

Central Connecticut State University
Policy Summary for Military Service Members
(Voluntary Education Institutional Compliance Program – 2024
Tuition Assistance (TA) Program)

Central Connecticut State University (Central) is pleased to participate in a Voluntary Education Partnership with the United States Department of Defense (DoD). Central ensures compliance with program integrity requirements consistent with the regulations issued by the Department of Defense 2024 Institutional Compliance Program specifically related to restrictions on misrepresentation, recruitment, and payment of incentive compensation to military Service members and/or dependents.

As part of this partnership, Central agrees to follow the Institutional Compliance Program policies and procedures as they relate to Service members eligible for the Tuition Assistance (TA) Program. Please find below important statements, policies, and procedures related to Service members as it relates to recruitment, financial, and enrollment in academic programs.

Recruitment and Marketing Policy for Admissions

- 1. The University shall refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance (3.j.(2)). This policy is further acknowledged by the university's program participation agreement 34 CFR 664 14 (b) (22) I, which was signed and certified by the Department of Education and approved on 8/4/23.*

Exhibit 1, United States Department of Education Letter, Dated 08/04/2023

- 2. The University shall refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments (3.j.(3)).*
- 3. An eligible Service member at Central Connecticut State University may be enrolled in the Tuition Assistance (TA) program only after the TA has been approved by the Educational Services Officer (ESO) or counselor within the Military Service (4.d.(1)); in addition, veterans and service members may be eligible to meet with a School Certifying Official about academic programs, application process, supporting services and VA educational benefits prior to enrollment.*

Exhibit 2, Central's Veterans Affairs Meet the Staff Page - <https://www.ccsu.edu/office-veterans-affairs/meet-staff>

Financial Aid

4. *The University Financial Aid staff follow the guidelines provided by the National Association of Student Financial Aid Administrators (NASFAA).*
 - *Thus, prior to offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for private student loans, the University shall provide service members access to the Financial Literacy coordinator to discuss whether they shall accept or deny the loan. The Service member shall be provided a clear and complete explanation of available financial aid, including Title IV aid (3.h.(1)) and (4).*
 - <https://www.ccsu.edu/consumer-information-disclosures>
5. *All Service members are directed to use the University Financial Aid website to gain access to all financial information and forms.*

<https://www.ccsu.edu/financialaid>

6. *Prior to offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for private student loans, the University's Financial Literacy coordinator shall disclose the institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average (3.h.(3)).*

See attached links for further information on the CDR:

<https://www.ccsu.edu/oira>

https://docs.ccsu.edu/oira/consumerInfoDisclosures/Default_Rate_Report.pdf

Student Loan Information

- [*Initial Loan Counseling for Student Borrowers*](#)
- [*Institutional Code of Conduct for Education Loans*](#)
- [*Preferred Lender Arrangements*](#)
- [*Exit Counseling for Student Borrowers*](#)
- [*Loan Debt of Bachelor's Degree Recipients at Central*](#)
- [*Default Rates*](#)

7. *The University shall return any unearned Tuition Assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. In turn, the institution will work with the affected Service member to identify solutions that will not result in a student debt for the return portion (4.f.(2))(d).*

R2T4 Policy - <https://www.ccsu.edu/sites/default/files/2023-07/Return%20to%20Title%20IV.pdf>

Academic Program

8. *Central Connecticut State University will maintain accreditation with the New England Commission of Higher Education (NECHE). Follow the link for additional information - <https://www.ccsu.edu/about/accreditation> (3.b and 3.1). In addition, all academic programs and programmatic accreditation are identified within the following website - <https://ccsu.smartcatalogiq.com/en/current/undergraduate-graduate-catalog/>*
9. *The University ensures all additional requirements necessary to obtain credentials in a given program of study are posted to the University website; specifically, the programs website – www.ccsu.edu & <https://ccsu.smartcatalogiq.com/en/current/undergraduate-graduate-catalog/>*
10. *The University posts information online on general degree requirements for all programs (Evaluation Education Plan(s)) for perspective students, including Service members to review prior to enrollment.*

<https://ccsu.smartcatalogiq.com/en/current/undergraduate-graduate-catalog/>.

Service members can also consult with the Admissions Office and/or an academic advisor for further information on degree programs (4.c.(1)) and (4).

<https://ccsu.smartcatalogiq.com/current/undergraduate-graduate-catalog/undergraduate-academic-policies-and-requirements/major-and-degree-policies/undergraduate-certificate/program-completion/>

Exhibit 3, Academic Programs

11. *The University posts information online on transfer credit policies and articulated agreements for all programs for perspective students, including Service members to review prior to enrollment. Service members can also consult with the Admissions Office and/or an academic advisor for further information on transfer credits (3.n.(1)).*

<https://www.ccsu.edu/transfer-admissions/admissions-requirements>

Veterans Affairs Program

12. *University has an established Office of Veterans Affairs staffed by two full-time staff members who are trained annually by The Department of Veterans Affairs as School Certifying Officials. In addition, these two staff members are trained to make referral regarding available resources to assist Service members throughout their academic career. Listed below are a number of important offices accessible to our Service members.*

Exhibit 4, Job Descriptions

- *Veterans Affairs* - (860-832-2838), vetaffairs@ccsu.edu;
<https://www.ccsu.edu/office-veterans-affairs>
- *Accessibility Office* - (860-832-1952), AccessibilityServices@ccsu.edu;
<https://www.ccsu.edu/accessibility>
- *Academic Advising* - (860-832-1616), CCSUadvising@ccsu.edu;
<https://www.ccsu.edu/advising>
- *Career Development Office* - (860-832-1617), rosittop@ccsu.edu;
<https://www.ccsu.edu/careerdevelopment>
- *Counseling Office* - (860-832-1926), SWS@ccsu.edu;
<https://www.ccsu.edu/counseling-and-student-development>
- *Financial Aid* - (860-832-2200), finaid@ccsu.edu;
<https://www.ccsu.edu/financialaid>

13. *The University shall permit returning students to be readmitted into the same academic program the student was enrolled in prior to the military service obligation (3.i.(1)).*

2024-2025 Undergraduate/Graduate Catalog, Undergraduate Academic Policies and Requirements Leaving the University and Reenrolling

<https://ccsu.smartcatalogiq.com/en/current/undergraduate-graduate-catalog/undergraduate-academic-policies-and-requirements/>

Exhibits:

Exhibit 1, United States Department of Education Letter, Dated 08/04/2023

Exhibit 2, Central's Veterans Affairs Meet the Staff Page

Exhibit 3, Academic Programs

Exhibit 4, Job Descriptions

Exhibit 1, United States Department of Education Letter, Dated 08/04/2023



FEDERAL STUDENT AID  "START HERE. GO FURTHER.™"

UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID
SCHOOL ELIGIBILITY SERVICE GROUP
SCHOOL PARTICIPATION TEAM
NEW YORK - BOSTON TEAM

Dr. Zulma R. Toro
President
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050-2490

08/04/2023

OPE ID 00137800

Dear Dr. Toro:

The New York - Boston School Participation Division (SPD) is pleased to inform you that, based upon the information included in your Application for Approval to Participate in the Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that Central Connecticut State University (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA). Central Connecticut State University will be listed in the next edition of the Directory of Postsecondary Institutions published by the U.S. Department of Education (Department).

OPE ID NUMBER

The OPE ID Number 00137800 is a unique identifier for the Institution. The OPE ID Number will also be the Institution's identification number for the Title IV, HEA programs. Please use the OPE ID Number in all communications with the Department.

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

Please save a copy of the **Eligibility and Certification Approval Report (ECAR)**. Together, the **Program Participation Agreement (PPA)** that has been signed on behalf of the Secretary and the ECAR constitute the Department's determination that the Institution has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

The Institution must retain the ECAR and the PPA together.

The ECAR contains the most critical of the data elements that form the basis of the Institution's approval, and also a list of the highest level of offering, any nondegree or short term training programs, and any additional locations that provide 50 percent or more of an educational program that have been approved for the Title IV, HEA programs. The Institution may not award, distribute

or disburse any Title IV, HEA program funds for any educational or training program that is beyond the scope of the approval contained in the ECAR, nor for any additional location providing 50 percent or more of an educational program that has not been approved and is not listed on the ECAR.

- In order to comply with the requirements of 34 C.F.R. § 668.8(1), some vocational or nondegree programs may have been approved for fewer credit hours than requested in the Institution's application.
- Vocational and nondegree programs that do not meet the requirements of 34 C.F.R. Parts 600 and 668 have not been approved and are marked in the ECAR as not approved.
- The listing of Educational Programs in the ECAR contains those programs that the SPD has determined are eligible programs for participation in the Title IV, HEA programs.
- The ECAR contains a list of HEA programs other than Title IV, HEA programs, for which the Institution is eligible to apply. This list does not mean that the Institution will automatically be eligible to participate in or receive funds under any HEA competitive grant program. Information concerning applications for, and the individual requirements of, the competitive grant program can be obtained from:

**Deputy Assistant Secretary
Office of Higher Education
Programs
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5140**

PROGRAM PARTICIPATION AGREEMENT

The PPA contains the agreement between the Institution and the Secretary concerning the Institution's participation in the Federal student financial assistance programs (Title IV, HEA programs).

CERTIFICATION FOR TITLE IV, HEA PROGRAMS

As explained in the PPA, Title IV, HEA programs administered by participating educational institutions are subject to applicable laws, regulations, and guidelines. For further information on the HEA programs identified below, contact the COD School Relations Center at (800) 848-0978:

- Federal Pell Grant Program
- Federal Direct Student Loan Program
If the Institution wishes to begin participating in the Direct Loan Program or to request a change in its funding method, contact COD School Relations at the number above or send an email to CODsupport@ed.gov.
- Federal Campus-Based Programs
The Federal Campus-Based Programs are (a) the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, (b) the Federal Work-Study (FWS) Program, and (c) the Federal Perkins Loan Program (no longer making new loans). To obtain funding under the FSEOG or FWS programs, the Institution must file the Fiscal Operations Report and Application to Participate (FISAP) annually. FISAP packages are typically available at the end of July each year and the due date for electronic submission of this data is generally a postmark or transmission date of October 1. Please keep in mind that

the October 1 submission is to obtain funding for the Award Year that begins the following July 1.

If the Institution does not already participate in the Title IV, HEA programs, the Institution must complete Fundamentals of Title IV Administration (Precertification) Training no later than 12 months after the Institution executed the PPA. Completion of this training must be not earlier than one year before beginning to participate in any Title IV, HEA program for which the Institution has not previously participated. If you wish to register for Fundamentals of Title IV Administration (Precertification) Training, please go to <https://fsatraining.ed.gov/>. For information concerning the training, contact the New York - Boston SPD at the telephone number listed later in this letter.

Participating educational institutions will be reviewed at least once every six years to determine whether the institutions remain administratively capable and financially responsible to administer Title IV programs and funds.

REPORTING AND REAPPLICATION REQUIREMENTS

The Institution must report promptly to the Department certain changes and actions that affect the Institution's participation approval, as specified in 34 C.F.R. Parts 600 and 668, including, but not limited to:

- Change of name and/or address;
- New contract or significant modification of existing contract with a third party servicer;
- Change in exercise of a person's substantial control over the Institution, e.g., a change in the chief executive officer or members of the board of trustees or board of directors.
- Change in the way the Institution measures educational program length;
- Change in the level of course offerings;
- Additions and/or closures of non-main campus locations that offer at least 50% of an educational program;
- Change of accrediting agency;
- Change of the State agency that confers legal authority on the Institution to offer programs of postsecondary education; or
- Change in ownership *whether or not* that ownership change results in a change in control of the Institution.

If the Institution fails to report any such changes within ten days after the change occurs, the ability of the Institution to administer the Title IV student financial assistance programs properly will be called into question. As a consequence, we will consider whether it is necessary to monitor the Institution's receipt of Federal funds more closely. Failure to report changes within the time frame required may also result in an adverse action being taken against the Institution in accordance with 34 C.F.R. § 668, Subpart G.

Automatic Termination of Approval

This Approval for Institutional Participation automatically terminates on the happening of any of the following events:

- December 31, 2028
- The date the Institution loses the legal authority to offer programs of postsecondary education in the State in which it is located;
- The date the Institution loses accreditation from its designated primary accrediting agency;
- The date the Institution ceases to offer all approved postsecondary instruction;

- The date the Institution merges with another institution;
- The date the Institution undergoes a change in ownership resulting in a change of control;
- The date the Institution files for bankruptcy; or
- The date the Institution otherwise ceases to meet the definition of an eligible institution of higher education.

Please submit all information or documentation required by this letter via the Application for Approval to Participate in the Federal Financial Aid Programs at eligcert.ed.gov and/or via the Common Origination and Disbursement (COD) Document Center at <https://www.cod.ed.gov>.

ELIGIBILITY REQUIREMENTS

One of the institutional eligibility requirements is that the institution must admit as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the State in which the institution is physically located (see 34 C.F.R. § 600.4, 5 or 6). This means if the student is not yet beyond the age of compulsory school attendance in the State in which the institution is physically located, the institution can only enroll the individual as a regular student if he or she has a high school diploma or its equivalent.

One of the student eligibility requirements is that an eligible student is one who is not enrolled in either an elementary or secondary school (see 34 C.F.R. § 668.32). This means that an institution cannot accept as a regular student at this school, an individual who is also enrolled at the same time in elementary or high school.

The telephone number for the New York - Boston SPD is (617) 289-0133. The SPD may also be reached by email at NYBostonSPD@ed.gov.

Sincerely,



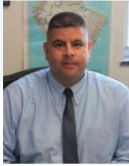
Jan Brandow
Branch Chief
School Eligibility and Oversight Services Group

cc: Ms Keri Maynard, Financial Aid Director
New England Commission of Higher Education
Guarantee Agency
CT Board of Regents for Higher Education

Exhibit 2, Central's Veterans Affairs Meet the Staff Page <https://www.ccsu.edu/office-veterans-affairs/meet-staff> as of 10/1/2024

Home » The Office of Veterans Affairs » Meet the Staff

Meet the Staff



Christian Gutierrez

Veterans Affairs Coordinator
Veterans Affairs

(860) 832-2838

gutierrezc@ccsu.edu



Melina Lopez

Veteran Retention Assistant
Veterans Affairs

(860) 832-1603

lopezm@ccsu.edu

The Office of Veterans Affairs

Resources

ROTC

Educational Benefits

Student Veteran Organization (SVO)

FAQs

- [Meet The Staff](#)

General Inquiries

Willard-DiLoreto Hall D201

(860) 832-2838

vetaffairs@ccsu.edu

[Post 9/11 GI Bill © Calculator](#)

[Veteran's Crisis Line](#)

[Military Connected Fact Sheet](#)

[State of CT](#)

[Department of Veterans Administration Regulations](#)

Exhibit 3, Academic Programs

Last updated August 2023

Postsecondary Award Certificate Programs	Degree Type	Delivery	OHE Number	CIP Code 2020
Detective Certificate	C1	Hybrid	19982	430114
English -Spanish Translation Certificate	C1	Hybrid	21704	160103
Gerontology	C1	Onground	20603	190702
Racial Justice	C1	Onground	20623	302301
Spanish for Health Professionals Certificate	C1	Hybrid	21706	160103
Degree Level Program Total: 5				
Bachelor's Programs	Degree Type	Delivery	OHE Number	CIP Code 2020
Accounting	BS	Hybrid	00036	520301
Anthropology	BA	Onground	00103	450201
Art	BA	Onground	02519	500701
Art Education	BS	Onground	00054	131302
Athletic Training *	BS	Onground	06923	510913
Biochemistry	BS	Onground	13670	260202
Biology	BS	Onground	00082	260101
Biomolecular Sciences	BS	Onground	13445	260204
Business	BS	Hybrid	21384	520101
Business Analytics	BS	Hybrid	21711	307102
Chemistry	BS	Onground	00090	400501
Civil Engineering	BS	Onground	15032	140801
Computer Engineering Technology	BS	Onground	13269	151201
Computer Science	BS	Onground	00043	110101
Construction Management	BS	Onground	10186	522001
Criminology	BA	Onground	03127	450401
Cybersecurity	BS	Onground	19464	111003
Dance Education	BS	Onground	18177	131324
Early Childhood and Infant/Toddler Mental Health	BS	Onground	19028	131210
Early Childhood Education*	BS	Onground	00052	131209
Earth Science	BS	Onground	00092	400601
Economics	BA	Onground	00104	450601
Electrical Engineering	BS	Onground	19943	141001
Electronics Technology	BS	Onground	09933	150303
Elementary Education	BS	Onground	00050	131202
English	BA/BS	Onground	00079	230101
Exercise Science	BS	Onground	17363	310505
Finance	BS	Hybrid	02650	520801
French	BA/BS	Onground	00073	160901
General Studies	BGS	Onground	20405	240102
Geography	BA/BS	Onground	00105	450701
German*	BA	Onground	00072	160501

Bachelor's Programs	Degree Type	Delivery	OHE Number	CIP Code 2020
Graphic/Information Design	BA	Onground	07020	500401
Graphics Technology	BS	Onground	17362	110801
History	BA/BS	Onground	00107	540101
International Studies	BA	Onground	02693	302001
Italian	BA/BS	Onground	00075	160902
Journalism	BA	Onground	15031	090401
Management	BS	Hybrid	00037	520201
Management Information Systems	BS	Hybrid	02380	521201
Manufacturing Engineering Technology	BS	Onground	02365	150613
Manufacturing Management	BS	Onground	18000	520205
Marketing	BS	Hybrid	00039	521401
Mathematics	BA/BS	Onground	00084	270101
Mechanical Engineering	BS	Onground	14202	141901
Mechanical Engineering Technology	BS	Onground	02813	150805
Media Studies	BA	Onground	18099	090102
Music	BA	Onground	02608	500901
Music Education	BS	Onground	00062	131312
Networking Information Technology	BS	Onground	17364	111001
Nursing (RN to BSN)	BSN	Onground	00078	513801
Nursing		Onground	14729	
Philosophy	BA	Onground	00088	380101
Physical Education	BS	Onground	00064	131314
Physics	BS	Onground	00094	400801
Political Science	BA	Onground	00109	451001
Psychological Science	BA	Onground	00098	420101
Robotics and Mechatronics Engineering Technology	BS	Onground	16962	150405
Social Work	BA	Onground	02556	440701
Sociology	BA	Onground	00110	451101
Spanish	BA/BS	Onground	00076	160905
Special Studies	BA/BS	Onground	00087	309999
Strategic Communication	BA	Onground	18107	090900
Technology and Engineering Ed K-12	BS	Onground	00058	131309
Technology Management	BS	Onground	00071	150612
Theatre	BFA/BA	Onground	00111	500501
Tourism and Hospitality Studies	BS	Onground	04091	520901
Post-Baccalaureate Certificate Programs	Degree Type	Delivery	OHE Number	CIP Code 2020
Accounting*	OCP	Hybrid,Online	19351	520301
Accounting Analytics	OCP	Hybrid	20602	307199
Additive Manufacturing Engineering	OCP	Onground	20113	141901
Advanced Detective Certificate	OCP	Hybrid	19979	430114
Advanced Manufacturing Engineering	OCP	Onground	20114	141901
Art Education	GRADCERT	Onground	10167	131302
Biology	GRADCERT	Onground	10603	260101
Business Leadership	OCP	Hybrid	19978	520213
Commercial Lending	OCP	Onground	20237	520809
Construction Management	OCP	Onground	14628	522001

Post-Baccalaureate Certificate Programs	Degree Type	Delivery	OHE Number	CIP Code 2020
Data Science	OCP	Online	09289	303001
Elementary Education	GRADCERT	Onground	10181	131202
English	GRADCERT	Onground	10605	230101
Environmental Health and Safety	OCP	Onground	14629	512202
French, German, Italian & Spanish	GRADCERT	Onground	10171	131306
Gerontology*	OCP	Hybrid	18714	190702
History	GRADCERT	Onground	10172	540101
Lean Manufacturing and Six Sigma	OCP	Onground	14630	150702
Mathematics	GRADCERT	Onground	10606	270101
Music Education	GRADCERT	Onground	10174	131312
Physical Education	GRADCERT	Onground	10178	131314
Pre-Health Studies	OCP	Onground	10169	511199
Public Relations/Promotion	OCP	Onground	14632	090902
Science Education	GRADCERT	Onground	10176	131316
Software Engineering	OCP	Onground	20622	140903
Supply Chain and Logistics	OCP	Onground	14634	520203
Technology and Engineering Education K-12	GRADCERT	Onground	10185	131309
TESOL	GRADCERT	Onground	10609	131401
TESOL	OCP	Onground	15703	131401
Transition Specialist	OCP	Onground	18965	131001
Master's Programs	Degree Type	Delivery	OHE Number	CIP Code 2020
Accounting	MS	Onground	18549	520301
Applied Linguistics	MA	Onground	00070	131401
Art Education	MS	Onground	00055	131302
Athletic Training	MS	Onground	19546	510913
Biological Sciences	MA/MS	Onground	00083	260101
Biomolecular Sciences	MS	Onground	13446	260204
Business Administration	MBA	Hybrid	02816	520305
Computer Information Technology	MS	Onground	06901	110103
Construction Management	MS	Onground	14421	522001
Counselor Education	MS	Onground	00049	131101
Criminal Justice	MS	Onground	02965	430104
Data Science	MS	Online	09328	303001
Early Childhood Education*	MS	Onground	00053	131209
Educational Technology	MS	Onground	00045	130501
Elementary Education*	MS	Onground	00051	131202
Engineering Technology*	MS	Onground	09299	150000
English	MA	Hybrid	00080	230101

Exhibit 4, Job Descriptions

Veterans Affairs - (860-832-2838), vetaffairs@ccsu.edu; <https://www.ccsu.edu/office-veterans-affairs>

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Veterans' Affairs Coordinator
RANK: Administrator IV
DEPARTMENT: Student Affairs
SUPERVISOR'S TITLE: Vice President for Student Affairs

POSITION SUMMARY

The Coordinator is responsible for providing transitional support and ensuring the effective delivery of services to all students who are Veterans, Reservists, and National Guard members.

SUPERVISION EXERCISED

May supervise support or student staff.

POSITION RESPONSIBILITIES

Provides support for all student veterans, reservists, and national guard members to ensure a smooth transition to student life by assisting with issues such as financial aid, academic preparedness, health and wellness, socialization issues, and administrative requirements.

Promotes student success by recognizing and responding to the unique needs of students who are veterans or active duty reservists, assisting them in learning rules, regulations, norms and expectations of campus life.

Oversees the Veteran's Drop-In Center; serves as advisor to the Veterans Appreciation Organization; serves as a member of the Committee on the Concerns of Veterans.

Collaborates with other campus offices in communicating with students about the CT State Vets Tuition Waiver Program, the Montgomery G.I. Bill; the Yellow Ribbon Program; the National Guard Tuition Waiver, and other financial aid programs.

Determines eligibility for the State Tuition Waiver and maintains tuition waiver database for eligible Veterans and National Guard members.

Serves as VA certifying official to maintain student veteran records, defer student accounts, bill the VA for tuition and fees, and track and report changes in majors and registration.

Provides guidance and assists with the preparation of required forms for VA Educational Benefits for veterans and their eligible dependents; verifies standards of progress for students receiving VA Educational Benefits.

Makes appropriate referrals to other student and academic services including the Counseling and Wellness Center, the Center for Advising and Career Exploration, Student Disability Services, and Financial Aid.

Develops peer support program through collaboration with other campus services.

Serves as liaison to and maintains relationships with Veterans Administration and other federal and state agencies affecting veterans, reservists, and National Guard members.

Performs outreach and recruitment activities to veterans and reservists in the local community.

Develops and maintains operating budget for veterans' services.

Ensures that all information provided to veterans, reservists, and national Guard members is up to date and accurate; maintains Veteran's Affairs web page and web-based informational materials for all returning veterans and continuing student vets.

Analyzes data and prepares reports as needed.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree and four years of administrative experience in Student Affairs or related area; demonstrated ability to relate well to students, faculty, and staff. These qualifications may be waived for individuals with appropriate alternate experience.

FLSA Status: Exempt.

For CCSU	Date	For SUOAF	Date
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7/1/09: minor changes made to SCSU job description of Assoc Director, Student Support Services

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Veteran Retention Assistant
RANK: Administrator II
DEPARTMENT: Student Affairs
SUPERVISOR: Veterans' Affairs Coordinator

POSITION SUMMARY

The Veteran Retention Assistant will assist the Veterans' Affairs Coordinator with facilitating the transition, retention and delivery of services to student veterans, reservists, and National Guard Members.

SUPERVISION EXERCISED

May supervise student workers.

POSITION RESPONSIBILITIES

Assists veterans/dependents in applying for available federal benefits from the United States Department of Veterans Affairs Regional Office (VARO.)

Provides information to potential students regarding enrollment procedures to obtain veteran and dependent benefits; assists students in determining their educational benefits as veterans.

In conjunction with the Veteran's Affairs Coordinator, authorizes payments to veterans, eligible dependents, survivors, and reservists under Federal rules, regulations and guidelines.

Enters all claims information into Banner and VA-1 database.

Monitors program payments and makes adjustments in payments as necessary to ensure timely and accurate payment of benefits; reviews educational plans, coursework and progress.

Works with the Bursar's staff to reconcile educational benefits or payments as necessary.

Assists with the audit responses and reports to ensure program compliance with federal and state laws.

Authorizes release of books and supplies for veterans with disabilities; assists with year-end billing and payment of materials.

Attends workshops, seminars, and conferences and confers with professionals in order to keep up to date on the latest changes in Federal and State laws and regulations.

Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree and two years' experience working with student veterans. Demonstrated proficiency in oral, interpersonal, and written communication skills. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.


For CCSU

10.10.13
Date


For SUOAF

09 OCT 13
Date

09-30-13: Created.

Accessibility Office - (860-832-1952), AccessibilityServices@ccsu.edu;
<https://www.ccsu.edu/accessibility>

CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME

POSITION TITLE: Director of Student Disability Services
RANK: Administrator V
DEPARTMENT: Student Disability Services
SUPERVISOR: Associate Dean of Student Affairs

POSITION SUMMARY

Under the supervision of the Associate Dean of Student Affairs, the Director of Student Disability Services supervises the delivery of comprehensive and coordinated services for students with disabilities, as defined under the 1990 Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act. The Director serves as the primary liaison with state and private agencies and as a resource to the University and to the public at large. The Director supervises the professional and paraprofessional staff, manages operating and auxiliary aids budgets, and conducts annual program and service evaluations. The Director researches and remains current on issues related to disability support services in postsecondary education settings.

SUPERVISION EXERCISED

Supervises professional and/or support staff.

POSITION RESPONSIBILITIES

Manages, leads, and directs the activities of the office of Student Disability Services and all ADA and Section 504 compliance programs of the University related to student support services.

Serves as a resource to the entire community, including individual faculty, in designing and delivering reasonable accommodations required by the law.

Establishes and maintains collegial and programmatic relationships with student service, academic and administrative departments, including Residence Life, Student Wellness Services, Student Affairs and Academic Affairs.

Supervises and evaluates all professional and support staff of Student Disability Services; selects, trains and supervises all student peer support staff, including graduate interns.

Develops and manages program budgets, including departmental operating budgets, auxiliary aid budgets and funds obtained through grant applications.

Develops and updates, as required, all written policies, procedures and protocols guiding the work of the unit, ensuring policies are consistent with legal mandates related to disability in postsecondary education settings. Provides training and serves as a resource to all campus constituencies (individual faculty, academic departments, and administrative units) on all aspects of the program, including but not limited to accessibility training, sensitivity to disabilities, emerging trends in disability rights and services.

Engages in collaborative program initiatives with related student service functions, particularly Student Wellness Services.

Coordinates and manages recruitment and pre-enrollment consultations with new students and/or parents to review the IEP and to develop a single coordinated plan of support.

Academic Advising - (860-832-1616), CCSUadvising@ccsu.edu; <https://www.ccsu.edu/advising>

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Associate Director of the Center for Advising and Career Exploration (red circled)

RANK: Administrator V

DEPARTMENT: Center for Advising and Career Exploration

SUPERVISOR: Director of the Center for Advising and Career Exploration

POSITION SUMMARY

The Associate Director provides operational assistance to the Director of the Center for Advising and Career Exploration, with a focus on academic advising and career exploration, to ensure the delivery of comprehensive, coordinated and innovative programs and services.

SUPERVISION EXERCISED

May supervise professional and support staff.

POSITION RESPONSIBILITIES

Establishes and maintains effective liaison with academic deans, department chairs, faculty advisors and student support services administrators to enhance the delivery of advising and retention-related services to incoming students and continuing students in transition from one major to another.

Trains professional and support staff in the Center for Advising and Career Exploration on Career Services policies and protocols.

Assists in the development and implementation of policies, procedures, publications and programs to provide appropriate academic support, experiential learning, and career development services that promote student success.

Designs, develops and coordinates outreach activities to student groups, parents, faculty and other appropriate groups as assigned, in order to provide integrated information on academic and career choices.

Advises new, undeclared and change of major students on an individual basis, and assists students in developing an integrated academic/career plan which includes a selected major.

Advises students on an individual basis or in a group setting on topics such as: skills identification, values clarification, job seeking skills, etc.

Evaluates, recommends and facilitates the use of electronic technologies to enhance advising and career exploration.

Conducts research on "best practices" in academic advisement, experiential learning and career development.

Assesses the effectiveness of the Center's programs to provide continuous improvement of services.

May explore external funding sources to support the Center's activities.

Designs and makes presentations and/or conducts workshops to classes, clubs, faculty groups, or employers on topics such as selecting a major and/or career, finding employment, values clarification, decision making, etc.

Assists students in obtaining student employment, internships, or cooperative education jobs related to their course of study.

May assume responsibility for the Center's operations in the Director's absence.

Performs other duties related to the above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's degree and five years of professional experience in career planning, educational planning, learning assistance, or employment placement in a college or university setting required. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

A. E. Andrews 10/29/15 *[Signature]* 28 OCT 15
For CCSU Date For SUOAF Date

10-21-15: Revised.

05-12-09: Created.

Career Development Office - (860-832-1617), rosittop@ccsu.edu;
<https://www.ccsu.edu/careerdevelopment>

CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME

POSITION TITLE: Assistant Director of Career Development
RANK: Administrator III
DEPARTMENT: Career Development Office
SUPERVISOR: Director of Career Development

POSITION SUMMARY

The Assistant Director of Career Development assists with experiential learning and professional development planning in the Office to help build opportunities for students to attain employability skills. The Assistant Director brings experiential learning issues and trends to the attention of the Director of Career Development and works with the Director toward developing and maintaining innovative and effective programs and services to provide students with the necessary tools to achieve employability and career success.

SUPERVISION EXERCISED

May supervise support staff.

POSITION RESPONSIBILITIES

Assists in building the experiential learning model at Central Connecticut State University by working with the Director to develop and put forth a university-wide experiential learning/education program along with initiatives for undergraduate and graduate students.

Assists with advancing job and experiential opportunity development programs by assisting with developing and recruiting for opportunities to enable students to engage with employers, non-profit organizations, government agencies, and other related entities.

In conjunction with the Director, works to develop the Career Development Office calendar for and facilitation of on- and off-campus activities, programs, and events such as career fairs, employer events, etc.

Works with University departments to develop part-time and federal work study student worker opportunities to enhance student employability skills.

Designs, develops and coordinates outreach activities to student groups, parents, faculty and other appropriate groups, in order to provide information on academic and career choices and employability skills.

Meets with academic departments and employers to learn about and understand pathways from majors to careers to assist with helping with internship development and experiential learning opportunities.

Provides information to students individually or in a group setting on topics such as skills identification, values clarification, career research and exploration, resume and cover letter writing, job search strategies and interviewing.

Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree and three years of relevant work experience. Working knowledge of experiential learning; direct experience working successfully with diverse populations, demonstrating multicultural competence. Demonstrated strong oral and written communication skills; demonstrated experience with setting priorities, managing deadlines, and working collaboratively with others.

