

UPDATE

SUMMER 2018 EDITION



I can't believe that the summer sessions are over and we are into the busy throes of fall registration. Our graduation on June 3rd was spectacular. The weather was perfect and the graduates and their families very enthusiastic. There were over 485 graduates, ranging in ages from 17 to over 65.

Most of the undergraduates took two to three years to reach their goal, some took a little longer – 22 years from the time they started. We had graduates from 34 states and 3 countries. We graduated our first students from our master's degree program. Our honorary degree recipient was one of our graduates from last year – Brenda York. You can read about her in a later article. The ceremony was opened by one of our graduates, Juliette Buccilli, singing America the Beautiful, and by three of Mrs. York's daughters singing a special arrangement of the National Anthem. We also honored Hamid El Khalfi as our teacher of the year. Professor El Khalfi teaches IDS 101 and was one of the lead faculty in the redesign of the course.

This spring and summer have also been a time of change. Many of you knew Delores Bell, who lost her life to cancer after a ten-year battle. She was the Coordinator of our Women in Transition and CT- WAGE programs. She continued to advise her students until a few days before she passed away. She is missed and will always be remembered for the tough love she gave to her students.

Dr. Ann Marie Gagnon, one of our academic advisors, retired in June. She advised primarily students with Computer Science and Cyber Security majors. However, she is going to continue as an instructor in our graduate program.

We are fortunate to have Linda Larkin back part-time to help out in the Academics Department while an employee is on a leave of absence. Many of you will remember Linda as our Director of Academic Services. She retired from Charter Oak a little over a year ago.

Wanda Warshauer, Director of Academic Services, has reinvigorated the Student Association. You will see a number of exciting events planned in the fall. So don't sit back – jump in and enjoy the events and even volunteer to be a part of the Association. (You don't have to live in Connecticut to participate.)

With all the changes and events, summer enrollment was up and it is up for fall. There is still time to register for Fall Term II.

Have a great semester!

Sincerely,

Shirley M. Adams, Ph.D.
Provost



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UPDATE

Graduate Program Updates

Master's Program Graduates Its First Class

The College graduated its first ever Master's degree class during the 2018 commencement ceremony. The class of eight included Ernest Cantwell, Sharon Efron, James Gibbs, Quishema Jones, Shawn Judge, Riccardo Polselli, Christopher Taylor, and Joshua Tefft. All were conferred the Master of Science in Organizational Effectiveness and Leadership by President Edward Klonoski.

It's common for many students to question whether they have the ability to pursue a master's degree. Just as Charter Oak has guided and encouraged you in working toward or completing your undergraduate degree, we continue to use those same philosophies and practices in our master's program. Consider the following comment made by one of our graduate students:

"Looking back at where I was in my personal journey at the beginning of this program, and where I am now amazes me. This program has helped me grow not only professionally, but personally. As I made my way through the different courses, I was astounded to find how relevant each subject area was to things that were occurring in my day-to-day life. The opportunity to read about theory, discuss it with my professors and classmates, receive advice on how to navigate situations, and apply the theory into practical application added incredible value to my ability to lead my team, and to help initiate change in my organization."

We have had over 100 students enter this program, many who were asking the same questions as you. Dare to take that first step with your Charter Oak family who are, and have already, supported you in achieving a major life goal. *"The greater danger for most of us lies not in setting our aim too high and falling short, but in setting our aim too low, and achieving our mark."* —Michelangelo



Sharon Efron, one of our first graduates from the Master of Science in Organizational Effectiveness and Leadership program, just had her first article published. Her article was based on her research from her capstone project. Ms. Efron is a Registered Dental Hygienist and instructor at Goodwin College and a professional educator for Water Pik. The link to the article is: [ADHA Access July 2018](#)



Members of the College's first Master's degree graduating class. Seated (left to right) Sharon Efron and Shawn Judge. Standing (left to right) James Gibbs, Riccardo Polselli, President Ed Klonoski, Joshua Tefft, Ernest Cantwell, and Program Director Tom Barron.

