

Great Bay Community College

CATALOG ADDENDUM 2011-2012

Updated as of 3/26/11

Great Bay Community College publishes a full Catalog every year . The catalog is available on the website www.greatbay.edu and is updated throughout the year. An Addendum is also published annually. The Addendum contains a record of all of the updates that have been added in the past year. The next full Catalog will be published in Summer 2012.

The following question and answer section is designed to respond to common questions about how to use this important document. As always, it is recommended that students seek the guidance of counselors for course, program, and transfer planning. In this way, you will be able to access all the most up-to-date information available.

Q. Why do we have an Addendum?

A. The College is constantly updating curriculum, program and college information (appropriate for submission into the catalog). It is important to have a print and web document that helps students and staff locate all of these changes.

Q. How do I use the Addendum?

A. The Addendum is to be used alongside the 2011-12 catalog, not in isolation. Check your program and course of interest to see if there have been any changes. Meet with your counselor if you have questions about how these changes affect your academic plan.

Q. Does the Addendum supersede the Catalog?

A. The Addendum is just that: an addition to the 2011-12 Catalog. Whatever is listed in the Addendum in terms of new courses and/or new program requirements does supersede what is in the Catalog. However, in terms of Catalog rights, if you began a program in Fall 2011 or Spring 2012, you will be able to adhere to the requirements listed in the 2011-2012 Catalog as long as you have no break in enrollment until the time of your completion. Once again, if you have questions about programs and courses, see a counselor.

Q. Where can I find the Addendum?

A. The Addendum is on the college website www.greatbay.edu

We hope this document will be helpful to you. It has been prepared as carefully as possible to include the most up-to-date information. Great Bay Community College reserves the right to make changes as needs require, and to change, without notice, any of the information, requirements, and regulations in the College Catalog and the Catalog Addendum.

Here are major changes in degrees, courses, and policies that have taken place since the publication of the 2010-2012 Catalog. See pages listed for more information or see a counselor.

Program Additions:

[Liberal Arts/Biological Sciences Associate in Arts Degree](#)

[Concentration Options](#)

[University Transfer](#)

[General Biology](#)

[Liberal Arts/Chemistry Associate in Arts Degree](#)

PROGRAM CHANGE:

Liberal Arts/Teacher Preparation EDU A.A. Degree:

Previous 4 Required Social Science Electives restricted to AN101, GEOG110, HIST202, HIST204, POL110, PSYC210, PSYC230 has now been converted to:

- o 3 Required Social Science Electives – Any Social Science, no restrictions
- o 1 additional Transfer Focus Elective – for a total of 4 Required Transfer Focus Electives

Courses:

New Courses:

IST245 Information Storage and Mgmt, prerequisite IST113 and IST122
FYE103A EssSkillsCollSuccess-CompTech 3-0-3, prereq Admission to CT
MATH084 Developmental Algebra 5-0-5, prereq C or better in MATH070 or satisfactory placement test scores
NATR105 Sustainable Agriculture & Food Systems 3-2-4, no prereq, LIBA elective
EDU105 Accommodations for Math Instruction 3-0-3, no prereq

Course Changes:

IST221 Multilayer Switching is now 'Advanced Switching'
IST227 Internetwork Troubleshooting is now 'Advanced Troubleshooting'
CIS225 Introduction to Print Production is now "Intro to Print Technology"
Change CHEM205 Biochemistry to "General Biochemistry"
ARTS103 Fundamentals of Acting 2-4-3 is now 4-0-4
CHEM110 prerequisite D- or better in MATH090 or MATH131 or MATH084 or Sufficient Placement scores
CHEM115 prerequisite D- or better in CHEM043 or CHEM110 and D- in MATH090 or MATH131 or MATH084 or Sufficient Placement Scores
EDU207 Topics in Education is now "Topics in Special Education"
MATH145 prerequisite C or better in MATH090 or MATH131 or MATH084 or Sufficient Placement scores
MATH150 prerequisite C or better in MATH090 or MATH131 or MATH084

Course Deactivation:

IST114 IT Essentials: Network Operating Systems
IST141 Fundamentals of UNIX
IST218 Building Remote Access Networks

ACCT244 Federal Income Taxes – Corporation
ECE220 Practicum I: Student Teaching
ECE230 Practicum II: Professional Development
IST257 Windows Network Operating Systems Services

Course Correction:

CHEM200 Organic Chemistry Description should include Prerequisite: CHEM 115 and CHEM 116

Policy Changes/Additions:

Insert after "Exception to Drop Policy"

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Dropping a Course

The student should initiate the official drop procedure after consultation with his/her faculty advisor. Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course.

If a student wishes to withdraw prior to the 60% mark of the course, the instructor's signature is not required. After the 60% mark, the instructor must issue a grade of either WP or WF and sign the Add/Drop form.

If a student decides to drop a class, he/she must formally withdraw by the dates specified in the academic calendar. This is accomplished by filling out an official Add/Drop form at The College Services One Stop.

Students who are reported by instructors as never attending a class within the first two weeks of the semester (or prorated time frame for alternative semesters) are administratively withdrawn. Students remain financially responsible for the class but receive no grade.

Refunds are only given when students fill out the official drop form in accordance with the refund policy within established dates of the individual semester.

Placement Testing fee:

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The 2012 Placement Test Pricing and Retest Policy (effective Nov. 7, 2011) has been approved. Testing fee is now changed from \$20 to \$15.

Replace Current Computer Use Policy

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INFORMATION TECHNOLOGY ACCEPTABLE USE

1. Purpose:

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at www.ccsnh.edu

Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers,

equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

2. Responsibilities

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

- a. Comply with posted policies governing use of computing and printing facilities.
- b. Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- c. Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
- d. Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
- e. Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
- f. Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
- g. Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to ITSupport@ccsnh.edu
- h. Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.
- i. Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.
- j. Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.
- k. Report violations or suspected violations of this policy. Please report violations as follows:
 - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
 - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
 - Students: Report violations to your College Vice-President of Academic Affairs or President.

3. Enforcement of this Policy

CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

a. Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:

- College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
- System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
- Students: Report violations to your College Vice-President of Academic Affairs or President.

b. Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.

c. Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.

d. Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy. (also referenced in Human Resources Section 321.01)

Addendum A: Example Violations of Acceptable Use Policy

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):

Authorized Access/Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Blackboard, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

Services

1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
4. Knowingly spreading computer viruses.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
6. Excessive use of technology resources for "frivolous" purposes **unrelated to the academic or administrative work of the Colleges**, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file

sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.

7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.

10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

Software, Data & Information

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging/Voice Mail/Voice Services

1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.

3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.

4. Malicious e-mail or voice mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.

5. Forging of e-mail header or voice mail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voice mail from another's voice lines.

6. Falsely representing opinions or statements on behalf of CCSNH or others.

CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.

2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.

3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.

4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

Listservs, Bulletin & Discussion Boards

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator. For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.

2. Posting chain letters of any type.

3. Forging header information on posts to listservs, bulletin or discussion boards.

Corrections

Add to First Year Seminar Equivalency:

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- The student has previously completed an Associate or Bachelor's degree from an accredited college or university (insert) "including Great Bay Community College"

Running Start and eStart Tuition

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Tuition Running Start (beginning Fall 2011): \$150.00

Tuition for e-start (beginning Spring 2012): \$150.00

Hours for PHYS290 University Physics should be listed as:

