

# STUDENT

# HANDBOOK



**College &  
Community  
Fellowship**

**College and Community Fellowship**

475 Riverside Drive  
Suite 1626  
New York, NY 10012-0038

Phone: (646) 380-7777

Fax: (646) 745 2539

E-mail: [info@collegeandcommunity.org](mailto:info@collegeandcommunity.org)



© 2011 Lee We

Education.

Kinship.

Leadership.



# COLLEGE AND COMMUNITY FELLOWSHIP

## STUDENT MANUAL

(Version: 1.02)

Last Updated: September 15, 2014

© College & Community Fellowship. 2014.



Vivian Nixon  
*Executive Director*

**BOARD OF DIRECTORS**

Peter Bakstansky  
*Chair*

Barbara Martinsons  
*Founder*

Jeanne Caraley

Jacqueline Chu

Patricia Clough, Ph.D

Jan R. Liss

Glenn Martin

Debbie Meyer

Martina Moss Leonard

Dallas Pell

Hayley Pessin, Ph.D

Felicia Rickett Samuels

Anthony Smith

Julie Johnson Staples

**ADVISORY BOARD**

Stanley Aronowitz, Ph.D

Eddie Ellis

Michelle Fine

Diane Stevens Liotta

Ruth Messinger

Robert Dennison

Eliot Feld

Jerome Marks

Sis. Elaine Roulet

2015

Dear CCF Student,

Welcome to the College and Community Fellowship! By deciding to join CCF, you are advancing your education within a vibrant community of women who are pursuing their education after facing numerous obstacles. Through CCF, you have access to tutors, mentors, workshops, special events, and more.

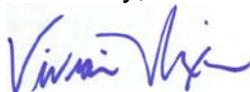
Being part of CCF means you have joined a community of fellow students who are doing the same thing you are – whether you are going for your Associate's, Bachelor's, Master's degree or Doctorate. As a CCF participant you are entitled to receive support services to help you with your studies and involve you in a community of common interest and experience. A CCF fellowship entitles you to a scholarship to help assist you with the financial aspects of going to college.

To qualify for the scholarship individuals have to follow CCF guidelines by: (a) completing an intake interview, (b) have earned at least 12 credits or more, (c) matriculated into a degree program no later than your second semester with CCF, (d) have a GPA of 2.5 (undergrad) or 3.0 (grad), (e) attend community meetings, and (f) participate in another CCF activity. We are here to support one another in our academic and life pursuits.

Please, feel free to contact our counseling staff if you have any questions or concerns. Welcome to this active and vibrant community, and best of luck in your studies! We look forward to accompanying you on your journey.

Once again, Welcome.

Sincerely,



Vivian Nixon  
Executive Director

# Table of Contents

<b>About College and Community Fellowship .....</b>	<b>6</b>
Mission.....	6
Vision .....	6
Our Theory of Change.....	6
History.....	7
Student Highlights.....	8
Victoria .....	8
Felicia.....	8
Joyce.....	9
 <b>Academic Support Program.....</b>	 <b>10</b>
Pathway To Fellowship .....	10
Pathway Model.....	10
CCF Future Fellow & Fellow and Alumni Classification .....	11
Future Fellows.....	11
Fellows.....	11
Alumni.....	11
 <b>Programs and Services .....</b>	 <b>12</b>
Academic Counseling .....	12
CCF Academic Support Program Scholarship (\$1,200).....	13
Other Scholarships.....	13
Academic Achievement Awards (\$500.00) .....	13
Sojourner Truth Award (\$500.00) .....	13
The Community Spirit Award (\$500.00).....	14
CUNY Student Awards (\$500.00 each) .....	14
Social Work and Health.....	15
Community Meetings .....	16
Career Development.....	17
Financial Development.....	18
Leadership Development .....	19
Student Support Group .....	20
Theater for Social Change .....	21
Resources and Referral Services.....	22
Networking & Opportunities.....	23
Tutoring and Mentoring .....	24
Alumni Network.....	25
Public Policy and Advocacy .....	26
Student Listserv .....	27
Website.....	28