www.CharterOak.edu/Masters

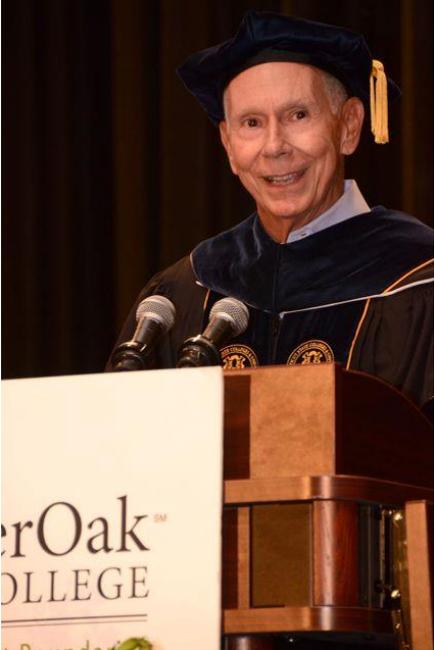
Registration Deadlines

| | |
|---------------|----------|
| Fall Term 2 | 10/25/18 |
| Spring Term 1 | 1/17/19 |
| Spring Term 2 | 3/21/19 |

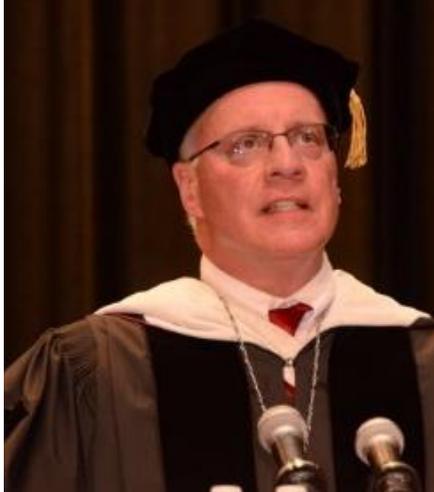
UPDATE

Commencement June 3, 2018

Commencement June 3, 2018



Mark Ojakian, President,
Connecticut Board of Regents



Ed Klonoski, President, COSC



Shelly L. Carter, Class of 2018



Brenda L. York, Honorary
Degree Recipient



Juliette Buccilli
Class of 2018



Over four hundred and eighty-five students graduated this year and over 200 attended the ceremony on June 3rd. Graduates hailed from 34 states and three 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, 2018, May 31, 2019, or August 31, 2019, we hope to meet you and your families at the June 2, 2019, ceremony.

This year we had our first graduates from our first master's degree program. Over one hundred students have entered the program and eight graduated in 2018.

The Women in Transition Program and CT-WAGE Program, two special programs supported by Charter Oak to help adults advance in the workforce, graduated 13 students.

The following students met the Alpha Sigma Lambda Inductee requirements: Crystal Condo, Alexandra Corallo, Kate Doyle, Leslie Delaney, Rebecca Faraci, Katharine Felton, Ann-Marie Ferguson, Christine Hill, Holly Palmer Howery, Lynne Johnston, Sarah Kaminsky, Jean Kellogg, Denee Kerr, Marissa Martinez, Debora McLaughlin, Fernanda Mehta, Milysa Musial, Lakiya Nichols, Wendy Nielsen, John Oliver, Ronald Pasani, Heather Ribellino, Erica Rogers, Claudia Sanchez, Amelia Saunders, Gregory Thomas, and Iris Villaneuva.

The following students were the 2018 Doris G. Cassidy award recipients: Brian Heston, Scott Ingram, Debora McLaughlin, and Ronald Pisani, Jr.

The Board of Regents and the College awarded the honorary degree, Doctor of Humane Letters, to **Brenda L. York** (left). Brenda and her husband, David, raised eight children who were home educated through high school by Brenda. Six of the York children have graduated from Charter Oak and four are pursuing or already finished graduate degrees. The last two York siblings are almost finished with their college degrees from Charter Oak and anticipate graduating in 2019.

Mark E. Ojakian, President of the Connecticut State College and Universities, delivered a message to the graduates. Dianna Wentzell, Ed.D. from the Connecticut Board of Regents, also spoke to graduates.

