CONTENTS

Academic Calendar ...........................................2
Welcome ..................................................................3
Mission Statement ...............................................4
Institutional Goals ................................................4
Overview ................................................................5
The College Campus .............................................5
Additional Sites ..................................................6
DCC South ...........................................................6
Admissions and Enrollment .....................................6
Full-Time Admissions ...........................................7
Part-Time Admissions ...........................................7
Importance of Advance Registration ......................7
Time to Apply ....................................................7
Reserved Rights of the College ...............................7
Type of Enrollment ..............................................7
Placement Test ....................................................8
Full Opportunity Program ....................................9
Early Admissions/Bridge Program ..........................9
Admission with Advanced Standing 
(Transfer Credits) ................................................10
Credit for Learning Through Life Experience ...........10
Educational Opportunity Program ........................11
Collegiate Science and Technology 
Entry Program (C-STEP) .....................................11
Programs for Students Requiring 
Additional Preparation .......................................11
Servicemembers Opportunity College .....................11
NYS High School Equivalency Diploma ..................12
Maximum Academic Schedule ..............................12
Immunization Requirements/ Medical Reports ...........12
Tuition, Fees, and Financial Aid ..............................13
Tuition for Full-Time Students ...............................13
Tuition for Part-Time Students ...............................13
Miscellaneous Fees .............................................13
Tuition and College Fee Refund Policy .....................14
Delinquent Accounts ..........................................14
Withdrawal Policy for Recipients of 
Federal Title IV Grants and Loans .........................14
Financial Aid Programs .........................................15
Financing Your College Education ..........................15
Purpose of Financial Aid .......................................15
Meeting Financial Need .......................................15
Applying for Financial Aid ....................................15
Tuition Assistance Program ..................................15
Other Governmental Sources of Aid .......................16
Short-Term Loans .............................................16
Satisfactory Academic Progress and Program 
Pursuit for Financial Aid .......................................16
Scholarship Aid from DCC ....................................16
Federal Aid Programs ..........................................16
Your Right To Know ...........................................17
Smoking Policy ..................................................17
Student Services ................................................18
Academic Advisement and Orientation ..................18
Counseling and Career Services ............................18
Career Planning ................................................18
Personal or Psychological Counseling .....................18
Transfer ............................................................19
Accommodative Services .....................................19
Student Life ......................................................20
Student Rights and Responsibilities .......................20
Student Conduct ...............................................20
Campus Emergencies/Security ..............................20
Health Services ................................................20
Student Records ................................................21
Parent Access ...................................................21
Directory Information .........................................21
Student Activities ..............................................21
Alumni Association ............................................22
College Colors ..................................................22
Intercollegiate Athletics .......................................22
Additional Student Services .................................23
Bookstore .......................................................23
Day Care Center ...............................................23
DCC Laboratory Nursery School ..........................23
Conklin Residence Hall ......................................23
Academic Information .........................................24
Absences and Tardiness .......................................24
Academic Honesty .............................................24
Academic Honors .............................................25
Academic Standing ............................................25
Auditing ..........................................................25
Change of Curriculum .......................................26
Completion of Degrees .......................................26
Cross-Registration .............................................26
Degrees and Certificates .....................................26
Online Learning ................................................27
Fresh Start Rule ................................................27
Grade Appeals ..................................................27
Grade Point Averages .........................................27
Grading System ................................................28
Graduation Requirements ....................................28
Matriculation ....................................................28
Prerequisite Courses .........................................29
Probation and Dismissal ......................................29
Repeating Courses ............................................29
Second Degree ..................................................29
Special Studies Courses .....................................30
Study Abroad ...................................................30
Summer Sessions .............................................30
Transfer Networking ..........................................30