Tracking# 22020601GC

Assistant Director of Career Development
Page 2
November 9, 2021

Preferred Qualifications:

Strong working knowledge of career development and career coaching techniques. Experience in event planning, ability to work in a complex, fast-paced dynamic environment, knowledge of current trends in social media.

Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

Anna Suski-Lenczewski 02/09/2022
For CCSU Date

Greg Lane 02/06/2022
For SUCAF Date

Tracking# 22020601GC

11-9-21: Created.

Counseling Office - (860-832-1926), SWS@ccsu.edu; <https://www.ccsu.edu/counseling-and-student-development>

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Associate Director of Counseling and Student Development
RANK: Administrator V
DEPARTMENT: Counseling and Student Development
SUPERVISOR: Director of Counseling and Student Development

POSITION SUMMARY

Under the supervision of the Director of Counseling and Student Development, the Associate Director of Counseling and Student Development, assists in the oversight of daily operations and clinical management of the Counseling Center which provides students with mental/behavioral health services. The incumbent of this position assists the Director in the planning and direction of the Counseling and Student Development Department and in coordinating all services to students by the Counseling Center staff as well as other administrative duties. The incumbent provides counseling, crisis intervention, and mental/behavioral health outreach services within the scope of their training and licensure.

SUPERVISION EXERCISED

May supervise professional and/or support staff.

POSITION RESPONSIBILITIES

As the clinical manager of the Counseling Center, assists with the direction in the provision of counseling services to students including assessment, referral, and treatment in individual, couples, family, and group modalities. Assists with oversight of the daily operations of the Counseling Center, including scheduling, and provides clinical supervision to licensed, professional mental health counselors.

Coordinates outreach and other activities within the University and to the greater community by the licensed, clinical mental health staff.

Works with the Director to develop methods to support the on-going training and professional development of staff in the Counseling Center to ensure the highest quality of counseling services to all campus communities.

Provides clinical mental/behavioral health counseling, crisis intervention, and other services for individuals and groups within the scope of their training and licensure.

Participates with other professional staff in emergency call responsibilities and disaster relief (e.g., suicide attempts, sexual assault, death, or other significant events that have an impact on individuals or groups of students).

Assists with the student orientation programs and represents Counseling and Student Development on campus and community-based task forces, ad hoc committees, Student Affairs meetings, and other groups as appropriate.

Coordinates, monitors, and assists in managing the electronic health record and scheduling system, ensures proper records are maintained and conducts appropriate quality assurance audits.

Coordinates graduate student internships and assistantships in the Counseling Center including the interview and selection process, as well as providing on-going weekly supervision, training, and oversight.

Directs, coordinates, and maintains positive relationships with referral sources in the greater New Britain region and beyond as appropriate.

Tracking# 23093001JD

Associate Director of Counseling and Student Development
Page 2 of 2

Assists in the preparation of periodic and required reports, including personnel evaluations, semi-annual, and annual departmental assessments, as well as service delivery data pertaining to departmental metric and counselor evaluations.

Provides clinical and administrative coverage for the department in the Director's absence.

Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of mental illness, substance misuse, clinical mental health/substance misuse treatment intervention and practice, and mobilization of clinical services to meet presenting needs; Knowledge of family and interpersonal relationship dynamics; Knowledge of values, sanctions, purposes and ethics of professional mental health practice; Ability to devise and implement a clinical treatment plan with measurable goals that address client needs; Considerable oral and written communication skills; Experience leading mental health treatment teams.

WORK ENVIRONMENT

Incumbents typically perform their work indoors, on campus, and in-person; may be required to work evenings and weekends; may be exposed to some risk of injury from clients in crisis.

MINIMUM QUALIFICATIONS REQUIRED

An advanced degree from an accredited institution in Clinical or Counseling Psychology, Counseling, Social Work, or other mental health related field.

Five (5) years of experience providing direct counseling services to various age groups including adolescents and adults. Experience working in a college or university counseling center.

SPECIAL REQUIREMENTS

Incumbents must possess and maintain licensure as a mental health provider by the State of Connecticut or be license eligible at the time of hire.

FLSA Status: Exempt.

Christopher T. Wetlije 09/30/2023
For CCSU Date

Don Oerman 09/30/2023
For SUOAF Date

Tracking# 23093001JD

09-25-23: Revised with minor changes. Title changed from Associate Director of Student Wellness Services for Counseling; updated Department name and Supervisor title.

11-04-13: Revised.

05-06-13: Minor changes only. Department name, position title and supervisor title changes from Counseling & Wellness Center to Student Wellness Services and from Associate Director of Counseling and Wellness to Associate Director of Student Wellness Services (counseling), and from Director of Counseling and Wellness to Director of Student Wellness Center, respectively.

07-26-07: Department and supervisor titles and minor revisions made for use at CCSU.

07-00-02: In use at SCSU.

Financial Aid - (860-832-2200), finaid@ccsu.edu; <https://www.ccsu.edu/financialaid>

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Associate Director of Student Financial Literacy
RANK: Administrator IV
DEPARTMENT: Enrollment Management
SUPERVISOR: Director of Student Financial Services

POSITION SUMMARY

The Associate Director of Student Financial Literacy works collaboratively with various cross-divisional staffs to design, implement, and assess financial literacy programs and financial planning services for prospective and current students. Through programming, training and other outreach efforts, the Associate Director of Student Financial Literacy enhances student understanding of financial products, services, and concepts with the goal of empowering students to make informed choices, avoid financial pitfalls, and take action to improve their present and long-term financial well-being.