UPDATE

Congratulations Class of 2018!



UPDATE

New/Updated Policies

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The College will allow nine credits in concurrent degree programs. Nine credits earned in a graduate program can be applied toward any Charter Oak undergraduate major, degree, or concentration of 36 credits or more. If the certificate is less than 36 credits, no more than 6 credits will be accepted in transfer. Graduate courses transferred in to meet undergraduate requirements may not be used as part of a future graduate program at Charter Oak. (Note: if there is a specific transfer limit on the major/concentration/certificate that is more restrictive, that policy would apply.) A double major with the General Studies degree program will not be allowed.

Course Registration Reminder

Just a reminder that the student is responsible for registering for the appropriate courses. Lately we have had a couple of instances where students have signed up for courses they already took and successfully completed. The registration system is designed to catch course duplication mistakes. When registering, the system tells you if the course is a repeat. The student can either 'override' the message or click 'okay' and then go back to the schedule to add another course. If it is a repeat, ask yourself why you are signing up for it again and double check with your advisor.

You should not be repeating a course unless you did not successfully complete it or you want to get a better grade.

The student and the advisor can see that the course was taken before on the student's advising worksheet and unofficial transcript.

Graduate Program Updates

Grading Policy. If at any time a student receives a course grade lower than a 'B-' in any graduate course, that student will be placed on Academic Probation. Graduate students are required to repeat a graduate-level course if they receive any course grade lower than a 'B-'. A second course grade lower than a 'B-' in any course will result in dismissal from the College.

Course Repeat Policy. Graduate students are required to repeat a course if they receive a course grade lower than a 'B-'. Both attempts of the course will appear on the transcript. The most recent grade will be calculated into the grade point average and will be applied to the degree. Graduate students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program. Students are advised to contact Financial Aid prior to repeating a course.

Academic Probation: A graduate student must have a minimum cumulative GPA of 3.0 in graduate course work at the College to be in good academic standing. If at any time a graduate student's cumulative GPA falls below 3.0, the student will be placed on Academic Probation. The student will then have one (1) semester to increase his/her cumulative GPA to a 3.0 or higher or the student will be dismissed from the College.

UPDATE

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, a 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 October 23rd. Keep an eye out for the flier and announcement for their *Constitution Day* event!

UPDATE

Graduate/Undergraduate Departments

Enroll in Fall 2018 Term II Undergraduate Courses Now!

Enroll in Fall Term II 2018 Undergraduate Courses Now!

Classes Begin on Monday, October 29th

Fall registration is currently open. The last day to register for Term 2 and Session 3 courses is **Thursday, October 25th at 11:59 p.m.** There is a \$70 fee for late registration.

Only payment at 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 lists 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; May 31, August 31, and December 31.

If you are enrolled in your final certificate course or 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.

UPDATE

New Programs and Courses

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.

New Fall Courses

ECE 231 Early Language and Literacy – Term 1 (8/27/2018 to 12/23/2018)

GLY 124 Physical Geology, Open Educational Resources (OER) Term 2 (10/29/18 to 12/23/18).

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 ADN 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 Fall 2019.

COSC Teacher of the Year Award



Professor Hamid El Khalfi, Ph.D. was recognized with our 'Teacher of the Year' award in recognition of his outstanding teaching skills, passion for teaching, dedication to students, and innovative course design. He also developed Open Educational Resources (OER) for our Cornerstone course.

Dr. El Khalfi teaches the Cornerstone course and is a member of our Distance Learning Committee. He is also an adjunct professor at a number of other colleges and universities.

UPDATE

Academic Department News



Jennifer Schaefer, LMFT, Promoted to Assistant Director of Academic Services

This past year has been one of changes for the Office of Academic Counseling. In trying to meet increasing demands and ensure quality customer service, we have restructured to better meet student needs. Some of the changes include:

Promotion of Jennifer Schaefer to Assistant Director of Academic Services. Jen has been a valued member of Charter Oak State College, with over eight years as an instrumental member of the Academic Services team. She has brought efficiencies to the Academic Services team, been highly influential in optimizing the use of technology and reporting, and shown an unwavering commitment in her service to students as well as in service to the institution at large. During her time, Jen has also served as our department's Jenzabar power-user, co-led the Enrollment Committee of the Strategic Planning process, as well as managing overall office efficiencies and initial communication.