<b>Fellowship Guidelines For Students .....</b>	<b>29</b>
Student Phone Screen .....	29
Intake Session .....	29
College Readiness Consultation .....	29
Intake Session .....	29
Future Fellow & Fellow Certification .....	30
<b>Academic Support Scholarships .....</b>	<b>31</b>
Purpose .....	31
Eligibility .....	31
Application Process .....	31
<b>Social Work and Health .....</b>	<b>32</b>
Table 1: Social Work Services .....	32
Frequently Asked Questions .....	32
<b>Other Support Services .....</b>	<b>34</b>
Computer Policy .....	34
Laptop Rental Agreement Form .....	35
<b>Students' Rights and Responsibilities .....</b>	<b>36</b>
Guidelines for Students .....	36
Dress Code .....	36
Language .....	36
Guests .....	36
Cellphones .....	37
Timeliness .....	37
Follow Through on AC's Referrals .....	37
Behavior .....	38
Grounds for Dismissal .....	38
Appeals and Grievances Process .....	38
Students Seeking Reengagement .....	39

# About College and Community Fellowship

## Mission

*“To eliminate individual and structural barriers to higher education, economic security, long term stability, and civic participation for women who have criminal convictions (including those currently and formerly incarcerated) and their families.”*

## Vision

CCF guides women seeking to reclaim their lives through the stages of higher education, while empowering them through the promotion of leadership, self-advocacy, artistic expression, and long-term success.

## Our Theory of Change

Creating access to higher education for aspiring students who have been involved with the criminal justice system, including those currently and formerly incarcerated, reduces recidivism and the related costs of crime and imprisonment. Higher education increases opportunities for employment and long-term stability after release.

As evidenced by the unprecedented results achieved by CCF students who receive guidance through our core integrated academic support services, it is undeniable that education transforms lives, reduces poverty, and strengthens communities. While 66% of incarcerated non-degree earners nationwide are likely to return to prison within three years of release, the likelihood drops to 5.6% for Bachelor’s degree recipients and less than 1% for Master’s degree recipients. Overall, less than 2% of the students enrolled in CCF's Academic Support Program have been re-arrested or re-incarcerated.

# About College and Community Fellowship

## History

CCF was founded in 2000 to help women involved in the criminal justice system attain a higher education. During our first year we helped six women attend college after leaving prison. Since then, we have made it possible for hundreds more to advance academically. Our Fellows have earned:

- ❖ 256 degrees
- ❖ 56 Associate degrees
- ❖ 129 Bachelor degrees
- ❖ 69 Master's degrees
- ❖ One J.D
- ❖ One Ph.D.

Seven out of ten CCF students complete their degree within four years of becoming CCF Fellows. Our recidivism rate, at 2%, is far below New York State's three-year recidivism rate for women, which is 30%. Such achievement is evidence that education is a potent antidote to criminal involvement. Equally notable is our alumnae's' commitment to fully engage in their communities as productive citizens.

## About College and Community Fellowship

### Student Highlights

#### Victoria

Victoria became involved in CCF in 2007 and has recently earned her Master's in social work from Adelphi University. A legal assistant by trade, she works for a prominent civil rights attorney. Victoria has been highlighted in the CCF newsletter many times for her academic excellence, advocacy work, and overall achievements within her community. She has also been invited by CCF staff on occasion to present at Community Meetings, CCF's monthly networking and information sessions, and at the College Access Workshops, geared to welcome and encourage new students entering the program.

Due to her dedication and commitment to others, Victoria received a fellowship which afforded her the opportunity to study abroad at Stockholm University in Sweden. Victoria states, 'It is my sincere desire to show the world that there are many formerly incarcerated individuals who are willing to work hard to maintain their freedom and in the process change the lives of those around them.'

#### Felicia

Felicia is CCF's first graduated lawyer. She became involved with CCF during her first semester of law school in 2010. Since that time, she has volunteered in many CCF activities, especially CCF's advocacy campaigns to eliminate barriers to higher education facing individuals with criminal justice involvement. You can hear the 2013 CCF Valedictorian's bashful and modest testament regarding her success in CCF's Education from the Inside Out Coalition's campaign video. Felicia plans to use her law degree to fight discrimination against people with criminal records in the areas of

employment, housing and education. When asked why she chose this area of law she stated, 'I believe that my personal experiences will make me a more compassionate and effective advocate.'

## Joyce

Joyce learned about CCF while she was incarcerated and joined soon after her release. She is currently pursuing an undergraduate degree in Radiologic Technology. Joyce achievements have been highlighted within the CCF community, and she graciously educates other students about the CUNY ASAP program in which she is recognized member.