GUIDELINES FOR USE

Financial literacy is defined beyond routine information, programs and training sessions aimed at facilitating the completion of scholarship or other aid applications such as the Free Application for Federal Student Aid (FAFSA) and/or student loan debt responsibility. Financial literacy is holistic and places emphasis on making informed choices for present and long-term financial well-being, post graduation.

SUPERVISION EXERCISED

May lead professional and/or support staff.

POSITION RESPONSIBILITIES

The Associate Director of Student Financial Literacy is accountable for planning, developing, and implementing an array of financial literacy information, programming, and outreach activities.

Plans, develops, coordinates, and evaluates a comprehensive financial literacy program for prospective, current, and post-graduate students, utilizing an array of media and presentational platforms including in-person training, video, online services.

Conducts needs assessments and extrapolates other metrics to develop programming objectives, assess student and programmatic outcomes, research and identify emerging trends, materials, and resources. Monitors and develops reports and other deliverables on key performance indicators including default rates, outstanding student debt ratios, payment barriers and trends.

Develops and delivers financial literacy outreach to current University students as well as students in local high schools, community colleges, and community organizations.

Develops and makes available literacy information with a strong focus on post education, long-term skill development in the areas of responsible fiscal obligation and management, including budget creation, goal setting, debt management, and savings as well as the psychology of money.

Serves as a proactive advocate for students in financial distress by troubleshooting obstacles impacting retention and completion.

Tracking# 23050701JD

Works collaboratively with various offices and divisions including Financial Aid, Bursar, Academic Affairs and Student Affairs to coordinate and ensure student literacy outreach and development including integration of key financial literacy concepts and principles in First Year and other academic initiatives, to ensure student success both while enrolled and post-graduation.

Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles and techniques of financial literacy programming; knowledge of student financial needs and University programs and services including Financial Aid; considerable interpersonal, presentational, oral and written communication skills; knowledge of research, data modeling and report writing skills; ability to work independently and develop collaborative relationships with colleagues in support of student success; ability to assess financial literacy training and development needs and to determine objectives; ability to exercise sound judgement recognizing the importance of the information conveyed and long-term student impact; knowledge of training and other programmatic platforms and technical resources including ability to use an array of computer software, systems and presentational equipment.

WORK ENVIRONMENT

Incumbents typically perform their work indoors, on and off campus and in-person; may be required to work evenings and weekends as required; may require a valid motor vehicle driver's license and the ability to drive to attend off-campus meetings, conferences, or other outreach activities; may be required to lift educational, training, or other promotional materials and equipment.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited institution of higher education and four (4) years of professional experience in financial literacy, financial aid or finance education and development. Professional experience does not include work at the level of a graduate intern or assistant or a University Assistant. Credentials and/or experience comparable to the above may also be considered.

FLSA Status: Exempt.

Anna Suski-Lenczewski 05/10/2023
For CCSU Date

Ann Overman 05/07/2023
For SUOAF Date

Tracking# 23050701JD

12-19-22: Revised Coordinator of Student Financial Literacy and Advising. New position title and supervisor title. No change in rank.

12-11-18: Created from SCSU Coordinator of Student Financial Literacy and Advising job description with minor changes to allow use at CCSU.

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Assistant Director of Financial Aid
RANK: Administrator III
DEPARTMENT: Financial Aid
SUPERVISOR: Director of Financial Aid

POSITION SUMMARY

Under the direction of the Director of Financial Aid, the Assistant Director is primarily responsible for analyzing the financial needs of student applicants, developing an appropriate financial aid package, and awarding funds. The Assistant Director assists the Director in meeting the administrative needs of the office: 1) Program Management, 2) Personnel Development, 3) Fiscal Management, 4) Public Information, and 5) Long-Range Planning and Development.

SUPERVISION EXERCISED

May supervise professional and/or support staff.

POSITION RESPONSIBILITIES

Serves as primary financial aid advising administrator, reviewing and processing student financial aid applications; performs verification as required by awarding agencies, federal and state regulations, and University policies. Serves as a liaison with parents and students, campus faculty, and administrators, and other interests to provide students and the University with effective and efficient service.

Effectively administers state, federal, University, CCSU Foundation, and other financial aid related programs to meet the needs of students and the University. Provides diligent administration of university aid programs to prevent over awards of scholarships, guaranteed student loans, and work-study earnings.

Meets the information needs of the University's students, faculty, and administrators by providing information to students, parents, and other publics concerning financial assistance programs at CCSU and other sources of financial assistance. Assists the Director in the overall coordination, administration and planning of the office. Assists the Associate Director with the maintenance and administration of the software required to administer and deliver financial aid programs.

Performs other duties and responsibilities related to those above that do not alter the basic responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree and at least three years of experience in financial aid administration. An advanced degree in Counseling, Student Development, or Accounting is preferred. Must possess well developed written and verbal communication skills, demonstrated ability to exercise tact and judgment with a diverse population in a service-oriented environment, knowledge and understanding of financial aid practices with ability to work independently and knowledge of SCT and/or Banner computer systems or comparable higher education system. Credentials and/or experience substantially comparable to the above may also be considered.

Tracking# 19091101GC

FLSA Status: Exempt.

 9/11/19
For CCSU Date

 09/11/2019
For SUOAF Date

Tracking# 19091101GC

08-30-19: Revised.

05-27-15: Revised. Updated to current format.

02-04-02: In use.