In her new role, Jen will be leading institutional enrollment management initiatives such as on-boarding new students, managing retention initiatives which includes collecting and analyzing data to make better retention decisions, as well as serving as the second in command in the Office of Academic Services. I hope you will join me in congratulating Jen on her outstanding performance and wish her well in this new role.

Increase in Ashley Zennis' hours from twenty hours a week to thirty hours a week. Ashley, also an instrumental academic counselor in the Office of Academic Counseling, will be increasing her hours to include Tuesday and Thursday evenings. Her hours will be posted soon. Please join me in thanking Ashley for extending her hours to meet student demands.

Announcement of Dr. Ann Marie Gagnon's retirement from the Office of Academic Counseling.

Dr. Ann Marie Gagnon retired from her full time position as an Academic Advisor in June. Her service to the institution and, more importantly, her commitment to the adult students that make up Charter Oak State College's student body, spanned close to 15 years.

Retirements

Dr. Ann Marie Gagnon recognized the value of an education. She earned a Master of Education from Boston University and completed her Doctorate in Education from George Washington University in 2010. Her belief in the difference an education can make in the lives of Charter Oak students was demonstrated in her work assisting adult learners earn their degrees. Her commitment to students was based in part by her own experience as a non-traditional learner. She earned her Associate and Bachelor degrees as a non-traditional student. She could relate to students knowing full well what it takes to juggle family, work, and school obligations.

One of her peers once overheard her say to a student that it had been an honor to "witness his journey," and she really meant it. Ann Marie was witness to many students' journeys; she shared in their celebrations, their losses, and all that happened in-between. No one has been a louder cheerleader for her students and for Charter Oak State College.

Drawing on her engineering and technology education and experience, she supported students in the various technical disciplines including Computer Science, Engineering, Information Systems and Technology Studies. Since the introduction of the Cyber Security major in 2014, she served as the de facto program manager, working with the Registrar's Office, Prior Learning, Instructional Design, and overseeing the growth of the program from 0 to 80 plus students.

Ann Marie was always willing to share her knowledge and extend her assistance. Her notable contributions to Charter Oak include conducting events on time management and career planning for the Student Association. She also prepared and delivered online presentations to orient new students. Working closely with Linda Larkin and CTDLC, she designed an online student orientation course available through Blackboard. The course was a precursor to IDS 101. She also served on several internal and external committees, most recently as the alternate on the Faculty Advisory Committee for the Board of Regents from 2015 to 2017.

She will continue to serve Charter Oak and its students as an instructor in our Master of Science in Organizational Effectiveness and Leadership Program.

UPDATE

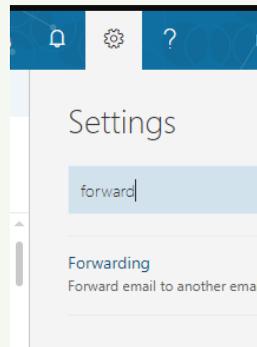
Technology Help & Support

Forwarding Emails, Free Software, Help Desk

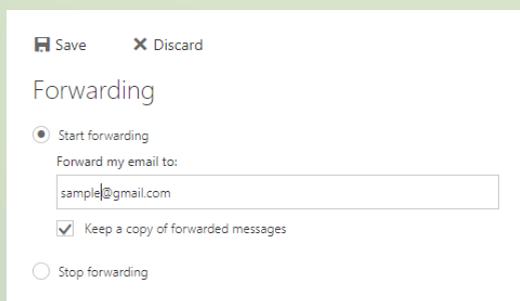
Forwarding Emails

How to forward your email to another account
Your Charter Oak email may contain sensitive information related to your education (.i.e. student bill and academic progress); therefore, you should be mindful of where you re-route the emails to be sent.

1. Log into your email at <https://portal.office.com>
2. Open Outlook
3. Click the Settings icon (Gear)



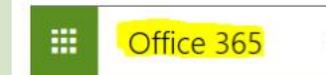
4. Type "forward" in the search bar and click "Forwarding"
5. Click 'Start Forwarding', enter your email address and 'Save'.



Free Microsoft Office

As a Charter Oak State College student you have access to the Microsoft Office suite of software which you can install on your Windows PC or Apple Mac computer.

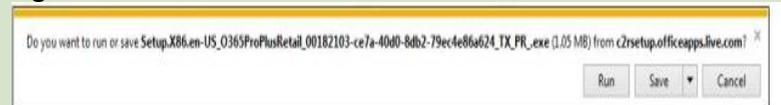
Log onto the Office 365 portal (<https://portal.office.com>) with your Charter Oak email account and click on "Office 365" located on the top left hand side of the page.



Click on the "Install now" button to install Office. You will be prompted to run the setup program (uncheck the Make Bing your search engine and Make MSN your browser homepage options)



Click "Run", follow the prompts, and accept the license agreement.



24x7 Helpdesk

The Charter Oak State College Helpdesk is available 24 hours a day, seven days a week to assist you with technical issues.

You can contact the Helpdesk in several ways.

Phone: 1-844-889-9725

Web: <https://charteroak.edusupportcenter.com> (click on Create Case at the top right corner of the screen to create a support ticket).



Chat: From the Helpdesk page, click on Chat located under Contact Us.



UPDATE

Prior Learning Assessment and Early Childhood Education News



**Linda Wilder, Director
Prior Learning Assessment**



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

| Prior Learning Assessment

2017-18 Prior Learning Assessment Scholarship Year-End Report

The Prior Learning Assessment (PLA) Scholarship funded by the Charter Oak State College Foundation helped 27 students earn 119 credits at little or no cost to themselves last year. Students can receive the PLA Scholarship multiple times in multiple years for maximum cumulative annual awards of \$500 each year. Each PLA plan funded by the scholarship must be completed before students can apply for a subsequent award. Students must check in with their Academic Counselor regarding the applicability of their PLA plan to their degree plan to apply for the scholarship. Students are expected to complete their proposed PLA plan within 60 days of receiving their PLA Scholarship award so that unused funds do not remain unavailable for other students. The vast majority of students who received the PLA Scholarship indicated that the application process increased their awareness of PLA credit opportunities and encouraged them to try PLA.

Interested in learning more? Check out the [PLA web pages](#) and speak with your Academic Counselor to learn more; application forms are available in the student forms section in the Acorn online student portal.

There is no better time than now to refer a friend, colleague or family member to Charter Oak State College.

We have reduced the admissions application fee from \$75 to \$50 and made the application easier to navigate and complete. So, go on, encourage someone you know to **APPLY TODAY** (hyperlink). They'll thank you as they cross the finish line with a college degree in hand.



| Early Childhood Education

As we mentioned in our last newsletter, we now have majors in Early Childhood Education. As of this fall, we are offering the Associate of Science as well as the Bachelor of Science in Early Childhood Education. We will keep the Child Studies concentrations for those who do not want to make the change to the new major.

Scholarship: This month, I'd like to highlight Office of Early Childhood (OEC) scholarship funding for our students that live here in Connecticut. The OEC manages our state registry for early childhood professionals. If you do not have a registry account, please log on to <https://www.ccacregistry.org> to sign up for an account. Once you do have an account, you will find the link to apply for a scholarship on the left side of the page. You can apply for a scholarship to cover the cost of your college fees, tuition, and books. Though we cannot guarantee what you would be awarded from OEC, this funding often helps our students to offset the cost of paying for their degrees. We encourage you to apply.

SAVE THE DATE

Are you aware of our CT AEYC? This is our state-wide affiliate for NAEYC (National Association for the Education of Young Children) that supports us in our work towards quality in early childhood education. The annual conference is being held on Saturday, October 20th, in Cromwell. This year, we are encouraging our students to attend this conference. It is such a great way for us to get to know each other since we are an online college and do not have the benefit of actually ever 'meeting' the people that are in our classes. We will be sending more information to students in the next few weeks!