# Academic Support Program

## Pathway To Fellowship

The transition from criminal conviction and/or prison to full acceptance in the community requires profound personal transformation of mind and will. CCF envelops women in support services that help them help re-build their sense of self-worth and develop leadership skills while they complete their higher education.

Ours is a community of women that envisions life beyond criminal conviction and shares the determination that higher education, and not past convictions, will define their future. The pathway to fellowship includes three program components:

### Pathway Model



#### Intake

Get to know CCF.  
Assigned to Academic Counselor.



#### Future Fellow

Accepted to College.  
Enrollment in college.  
Successfully completes one semester of school while a CCF fellow (GPA of at least 2.5).  
Accrues 12 college credits.  
Becomes eligible to apply for Academic Support Scholarship.  
Works actively with CCF counselors.



#### Fellow

College Graduation.  
Eligible to apply for Academic Support Scholarships.

## Academic Support Program

### CCF Future Fellow & Fellow and Alumni Classification

#### Future Fellows

When women enter the CCF program they are called Future Fellows until they enroll in college and complete 12 credits with a strong GPA; 2.5 or better for undergraduate degree seekers and 3.0 or better for graduate degree seekers. Future Fellows are women working on applying to and enrolling in college and have spent at least one semester in school while with CCF. They have maintained at least a 2.5 GPA, and are on their way to declaring a major. CCF Staff roles are critical with Future Fellows as they help them balance their current obligations with college life by meeting with them regularly to keep them organized and motivated to ensure success.

#### Fellows

Fellows are currently in school with more than 12 credits, in good academic standing and are actively engaged in CCF's activities. Fellows have the opportunity to become mentors to future fellows and help to maintain a circle of caring and commitment.

#### Alumni

Once students graduate, they become members of the CCF Alumni community, which continues to grow. Alumni are a resource for students for mentoring and support.

## Programs and Services

CCF programs and services are designed to support students through the Fellowship. If students have any specific questions about each program, they should contact their Academic Counselor.

### Academic Counseling

- ❖ The Academic Counselor has two main functions.
  - A resource available to help students with questions regarding their academic endeavors. Academic Counselors guide students through the application, admission and registration process
  - Makes sure all student academic documents are on file.
  
- ❖ The Academic Counselor will assist with the following:
  - College and Financial aid applications.
  - Provide as much information on scholarships and academic programs as possible.
  - Assist in the arranging of tutoring support and generally be of academic assistance.
  - Assist students with goal setting for their academic careers.
  - Help students identify their social support needs for referral to the on staff Social Worker.

## Programs and Services

### CCF Academic Support Program Scholarship (\$1,200)

CCF's Academic Support Scholarship is awarded to CCF Fellows who are in good standing with CCF and currently matriculated in a progressive degree-seeking program and have completed 12 college credits. This scholarship provides financial assistance to offset costs associated with school such as:

- ❖ Housing.
- ❖ Transportation.
- ❖ Tuition and fees.
- ❖ Books.
- ❖ Technological needs.

### Other Scholarships

In addition to the Academic Support Program Scholarship, CCF offers annual scholarships, which are awarded during the graduation ceremony in June.

### Academic Achievement Awards (\$500.00)

Academic Achievement Awards are awarded based on a student's academic performance, i.e. student's GPA, from the most recent semester. Staff determines eligibility, based on the academic documentation the student provides during his/her last re-certification meeting. There will be one award each at the Associate's, Bachelor's and Graduate degree levels. Graduating students are also eligible for these awards. In order to be considered, please make sure the most recent transcripts have been submitted to your CCF counselor.

### Sojourner Truth Award (\$500.00)

The Sojourner Truth Scholarship is awarded to a student who has demonstrated extraordinary progress toward his/her educational goals. Indicators of extraordinary progress would include significant increase in GPA or acceptance into a particularly rigorous academic program. In addition, significant improvement in an academic skill such as writing or math in the face of adversity will also be considered.

### **The Community Spirit Award (\$500.00)**

The Community Spirit Award is granted to a student who has demonstrated outstanding contribution to the CCF community as an active participant and source of motivation to other participants.

### **CUNY Student Awards (\$500.00 each)**

#### **CUNY Academic Scholarship (\$500.00)**

The CUNY Academic Scholarship will go to a CUNY undergraduate student based on semester GPA. The GPA will be based on the academic documentation the student provided during his/her last recertification meeting. In order to be considered, please make sure the most recent transcripts have been submitted to your CCF counselor.

#### **CUNY Financial Need Scholarship (\$500.00)**

The CUNY Financial Need scholarship will go to a CUNY undergraduate or graduate student based on student need, that is, the amount of tuition costs not already covered by other grants and/or loans. The decision is based on the financial documentation the student provided during the last recertification meeting. In order to be considered, please make sure the most recent documents have been submitted to your CCF counselor.

## Programs and Services

### Social Work and Health

While CCF is an academic support program, we recognize that CCF students have goals, strengths, and needs outside of their lives at school. The Social Worker (SW) supports students in identifying their own strengths, needs, and resources and works with them to develop their own goals in relation to areas such as housing, employment, reunifying with family, health, mental wellness, and legal advocacy.

Students are connected to the community resources that can best meet their needs, and the SW provides regular follow up to ensure that students are receiving the support that will allow them to meet their goals. For more information visit the “Social Work and Health” section in the Student Handbook. For detailed questions, contact a CCF Academic Counselor at (646) 380-7777.

## Programs and Services

### Community Meetings

CCF fosters community through all of its efforts. Our monthly Community Meetings are planned around themes that focus on connecting students to resources, overcoming barriers, finding scholarship opportunities, relationship management, and other issues related to students' academic achievement, employment, and economic self-sufficiency. These meetings primarily provide an opportunity for our clients, fellows and alumnae to get to know one another and find ways to support each other. Through this core activity, which has been a central part of the model since its inception, CCF is creating a wide network of women who have similar experiences and who serve as positive connectors to services, resources, and opportunities for one another.

- ❖ CCF holds four community meetings each fall and spring semester, to assist students achieve college degrees on the new challenges of college and reentry.
- ❖ Community meetings are a time to network with peers and tap into vast resources. We invite guest speakers who will help students to connect with each other, be inspired and empowered.
- ❖ These guest speakers can include current CCF students or alumnae.
- ❖ We also encourage students' leadership and participation at these meetings, so please let us know if you have a topic you would like discussed at these meetings.

## Programs and Services

### Career Development

At CCF we are dedicated to the educational and economic success of all students. Since the road to success and self-sufficiency does not end with a college degree, CCF recognizes the need to help students achieve their goals beyond their educational experience. We do this by providing support and resources to help you pursue careers that are aligned with your degree. Career development workshops are one way that CCF addresses these needs, with a special focus on the unique challenges that face people who are motivated to grow and succeed despite a criminal record.

#### **Workshop Activities Include:**

- ❖ Creating a resume
- ❖ Where and how to look for desirable work
- ❖ Developing compelling interviewing skills
- ❖ Workplace literacy
- ❖ Identifying job stress.

Workshops also address finding a career path that matches education levels and lines up with short and long term personal goals.

## Programs and Services

### Financial Development

CCF has always recognized the importance of increasing our students' financial literacy to empower them to make more informed financial decisions.

Growing concern over the increased borrowing, and accrued student loan debt by students pursuing undergraduate degrees, were some of the driving factors that prompted CCF to formalize instruction, in addition to one-on-one sessions. We understand that students incurring the most debt are the most disadvantaged and the most unlikely to make payments successfully.

Additionally, we are aware that formerly incarcerated individuals face institutional and social barriers to making informed financial decisions. Through a grant from the Financial Clinic, we have been able to formalize our work in financial development work with students - which include financial literacy, but goes beyond literacy to include specific supports so students can achieve financial stability.

Academic Counselors address specific critical areas such as credit histories, banking and student loan debt management. We also cover topics on budgeting and saving.

## Programs and Services

### Leadership Development

At CCF, we seek to cultivate leadership among all our students. Leadership development takes shape through several opportunities. Students are invited to participate in speaking and media engagements, research and advocacy. In addition, CCF has had a strong history of employing students and providing opportunities for growth. For example, CCF's current Executive Director is also an alumna of the program.

Our workshops, trainings, coaching, other services that target leadership development, improve participants' analytical skills, self-confidence and self-efficacy.

## Programs and Services

### Student Support Group

The group provides a safe space for CCF students to explore common concerns and experiences, share resources and knowledge, and support one another in solving problems and achieving goals. They also provide an opportunity to communicate your experiences as a CCF member with colleagues and alumnae.

