The Enneagram Workshop – The Personality and Career Connection**

Take an exciting personality inventory and discover your preferred way of approaching educational, professional and personal commitments. Dr. Daryl Capuano, a member of COSC's online faculty, will lead this workshop. Come away from this event with a deeper understanding of how your personality affects your career and enjoy an entertaining evening. Cost is \$20, Time: 6—8 p.m. Reservations: Call (860) 832-3855 or mail the attached form to COSC.

**Wednesday, November 5<sup>th</sup>**

**Public Safety Administration Workshop**

Do you have an associate degree in criminal justice, law enforcement, or fire science? Do you work in a public safety field? If so, you may be interested in learning more about an exciting new partnership between the Public Safety Education Institute (PSEI) and Charter Oak State College. COSC now offers a Bachelor of Science degree with a concentration in Public Safety Administration. These upper level public safety courses that can be used in this concentration are offered through PSEI and are taught by leaders in the field. The courses are all online and are offered in an accelerated 5 week format. Come to an information session led by Dr. Joseph Woodall, Visiting Professor in Fire Sciences at UNC-Charlotte who retired from the Peoria, AZ Fire Department after 20 years of service, and hear about this timely program. Free of Charge, 7 p.m., Reservations: Call (860) 832-3855 or mail the attached form to COSC.

**Thursday, November 6<sup>th</sup>**

**How to Navigate an Online Course**

Are you eager to embrace online learning but are unsure of your ability to navigate a distance learning course? Let us help you! This "hands on" workshop will take you into the course software and allow you to experience, with guidance, all the elements of the online experience. Hear from an instructor's perspective and learn from a student's experience what online learning is all about. This is a wonderful chance to see if this mode of acquiring college credits suits you. Location is to be determined. Please see the COSC website for further details. Reservations: Call (860) 832-3855 or mail the attached form to COSC.

**RESERVATION FORM**

**Mail to: Linda Larkin, Charter Oak State College, 55 Paul Manafort Drive, New Britain, CT 06053**

**RESERVATION DEADLINE: October 30, 2003**

\_\_\_\_\_ Essay Workshop

\_\_\_\_\_ Enneagram Workshop (**\$20.00 check payable to "Charter Oak State College"**)

\_\_\_\_\_ Public Safety Administration Information Session

\_\_\_\_\_ Online Learning Workshop

Name: \_\_\_\_\_

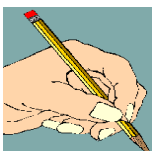
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home

Office

E-mail: \_\_\_\_\_



## TESTING NEWS

### **CLEP & DANTES Administration Fee Increase**

On July 1, 2003 the administration fee for CLEP exams changed to \$34.00 for applicants and matriculated COSC students (\$48 for non-matriculated individuals). The test fee continues to be \$50.00 paid by charge on the day of the exam.

On July 1, 2003 the administration fee for DANTES exams changed to \$30.00 for applicants and matriculated COSC students (\$44.00 for non-matriculated individuals). The test fee has increased to \$45.00 by charge or money order sent with the test registration.

### **Web Sites for CLEP & DANTES**

CLEP: <http://www.collegeboard.com/clep>  
DANTES: <http://www.getcollegecredit.com/>

Helpful information for the CLEP computer based format can be found at their Website <http://www.collegeboard.com/clep/clepstud/html/stud001.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/enrolled/testing.htm>

### **Thomas Edison State College Exams Update (TECEP exams)**

TECEP score reports are mailed to Charter Oak about 2 months after the exam has been taken. Charter Oak administers TECEP exams only to our enrolled students. Check with your advisor before registering for any exam. Charter Oak only accepts certain selected TECEP exams.

### **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 enrolled students.

Please use the following internet address for information on how to register for the CLEP, DANTES, COSC, and TECEP exams: [http://www.charteroak.edu/test\\_admin.htm](http://www.charteroak.edu/test_admin.htm)

<b>Test Administration Schedule</b>		
Month	CLEP (Administered on Tuesdays and Saturdays)	Correspondence, COSC, DANTES, TECEP, Distance Learning
January	10 (9 a.m., 12 & 2 p.m.) 24 (9 a.m., 12 & 2 p.m.)	10 (9 a.m. & 12 noon) 24 (9 a.m. & 12 noon)
February	7 (9 a.m., 12 & 2 p.m.) 21 (9 a.m., 12 & 2 p.m.)	7 (9 a.m. & 12 noon) 21 (9 a.m. & 12 noon)
March	6 (9 a.m., 12 & 2 p.m.) 9 (9 a.m. & 12 noon)	6 (9 a.m. & 12 noon) <b>20 (8:30 a.m. &amp; 11:30 a.m.)*</b>
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.)	<b>8 (8:30 a.m. &amp; 11:30 a.m.)*</b> 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)
<b>*No DANTES exams in New Britain on these dates.</b>		
<b>Distance Learning Examination Schedule Spring 2004</b>		
Distance Learning Courses (IGS and On-line courses)	Date	Place and Time
Spring Term	Saturday, March 20 & May 8	Central CSU 8:30 a.m. & 11:30 a.m.
Summer Term	Saturday June 26 & August 8	Charter Oak State College 9 a.m. & 12 noon



# GRADUATION NEWS

## Letters Confirming Graduation

Occasionally students who are about to graduate need a letter indicating their status for admission to graduate school or for employers. To obtain such a letter, make the request in writing to the Vice President for Academic Affairs. Be sure to indicate the exact name and address to which the letter should be sent.

If you need the letter prior to the faculty audit of your records, the College cannot state definitely that you will be graduating. That is because faculty **must** make the final recommendation to the Board for State Academic Awards. Instead, the letter will state that a preliminary evaluation indicates that you will be awarded a degree on the conferral date and that the faculty must still review your record.

Please note that any transcript which you request to be sent to an institution **before** the actual graduation date will bear no conferral date.

## 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:

\_\_\_\_\_

\_\_\_\_\_

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

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U.S. Postage  
**PAID**  
Hartford CT  
Permit No. 1413

<b>Portfolio Workshop Registration Form for</b> Thursday, November 20, 2003	
<b>Please mail this registration form with your \$35.00 payment by November 14th to:</b> Charter Oak State College, Attention: Maryanne LeGrow, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142. Telephone (860) 832-3846	
<b>PLEASE PRINT:</b>	Credit Card Authorization:
Name: _____	_____
Address: _____	Credit Card #
_____	_____/_____/_____ Amount Charged: _____
Telephone: _____	Expiration Date
Home                      Office	_____
E-mail: _____	Card Holder's Name (Please Print)
Method of Payment:	_____
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> CHECK	Card Holder's Signature (required)
	_____
	COSC Student: _____ yes                  _____ no