Waiver of Program Requirement ..........................30
Withdrawal from College or Courses .....................30
Criteria for Appeals ..........................................31
Rematriculation After Dismissal/Readmission .........31
Academic Support Services ................................32
Academic Services and Testing .............................32
Business Resource Center ..................................32
DCC Help Desk ...............................................32
MyDCC ..........................................................32
Mathematics ....................................................32
Library ..........................................................33
Writing Center ..................................................33
Online Tutoring ................................................33
Teaching Learning Center ...................................33
Non-Credit and Community Services Programs ....34
Academic Programs Listing ................................35
Institutional Student Learning Outcomes ................36
Academic Objectives .........................................36
Theater Advisement Track .................................36
Theater Admissions Track ....................................36
SUNY General Education Requirement .................37
Architectural Technology .....................................38
Construction Technology Management ................39
Art Studies .....................................................40
Visual Arts .....................................................41
Aviation Management ........................................42
Aviation Science: Pilot .......................................43
Accounting .....................................................44
Business Administration ....................................45
Business Administration (Transfer) .......................46
Paralegal ..........................................................47
Bookkeeping Certificate ....................................48
Paralegal Certificate .........................................48
Communications and Media Arts ........................49
Computer Information Systems ............................50
C++/Java Advanced Programming ........................51
Computer Networking .......................................51
Computer Software Support ...............................52
Computer Information Management ....................53
Computer Science ............................................55
Criminal Justice (Transfer) ....................................56
Criminal Justice - Public and Private Security ...........57
Early Childhood ..............................................58
Early Childhood Caregiver .................................59
Electrical Engineering Technology .......................60
Engineering Science .........................................61
Telecommunications Technology: Verizon ............62
Advanced Science and Mathematics Studies ..........63
Air Conditioning and Refrigeration .......................63
Exercise Science and Wellness ...........................64
Fire and Occupational Safety .............................65
Fire Protection Technology ..................................66
General Studies ..............................................67
General Studies - Social Sciences ........................68
General Studies - Humanities and Social Sciences ....69
General Studies - Mathematics ............................70
General Studies - Mathematics - Computer 
Science .........................................................71
General Studies - Mathematics - Statistics ..............72
General Studies - Physical Sciences ........................73
Liberal Arts and Sciences - Education 
Adolescent Education 7-12 with 
SUNY New Paltz .............................................79
Architecture .....................................................80
Chemistry .......................................................80
Earth Science ..................................................81
English ..........................................................81
French ...........................................................82
History/Social Studies ........................................83
Mathematics ...................................................83
Spanish ..........................................................83
Early Childhood Education (Birth - Grade 2) 
and Childhood Education (Grade 1-6) Dual 
Certification with SUNY New Paltz .......................84
Advisement Track for Mount Saint Mary .................86
Teacher Assistant Certificate ...............................88
Medical Laboratory Technology ..........................89
Emergency Medical Technician - Paramedic ..........90
Phlebotomist ...................................................91
Nursing ..........................................................92
Performing Arts ..............................................94
Music Advisement Track ....................................95
Music Performance ..........................................96
Courses Applicable in All Programs .....................97
Free Elective ...................................................98
Course Descriptions .........................................99
Trustees ........................................................163
College Personnel ............................................164
Administration ...............................................164
Faculty ........................................................166
Academic Support Staff ....................................170
Civil Service Staff ............................................171
DCC Association Staff .....................................172
Emmett .........................................................173
SUNY Chancellor's Award Recipients ....................174
Curriculum Advisory Committee ........................175
State University of New York ............................177
Accreditation ..................................................179
Index ................................................................180
Admissions Procedures .....................................182
Application .....................................................183
Maps - County/Campus .....................................183
Maps - County/Campus - Inside front/back cover
ACADEMIC CALENDAR

FALL 2014
Thursday, August 21 ......................... All faculty report
Monday, August 25 ......................... Credit classes begin
Saturday, August 30 ....................... No Saturday credit classes
Monday, September 1 ..................... Labor Day, College closed
Friday, October 10 ......................... Mid-term grades due
Saturday, October 11 ..................... No Saturday credit classes
Monday, October 13 ...................... Columbus Day, no credit classes,
                                   College is open
Tuesday, October 14 ..................... No credit classes, College is open
Wednesday, October 15 .................. Monday make-up day, day credit classes
Monday, November 3 ...................... Last date to withdraw from a course with a “W”
Wednesday, November 26 .............. College closes at 5:15 p.m. for Thanksgiving
                                   recess, no evening credit classes
Thursday, November 27 .................. Thanksgiving, College closed
Friday, November 28 ..................... Thanksgiving recess, College closed
Saturday, November 29 .................. No Saturday credit classes
Monday, December 5 ...................... Last day to withdraw from all courses with a “W”
Friday, December 12 .................... Last day of regularly scheduled day credit classes
Mon., Dec. 8 – Wed., Dec. 17 .......... Day evaluation and exam period
Tuesday, December 23 .................. Grades due

SPRING 2015
Monday, January 12 ....................... Faculty report
Monday, January 19 ....................... Martin Luther King Day, College closed
Tuesday, January 20 ...................... Credit classes begin
Saturday, February 14 ................... No Saturday credit classes
Monday, February 16 ..................... President’s Day, College is closed
Tuesday, February 17 .................... No day or evening credit classes,
                                   College is open
Wednesday, February 18 .............. Monday make-up day, day credit classes
Friday, March 13 ......................... Mid-term grades due
Mon., Mar. 16 – Sun., Mar. 22 ......... Mid-semester recess
Saturday, March 21 ...................... No Saturday credit classes
Friday, April 3 ............................. Good Friday, College is open, classes in session
Saturday, April 4 ......................... Easter Saturday, snow make-up day for
                                   Saturday credit classes
Monday, April 6 ......................... Last date to withdraw from a course with a “W”
Wednesday, May 6 ...................... Last date to withdraw from all courses with a “W”
Wednesday, May 13 ..................... Last day of regularly scheduled day credit classes
Thursday, May 7 – Monday, May 18 ... Day evaluation and exam period
Thursday, May 14 – Monday, May 18 .. Day block final exam period
Wednesday, May 20 ..................... Grades due by 8 p.m.
Thursday, May 21 ....................... Honors Convocation and Graduation
Friday, May 22 ......................... Last day of faculty obligation
Tuesday, May 26 ...................... Academic Standards Committee meets

Dutchess Community College does not
discriminate on the basis of race, color,
sex, religion, age, national origin, or sexual
orientation in its educational programs
and activities, including employment, or in
admission to such programs and activities.

Additionally, it is the policy of Dutchess
Community College that all actions within the
College toward students and employees will be
based on performance-related criteria. Attitudes
and preferences of individuals that are personal
in nature, such as private expressions of sexual
orientation, will provide no basis for judgement
related to such individuals.

In support of this policy, Dutchess Community
College has established an internal grievance
procedure to investigate allegations of
discrimination or sexual harassment. Questions
or complaints regarding the policy or initiation
of a grievance may be directed to:
Affirmative Action Office/504/ADA Coordinator
Director of Human Resources Management
Bowne Hall, Room 220A
(845) 431-8673
Your interest in Dutchess Community College reflects your awareness and appreciation of all that DCC has to offer. Our commitment to excellence – fostered by an outstanding faculty, enriching campus environment, more than 60 associate degree and certificate programs and affordable tuition (lowest in the state) – makes a DCC education among the best investments one can make. We have earned a reputation for providing outstanding quality and value – and for opening doors to tremendous opportunities for those who transfer to four-year colleges or enter the workforce.

More students than ever – whether entering directly after high school or continuing their education at a later date – are making DCC their first choice. With day, evening and online classes – and campuses in Poughkeepsie and Wappingers Falls – DCC offers the convenience and flexibility students need. Our newest addition, a suite-style residence hall, provides the perfect option for those who wish to combine the benefits of a DCC education with the experience of living on a college campus. Whether commuting or living on campus, DCC students can save tens of thousands of dollars on freshman and sophomore classes, while taking advantage of outstanding academic offerings, exciting student activities and an enriching campus environment. Whether you are an honors student seeking additional academic challenges or a student who needs extra support services, you’ll find what you need at DCC.

Part of the State University of New York (SUNY) system, we’re particularly proud that in SUNY surveys, DCC students consistently give our faculty, staff, facilities and activities high marks for creating an engaging and positive environment. DCC offers state-of-the-art technology, outstanding instructional and laboratory space and other resources important to student success. Our picturesque, sprawling campus is known for its prominently displayed indoor and outdoor artwork, beautiful landscaping and other features that enhance the student experience.

The members of our Class of 2014 are a testament to the wonderful opportunities that await DCC graduates. Those who made DCC part of their four-year college plan continued on to pursue bachelor’s degrees at institutions including Cornell, RPI, Vassar, Marist, Pace, NYU and top SUNY schools. Others were successful in starting careers. Whatever goal you set for yourself is attainable at DCC!

Graduates of DCC join a distinguished and accomplished network of almost 40,000 alumni that includes leaders in government, business, health care and the arts, such as a New York State Supreme Court justice, a Pulitzer Prize-winning journalist and a Weather Channel meteorologist. Many of our region’s most prominent community members are alumni, and credit DCC with providing a solid foundation that fostered their personal, academic and professional growth.

Come learn about all that DCC has to offer and how our faculty and staff can help you reach your goals. Our Admissions Office conducts information sessions and tours and is happy to answer questions. Visit www.sunydutchess.edu for more information, including an online version of this catalog, or call Admissions at (845) 431-8010.

We look forward to seeing you on campus!
MISSION STATEMENT

The mission of Dutchess Community College is to provide open access to affordable, quality post-secondary education to citizens of Dutchess County and others. As a comprehensive community college, DCC offers college transfer and occupational/technical degree programs, certificate programs, lifelong learning opportunities, and service to the community. The College provides educational experiences that enable qualified students to expand their academic capabilities and further develop thinking and decision-making skills. By providing a full collegiate experience, the College seeks to ensure that all students achieve their individual potential.

INSTITUTIONAL GOALS

The continuing institutional goals of Dutchess Community College have been reviewed by faculty, administration, and trustees of the College. They are as follows:

• To provide courses and programs to prepare students for transfer to four-year colleges and universities, as well as to prepare students for employment.

• To offer educational programs that provide for the acquisition of general knowledge and basic skills supporting opportunities for flexible, lifelong learning.

• To provide non-credit vocational, professional, and self-development courses and programs, and to offer public service activities for the community.

• To provide student support services to help students achieve their individual potential and participate in a full collegiate experience by providing career, academic, and personal counseling.

• To assess the competencies of incoming students and provide an academic experience that will afford all students the opportunity to be successful.

• To maintain a policy of open access supported by outreach efforts to attract a diverse student population and offer continued support to ensure a diverse college community.

• To maintain an environment in which students recognize their social and political responsibilities to the community, the nation, and the world.

• To provide an intellectual and physical environment conducive to inquiry, expression, and learning.

• To promote effective communication that creates and maintains trust and respect within the college community.

• To provide opportunity for participation in college governance by members of the college community.

• To maintain excellence in teaching, learning, and administration by providing opportunities for professional development.

• To continually monitor and evaluate institutional effectiveness.

• To provide the local community with access to college sponsored cultural, intellectual, and recreational activities.

• To encourage a recognition and understanding of personal and cultural differences.

DUTCHESS COMMUNITY COLLEGE
AN OVERVIEW

Dutchess Community College was founded in 1957 and enrolled its first class in 1958. The College is located in the Town of Poughkeepsie in Dutchess County on the east side of the Hudson River, approximately 70 miles north of New York City. It is part of the State University of New York system, one of 30 community colleges within SUNY. A beautiful suite-style residence hall opened in 2012 to meet the needs of students interested in enjoying an on-campus living experience.

The College offers a wide variety of university-parallel programs, as well as career programs in major technical, human service, and business areas. Students may study either part-time or full-time, online or on-campus, and have at their disposal an excellent library, science and computer laboratories, art studios, a field station for the study of environmental problems, and state-of-the-art facilities for a variety of other curricula.