UPDATE

From the Office of Institutional Effectiveness

Survey News

Spring Survey Results

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

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

Updated information from the Course Evaluation Survey

All students registered in a credit course two weeks prior to the close of that course received a request to take a course evaluation survey. There were 3,604 survey notifications that went out for the Spring 2018 semester to individuals registered in credit bearing non-contract courses. One thousand two hundred and twenty students responded with an assessment of their course experiences at Charter Oak State College resulting in a 34% response rate. Students' overall ratings of their courses and instructors were positive this past Spring term – 85% of students rated the overall effectiveness of their instructor as “High” or “Very High,” and 85% of students rated the overall effectiveness of their course as “High” or “Very High.”

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

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

Updated information from the New Student Survey

Charter Oak State College is interested in a student's experience going through the admissions process and becoming a student. In the survey, students were asked to respond to questions regarding multiple office and online resources. Twenty-one questions are asked regarding experiences with the offices of Admissions, Financial Aid, Business, Registrar, and Academic Counseling. Eight questions are asked regarding online resources and Blackboard.

The New Student Survey was sent out in May 2018 and was open for one month. A total of 357 students were contacted for the survey and 47 students responded for a response rate of 13%. When asked if taking ‘Charter Oak 101’, the free online Student Orientation Course in Blackboard’ was helpful, 84% of respondents said ‘yes’. When asked what their overall level of satisfaction with the process of becoming a Charter Oak student was, 88% of students responded in the affirmative, 9% were neutral.

When asked if it was easy to contact COSC offices by phone or email, 85% of students who attempted to contact the COSC offices agreed (10% of responses were neutral). When asked if useful information was provided by COSC offices, 82% of students who contacted COSC offices agreed (12% of responses were neutral). These two inquiries related to the offices of Financial Aid, Business, Registrar's, Admissions, and Academic Counselors separately. Email is the most frequently used form of contact between COSC students and staff.

UPDATE

Foundation Scholarships

Charter Oak State College Foundation Scholarship Applications are NOW available!

Please Note: The 2018/2019 Foundation Scholarships are now available for application, and are listed below for reference. To access applications, please log into the **ACORN student portal**, and click on the **Student Self Service tab**, then follow the **scholarship navigation link (on the left)**.

Please refer to the cover page of each individual scholarship for complete criteria and application details.

All eligible Charter Oak students are encouraged to apply. Applications are due to the Foundation (foundation@charteroak.edu) by **Thursday, September 20, 2018**.

- **John & Elizabeth Blennerhassett Scholarship** – for **working parents** who show academic promise and financial need. Award amount: **\$850**
- **Sergeant George R. Dingwall Scholarship** - for **Charter Oak students employed in the public safety field** from any geographic region **within the United States**. Award amount: **\$850**
- **Harris-Wiener Family Scholarship** - for **women, who are employed, have demonstrated financial need, and who show academic promise**. Preference for individuals **employed in or planning a career in: Education, Early Care and Education, Government, or Non-profit Organizations**. Award amount: **\$850**
- **Beverly and Rodney Hawes, Jr. Scholarship** - for **Charter Oak Students** pursuing a **business concentration** who have **demonstrated qualities of leadership and commitment to community** and the **potential to make positive contributions** within a business environment. Award amount: **\$850**
- **Mark Carr Scholarship Award** - for **full-time or part-time Charter Oak students** who are currently participating in **Public Safety Administration** education with a **minimum B grade**. Award amount is **\$500**
- **Michael A. Marusa Scholarship** - **Charter Oak students** with a **minimum GPA of 3.0**, on a **journey to degree completion**, and **exemplify ambition and a desire for improvement for themselves, their family, and their community**. Award amount: **\$850**
- **Robert and Margaret Patricelli Scholarship** - candidates need be, a **Charter Oak Student, Hartford resident, in good academic standing, and with demonstrated financial need**. Award amount: **\$850**
- **COSC Foundation Scholarship Program:** Special consideration for minorities and other students in protected classes. Award amount **\$850** per student. Categories for the Foundation Scholarship include:
 - **Early Childhood**
 - **Foundation Scholar**
 - **Health Care**
- **Technology Grant** – **financial assistance for Charter Oak students** to purchase **technology that supports online learning**. Eligible purchases include computer, printer, network hardware (router, modem, etc.), and/or internet provider access (DSL Service). Award Amount is **up to \$500**.

Questions: Please email Foundation@charteroak.edu / or call: 860.515.3889.

Applications are due to the Foundation (foundation@charteroak.edu) by Thursday, September 20, 2018.

UPDATE

2018-19 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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Frequently Asked Questions

Websites for CLEP & DANTES

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

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

DSST/Prometric: <http://www.getcollegetcredit.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 in 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](#).

UPDATE

Test Administration Schedule 18-19

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

Pathways/Early Childhood Exams are held at the main office at 55 Paul Manafort Drive

August 2018 – January 2019

| Month | CLEP | DSST | COSC Pathways |
|-----------------|---|--|---|
| August | (F) 3 (11:30 a.m.) (S) 4 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 9 (10:30 a.m. & 1 p.m.) (F) 17 (11:30) (S) 18 (9 a.m.) (S) 25 (9 a.m., 11:30 a.m. & 1:30 p.m.) | (F) 3 (11:00 a.m.) (R) 9 (10:00 a.m. & 12:30 p.m.) (F) 17 (11:00 a.m.)* (S) 18 (11 a.m.) | (S) 18 (12:30) (S) 25 (12:30) Pathways in Newington |
| September | (F) 7 (11:30 a.m.) (S) 8 (11:30 a.m. & 1:30 p.m.) (R) 13 (1:00 p.m.) (F) 14 (11:30 a.m.) (S) 15 (10 a.m.) (S) 22 (9 a.m., 11:30 a.m. & 1:30 p.m.) | (F) 7 (11:00 a.m.) (R) 13 (12:30) (F) 14 (11:00 a.m.) (S) 15 (12 p.m.) (F) 21 (Public Speaking Only) | (S) 8 (12:30 p.m.) (S) 22 (12:30 p.m.) |
| October | (S) 6 (11:30 a.m. & 1:30 p.m.) (F) 12 (11:30 a.m.) (F) 19 (11:30 a.m.) (S) 20 (10 a.m.) (S) 27 (9 a.m., 11:30 a.m. & 1:30 p.m.) | (F) 12 (11:00 a.m.) (F) 19 (11:00 a.m.) (S) 20 (12 p.m.) (F) 26 (Public Speaking Only) | (S) 6 (12:30 p.m.) (S) 20 (1:30 p.m.) |
| November | (F) 2 (11:30 a.m.) (S) 3 (10 a.m.) (S) 10 (11:30 a.m. & 1:30 p.m.) (F) 16 (11:30 a.m.) (S) 17 (9 a.m., 11:30 a.m. & 1:30 p.m.) | (F) 2 (11:00 a.m.) (S) 3 (12 p.m.) (F) 16 (11:00 a.m.)* | (S) 3 (1:30) (S) 17 (12:30) |
| December | (S) 1 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 6 (10:30 a.m. & 1:00 p.m.) (F) 7 (11:30 a.m.) (F) 14 (11:30 a.m.) (S) 15 (10 a.m.) | (R) 6 (10 a.m. & 12:30) (F) 7 (11:00 a.m.) (F) 14 (11:00 a.m.) (S) 15 (12 p.m.) | (S) 1 (12:30) (S) 15 (1:30) |
| January 2019 | (R) 3 (1:00 p.m.) (F) 4 (11:30 a.m.) (S) 5 (11:30 a.m. & 1:30 p.m.) (S) 19 (10 a.m.) (F) 25 (11:30 a.m.) (S) 26 (9 a.m., 11:30 a.m. & 1:30 p.m.) | (R) 3 (12:30) (F) 4 (11 a.m.) (S) 19 (12 p.m.) (F) 25 (11 a.m.) | (S) 5 (12:30) (S) 19 (1:30) |

* Public Speaking at 2:15 p.m.