#### **Objectives of the Group**

- ❖ Develop CCF students' capacity to engage in effective trauma-informed peer support for women.
- ❖ Increase knowledge and self-awareness about trauma and coping strategies.
- ❖ Promote self-care and self-expression as means for increasing overall wellness and reducing stress.
- ❖ Develop students' capacity to understand and access vital community resources and supports.

Over the past decade the group has operated intermittently as completely peer-led and facilitated by a social worker.

## Programs and Services

### Theater for Social Change

CCF's Theater for Social Change is made up of a cooperative group of CCF students and staff who write and perform a joint theater piece each year based on their experiences during and after incarceration. The Theater for Social Change group performed a new dramatic presentation "Policies of Exclusion" at the 2009 graduation. This theater piece and others are performed at the yearly CCF graduation ceremony and at different venues in the New York City and across the country.

## Programs and Services

### Resources and Referral Services

CCF is an academic program, and has a small staff. As a result, CCF leaves it to other excellent organizations to provide services that might affect its students, such as counseling, job development, HIV/AIDS services, substance abuse treatment, domestic violence, etc. Students are encouraged to ask for support in these areas from their Academic Counselor and fellow students.

#### **Referral Services**

- ❖ Disability
- ❖ Employment
- ❖ Faith-Based
- ❖ Family/Children
- ❖ Financial Development
- ❖ Food Bank
- ❖ Healthcare
- ❖ Housing
- ❖ IPV, Family Violence, Sexual Violence
- ❖ Legal
- ❖ Mental Health
- ❖ Resources on Ways to Get Involved
- ❖ Substance Abuse

## Programs and Services

### Networking & Opportunities

CCF provides students with a wide range of networking opportunities through electronic listserv and our events calendar. We encourage students to stay active in the program and to engage with other fellows through these activities and events.

- ❖ Newsletter- A biweekly newsletter highlights goings on at CCF, as well as, job postings, scholarship and internship opportunities, and community events.
- ❖ Community Meetings- Monthly networking and information sharing sessions gathering of students facilitated by guest speakers, students and/or staff.
- ❖ Yearly special events: Holiday Celebration, Family Day, Graduation

CCF is more than a program. It is a strategy for your success. You can become a confident professional woman within a life-sustaining network.

## Programs and Services

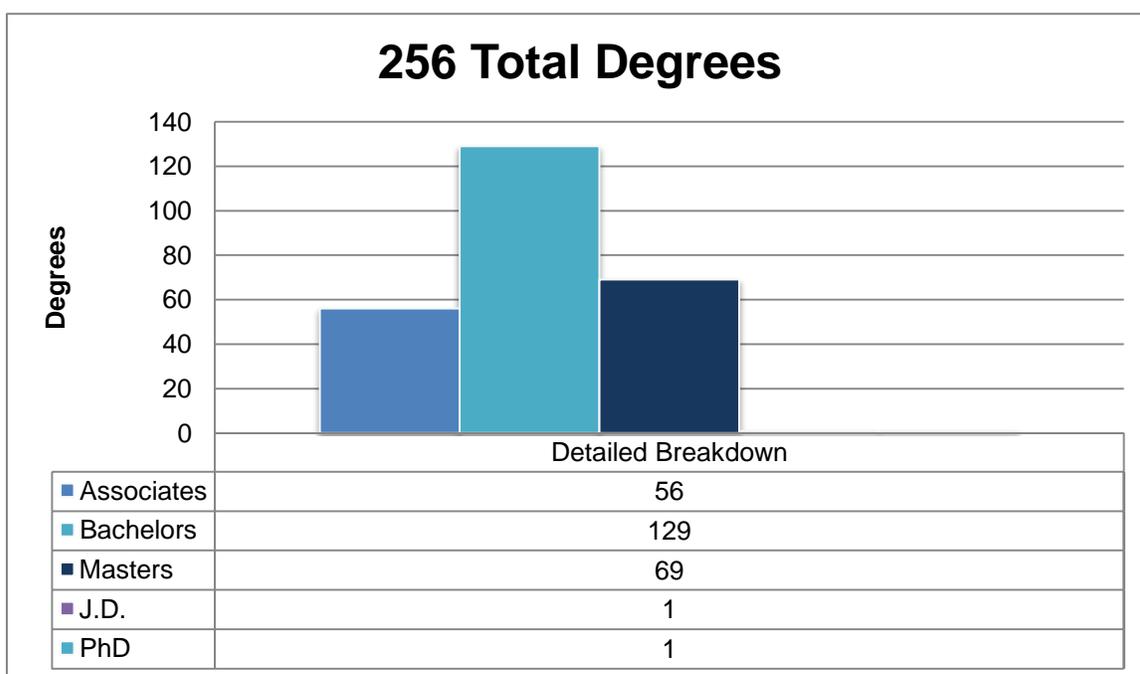
### Tutoring and Mentoring

Academic Counselors work with students to explore all of the tutoring resource available at their colleges to support students with their academic coursework. In some instances, CCF can arrange tutoring for students if a request is submitted. At this time, this is a very limited service and so a request does not guarantee that you will be paired with a tutor. CCF students, who successfully become Fellows, serve as mentors to future fellows.

## Programs and Services

### Alumni Network

As of 2014, the CCF Alumnae community and network comprises 256 women who have earned, Associates, Bachelors, Graduate degrees and a PhD. We consider our alumnae network as part of our circle of caring and commitment and resources for current fellows and future fellows. CCF alumnae have earned 56 Associate's, 129 Bachelor's, 69 Master's, 1 J.D. and 1PhD.



- ❖ Two-thirds have earned higher wages soon after graduation.
- ❖ Less than 2% have been re-arrested or re-incarcerated.
- ❖ The majority pursues careers that improve their communities.

Students are *encouraged* by CCF to tap into this dynamic alumni pool as a resource to support their current students.

## Programs and Services

### Public Policy and Advocacy

At CCF we encourage our students to get involved in our public policy efforts. Individuals directly impacted by barriers to access to higher education should be at the forefront of making policy recommendations and taking action around the issue. Our policy work is done through the Education from the Inside Out (EIO) Coalition. Our two main issue areas are:

- ❖ Increasing in-prison higher education programs via reinstating federal and state need based financial aid to currently incarcerated students (Pell Grants and TAP Grants)
- ❖ Removing the question on college admission forms that ask if you have a criminal history.

We encourage you to join our working groups to help strategize around policy reform, join us on trips to Albany and DC to speak to legislators, and mobilize your community around the issue.

## Section 3: Programs and Services

### Student Listserv

CCF community maintains contact by an electronic mailing list where we exchange information about CCF programs and community meetings. Students receive weekly e-mail blasts from programs staff about upcoming events and opportunity such as:

- ❖ Employment opportunities.
- ❖ Educational programs.
- ❖ Conferences.

## Section 3: Programs and Services

### Website

CCF maintains a website which holds a repository of information on CCF and its activities. On the site, there are sections on our programs, services and contact information on the staff. Our organization funders are noted along with our Board of Directors and Advisory board, and CCF's pamphlet and a fact sheet of our work is posted. Please take some time to view the website at:

<http://www.collegeandcommunity.org>.

# Fellowship Guidelines For Students

## Student Phone Screen

- ❖ The purpose of the academic support program phone screening is to determine if leads (potential students) may be eligible for admission to the Pathway to Fellowship.

## Intake Session

- ❖ The purpose of the lead intake session is:
  - To orient the student to CCF
  - Assess their current needs and
  - Together with Academic Counselor make a plan for successful transition to college.

## College Readiness Consultation

- ❖ The purpose of the college readiness consultation is to determine whether a student is ready to enter the Pathway to Fellowship track.

## Intake Session

- ❖ The purpose of the lead intake session is:
  - To orient the student to CCF
  - Assess their current needs and
  - Together with Academic Counselor make a plan for successful transition to college.

## Future Fellow & Fellow Certification

- ❖ The purpose of the Future Fellow/Fellow session is to:
  - Certify active status with CCF.
  - Check on progress towards objectives.
  - Identify areas of need that may present barriers to meeting objectives.

# Academic Support Scholarships

## Purpose

- ❖ CCF's Academic Support Scholarships provide financial assistance to offset costs associated with school such as housing, transportation, tuition and fees, books and technological needs.