Most important to a college’s learning environment is its faculty. Dutchess Community College’s excellent academic reputation has enabled it to attract outstanding, engaged faculty to campus. Because DCC is primarily a teaching institution, the aim of its faculty is to provide the best possible educational opportunity to all students in all programs. A favorable student/faculty ratio ensures that students will not be just a face in the crowd, as does the faculty’s involvement in the academic advising of students. In sum, Dutchess is a place where students grow and work under the direction of a highly qualified faculty.

The academic services of the College are multi-faceted. Students with a wide diversity of backgrounds and interests are enrolled and are offered a wide range of academic opportunities. The Office of Academic Services, which includes a Learning Center, works to bring the under-prepared student to the point where he or she can successfully complete college-level work. Honors courses are available to those students prepared for more demanding academic challenges.

College academic staff constantly evaluates programs, standards, and courses to make certain that all programs represent current academic, business, and professional practice and are effective and responsive to student needs. Whether your goal is transfer, entry into the job market, personal enrichment, or just the satisfaction of fulfilling intellectual curiosity, you will be able to find an appropriate course of study at Dutchess Community College.
THE COLLEGE CAMPUS

Situated on beautifully landscaped grounds on Pendell Road in the Town of Poughkeepsie, the main campus consists of approximately 140 acres. The major buildings that make up the main campus are open to students from 7:30 a.m. until 10 p.m. during the regular academic year when classes are in session. For a map of the campus and parking areas, see the inside back cover of this catalog.

The Francis U. and Mary F. Ritz Library is housed in Hudson Hall and is described in greater detail in the Academic Services section.

The Orcutt Student Services Center houses all student services functions, including admissions, academic advising, counseling and career services, financial aid, registrar’s office, student accounts office, office of the Dean of Students, nurse’s office and campus security.

Taconic Hall provides classrooms and laboratories for instruction as well as faculty offices in the following areas: Business Department; Behavioral Sciences; and Engineering, Architecture and Computer Technologies.

For more information visit sunydutchess.edu/dorm, email studenthousing@sunydutchess.edu or call (845) 790-3676.

Live & Learn
Superior Suite-Style Housing

DCC is proud to be the only community college in our region to offer on-campus housing, allowing students to combine the quality and affordability of a DCC education with the experience of living away at college.

The fully furnished, contemporary suites in Conklin Hall feature large bedrooms; two bathrooms; kitchenette with sink, microwave and refrigerator; and living room. Building amenities include a multi-purpose atrium, lounges on each floor and laundry facilities. Designed for student safety, comfort and convenience, the residence hall is located close to academic buildings and adjacent to parking lot D.

Students from counties other than Dutchess and Putnam must have a high school average of at least 70 in order to be eligible to live in the residence hall, and those who have stronger academic records may have an advantage in the housing award process. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college with a GPA of below 2.0 will be individually considered for housing.

For more information visit sunydutchess.edu/dorm, email studenthousing@sunydutchess.edu or call (845) 790-3676.

The Allyn J. Washington Center for Science and Art houses state-of-the-art science, mathematics and art classrooms, and faculty offices for the Allied Health and Biological Sciences, Mathematics, Physical and Computer Sciences and Visual Arts departments. The Center also is home to the Mildred I. Washington Art Gallery.

Bowne Hall houses the Office of the President, the Office of Academic Affairs, the Business Office, the Office of Communications and Public Relations and the DCC Foundation. It also is home to the Office of Community Services and Special Programs, which provides non-credit classes as well as training programs for business.

Center for Business and Industry provides classroom and laboratory space for the computer information systems program and the nursing program, as well as two large television studios and other production facilities for the communications and media arts program. Also included are the Telecommunications and Instructional Media Department and Information Systems offices.

Drumlin Hall houses the College’s dining facilities, which include the Louis Greenspan Dining Room and the Handel Family Dining and Conference Room.

Dutchess Hall contains the Office of Student Activities, the Student Government Association office, the Francis U. Ritz Lounge and the James and Betty Hall Theatre. It also has classrooms, practice rooms, and offices for the Department of Performing, Visual Arts and Communications. The College Bookstore, offering textbooks, educational supplies and selected merchandise, also is housed in Dutchess Hall.

Falcon Hall contains classrooms, the gymnasium, a dance studio, the Phil Arnold Fitness Center and other activity areas designed for health and physical education instruction. It also houses the Department of Health, Physical Education, Athletics and Dance.

Hudson Hall provides classrooms, studios, laboratories and faculty offices for the following departments: Behavioral Sciences; English and Humanities; and History, Government and Economics. A deli is located on the first floor.
ADMISSIONS AND ENROLLMENT

Enrollment in credit courses at Dutchess Community College is open to all persons whose academic abilities and personal qualifications suggest that they may benefit from college study. Enrollment is determined without regard to the race, color, sex, religion, age, national origin, disability, or sexual orientation of a student.

Students enroll in credit courses at Dutchess Community College for a variety of reasons. Some do so to earn a college degree that is required for entry into a particular career. Some complete a two-year degree for transfer to a four-year institution to earn a bachelor's degree. Others take courses to qualify for promotions, certificates or licenses; to pursue an interest they have in a specific subject field; for general personal enrichment, and simply to try college study.

Full-Time Admissions

A free application form for admission as a full-time student may be found at http://www.sunydutchess.edu/admissions/applynow.html.

Forms also are available by contacting Dutchess Community College’s Office of Admissions at (845) 431-8010 or may be obtained from any local high school guidance office.

Applicants from outside the local area may use the more generalized State University of New York (SUNY) application form to apply to Dutchess. There is an application fee for students wishing to use the SUNY application. These applications are available in all state high school guidance offices. Applicants must file a complete set of information as outlined on the application. In order to matriculate at Dutchess Community College, a student must have earned a high school diploma or equivalency diploma. (Note: An IEP Certificate is not considered a diploma.)

Additional Sites

Accessibility to the College’s programs and services is enhanced through the availability of instructional sites other than the main campus in Poughkeepsie. While the College will offer courses at any acceptable site where a class of students is located, it does have additional locations where courses and services are offered every semester.

An extension site, DCC South, is located at:
Hollowbrook Office Park, 31 Marshall Road,
Wappingers Falls, NY 12590
(845) 790-3610 Main Office
(845) 790-3620 EMS Program
www.sunydutchess.edu/aboutthecollege/dccsouth.html

DCC South hosts more than 150 college credit courses with over 350 course sections offered annually, serving more than 15% of the College’s enrollment. The site is conveniently located on the Route 9 corridor and is particularly attractive to people who work or live in southern Dutchess and northern Putnam counties. The site has up-to-date facilities that include 21 multi-purpose classrooms, three networked microcomputer laboratories, a science lab, an emergency medical services lab, a learning resource center, as well as an office that provides registration, advisement and other student support services.

In addition to the wide variety of credit classes, the site houses the College’s Emergency Medical Services (EMS) programs that include a credit paramedic program and non-credit emergency medical coursework. Regularly scheduled offerings from the Office of Community Services include the High School Equivalency diploma program, ESL classes, non-credit seminars and workshops. A selection of non-credit offerings for business, industry and the community also are regularly available at DCC South.

The College also offers credit classes at:
Carmel High School, Fair Street, Carmel, NY

Statement of Limitations: Dutchess Community College recognizes its responsibility and commitment to provide a quality academic experience for those who are able to benefit from attending classes at the College. Thus, within the limits of its resources and facilities, Dutchess Community College is open to all persons who are qualified according to our admission and good standing requirements. In extreme cases, the College may determine that a student may not be qualified to benefit from the College’s programs and activities. When questions of admissibility arise, the final decision rests with the Dean of Student Services and Enrollment Management.

Each student is responsible for knowing the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for non-compliance.