## Eligibility

- ❖ Students must be in good standing with CCF and currently matriculated in a progressive degree-seeking program and have completed 12 college credits.
- ❖ Students completing their first 12 college credits by the end of the semester for which they are applying are also eligible.
- ❖ Students must provide all necessary documentation to qualify for any CCF scholarship.

## Application Process

For the scholarship semester students must:

- ❖ Complete the "Academic Support Scholarship" Application.
- ❖ Meet with their Academic Counselor for a certification or recertification appointment, provide required paperwork and follow through with any referrals.
- ❖ Participate in at least one community meeting AND at least one other CCF activity.
- ❖ For Graduate students: Participate in a leadership activity in CCF such as the alumnae association, running a community meeting, etc. or in the community.

## Social Work and Health

The social worker on staff intervenes when participants require services that CCF does not currently offer in house. In those instances, Academic Counselors refer students to the Social Worker (SW) who assesses students and provides appropriate referrals and related follow up. CCF has established strong strategic partnerships with a broad array of reentry organizations and women's organizations that provide services.

### Table 1: Social Work Services

- |                    |                        |
|--------------------|------------------------|
| ❖ Mental health    | ❖ Domestic violence    |
| ❖ Emotional health | ❖ Family reunification |
| ❖ Physical health  | ❖ Housing              |
| ❖ Substance abuse  | ❖ Employment           |

## Frequently Asked Questions

The following will answer basic questions on the support you can receive through CCF's Social Work services. Academic Counselors are available to address any questions or concerns.

### **Q: How can the SW help?**

A: The SW provides three main services for individual students:

1. Assessment.
2. Referral Follow up.
3. Case Coordination.

### **Q: How do I know the SW will understand my experience?**

A: The SW is open to hearing your concerns and will acknowledge important differences. She has knowledge and experience in areas that many CCF

students want assistance with. If you prefer, the SW can also refer you to external service providers who best meet your needs.

***Q: I've had negative experiences with social workers and human service providers in the past. What can I do?***

A: Your feelings about these experiences are completely valid. The SW will listen to your concerns and will work with you in a way that respects your preferences and boundaries.

***Q: I already have a social worker or other service providers. Why should I see CCF's social worker?***

A: CCF's SW is not meant to burden you with "support" or place unnecessary demands on your time. It would be helpful however, to at least check in with the SW to make sure we are providing adequate support to you as a CCF student.

# Other Support Services

## Computer Policy

Students must make an appointment with **Program Assistant** at **(646)-380-7777** in order to reserve a time.

- ❖ Students will be responsible for signing a computer log sheet.
- ❖ The computers are **ONLY** for professional and academic purposes. Accessing social media or using the computers for entertainment purposes is prohibited. Failure to comply will result in your computer time being terminated for the allotted time frame.
- ❖ If a student is at the CCF office location attending other matters with staff, they may be entitled to use the computers upon availability.
- ❖ No food or beverages should be near the computers.
- ❖ Bags and purses cannot be placed on table tops near computers.
- ❖ Promptly report technical issues to staff; students are prohibited from troubleshooting without the knowledge of CCF personnel.
- ❖ Children of students are not allowed to use the computers.
- ❖ CCF is not responsible for time and data lost due to computer failure.

**PLEASE NOTE:** STUDENTS WHO ARE NOT COMPUTER LITERATE CAN REQUEST A REFERRAL FROM CCF COUNSELING STAFF FOR COMPUTER TRAINING. CCF STAFF IS NOT RESPONSIBLE FOR PROVIDING ASSISTANCE WITH THE CONSTRUCTION, EDITING AND FORMATTING OF DOCUMENTS.

## Other Support Services

### Laptop Rental Agreement Form

#### **College and Community Fellowship** Laptop Rental Agreement

**By signing this agreement you acknowledge that you are borrowing CCF's Laptop and will adhere to the following policy:**

**General Policy for Use of Laptop:**

- ❖ You are a CCF Future Fellow, Fellow or Alumna.
- ❖ Laptops may be checked out for two hours.
- ❖ Laptops are for use only within the Interchurch Center.
- ❖ You will adhere to CCF's Computer Guidelines and Policy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CCF Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Students' Rights and Responsibilities

## Guidelines for Students

CCF staff is committed to providing a professional, consistent, and safe atmosphere. To provide clear guidance as to the policies of the College and Community Fellowship, the following expectations have been developed based on the values of integrity, competence, professionalism and collegiate experience we are committed to providing our students.

## Dress Code

Students are expected to dress in appropriate attire when visiting CCF's offices and attending any events. Revealing, provocative clothing is unacceptable. A student should discuss with her Academic Counselor (AC) or Social Worker (SW) if they need assistance in acquiring professional clothing.

## Language

CCF staff is committed to providing a professional and collegiate environment for students. Profanity is not allowed in the office or at events.

## Guests

Guests are not allowed to accompany students to CCF appointments and meetings. This includes friends, partners, and/or spouses. If a student must bring her child(ren), it is the student's responsibility to make sure that the child is not disruptive. ACs may terminate the meeting because of disruptions. If a student has friends who are interested in joining the program, she should contact her AC requesting permission for the person to accompany them to a CCF event (i.e. community meeting etc.)

## Cellphones

All cellphones are to be placed on vibrate/silent when entering the CCF office location. If you must answer a call, please step out into the hall to do so, and be mindful of the tone of voice when engaging in conversations.

## Timeliness

Students are expected to show up and be on time for appointments and events. A student should notify her Academic Counselor, if she will be more than 15 minutes late for the appointment. Notifying an Academic Counselor does not guarantee that the appointment is held. It is at the counselor's discretion if the appointment needs to be rescheduled. Students arriving more than 30 minutes late to events will not be able to sign and have the activity counted for the record.

## Follow Through on AC's Referrals

We recognize that CCF students are whole persons with goals, strengths, and needs outside their lives at school. Your AC may at times refer you to additional services, including those provided by CCF's social worker.

The social worker supports students in identifying their own strengths, needs, and resources and works with them to develop their own goals in relation to areas that they identify as priorities, such as health, family, and legal advocacy.

Where necessary, students are connected to community resources that best meet their needs, and the social worker provides regular follow up. Students referred by their AC are expected to follow through and to update their counselor regarding their progress.

## Behavior

- ❖ When entering the CCF office or attending CCF events and activities students are expected to carry themselves in a respectful manner
- ❖ CCF is made up of a diverse group of women, and to that end, we ask that everyone be aware and mindful of our different backgrounds and experiences, including ethnicity, religious/spiritual beliefs, sexual orientation, and gender identity and expression.

## Grounds for Dismissal

- ❖ If a student has been disengaged from working actively with CCF Academic Counselors for two semesters, they run the risk of being automatically dismissed from the program.
- ❖ Behavior including rudeness, aggressiveness toward staff, other students or CCF volunteers and affiliates qualifies for automatic dismissal. In addition, any activity that compromises student honesty (i.e. making frivolous claims) and integrity is also grounds for dismissal.
- ❖ CCF and the Interchurch Center are drug free environments. Anyone who exhibits signs of being under the influence will be asked to leave the premises and continued participation in the program will be reviewed.

## Appeals and Grievances Process

A dismissed student can submit a written appeal to the Director of Programs (DOP) seeking reengagement into the program after 90 days.

The appeal should state:

- ❖ Reason for dismissal and statement of why the student would like to reenter the program.
- ❖ What student is looking to gain from being a part of CCF, and what student can in turn, offer others who are a part of CCF.

## Students Seeking Reengagement

- ❖ Enrolled in college, or looking to reenroll within the next two semesters in which the appeal was submitted.
- ❖ Student reengagement will be at the discretion of the Director of Programs and management staff, and the weight of the reason for dismissal will be heavily considered.
- ❖ In certain cases, students will be expected to attend an in-person meeting with the CCF Social Worker and Director of Programs.

CCF is committed to ensuring that students are treated with dignity and respect in a caring environment. Students with concerns about their experience should speak with their Academic Counselor. If a student feels that their Academic Counselor does not adequately address concerns then they should speak with the Director of Programs.

# Education. Kinship. Leadership.



**College & Community Fellowship**  
475 Riverside Drive  
Suite 1626  
New York, NY 10115  
Tel: 646.380.7777 | Fax: 646.745.2539

## Acknowledgement

I, \_\_\_\_\_, acknowledge that I am in receipt of the CCF Student Handbook. A CCF counselor has reviewed the handbook with me and I commit to reading it thoroughly. As a CCF future fellow/fellow/alumna I will comply with all policies set forth in this handbook and by CCF.

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
CCF Staff Name

\_\_\_\_\_  
CCF Signature and Date