Table of Contents

Welco	me from the College President	inside cover		
	PCCC Mission Statement			
	PCCC Vision Statement			
Welco	me from Dean of Student Affairs			
Navig	ating Passaic County Community College			
	Paterson Campus (location and buildings)			
	Passaic Academic Center (location and buildings)			
	Wanaque Academic Center (location and buildings)			
	Public Safety Academy (location and buildings)			
	College Bookstore			
	Food Services			
	Parking			
Gener	al Information: Let's Get Started			
	Student Identification			
	Student ID Number			
	Student ID Cards			
	College Communication with Students			
	PCCC Portal			
	How To Activate your PCCC Mail Cruiser (email) Account			
	In the Event of an Emergency			
	Emergency Notification System (Panther Alert)			
	Inclement Weather Information			
	Health Insurance			
	Web Advisor			
	How Do I access my Student Record			
	Registering for classes using Web Advisor			
Acade	mic Information Everyone Should Know			
	Academic Calendar			
	Academic Terms			
	Academic Integrity Policy			
	Academic Grade Appeal			
	Academic Grievance			
	Academic Support Services			
	Library Services			
	Online Library Resources			
	The Writing Center			
Stude	nt Services Is Here to Assist You			
	Bursar			
	Center For Student Success			

Child Development Center			
Educational Opportunity Fund			
Financial Aid			
Office of Dean of Student Affairs			
Disability Services			
Public Safety			
Registrar's Office			
Privacy of Student Records			
TRIO-Student Support Services			
Veteran Affairs			
V COTAIN I MILAND			
Student Life: Your Passport to Getting Involved			
Welcome from the Student Government Association			
Office Of Student Activities			
Student Government Association			
Student Activities Committee			
Finance Committee			
Student Programming Committee			
Clubs and Organizations			
Student Ambassador Program			
Game Room			
LAMI A D			
Athletic Department			
Fitness Center			
College Procedures & Code of Conduct			
Alcohol and Controlled Substances			
Anti-Bullying Bill of Rights			
Computer Use Integrity Policy			
Acceptable Use of Technology and Email			
Social Networking			
Medical Withdrawal Procedure			
NJ Department of Health Immunization Requirements			
Sexual Assault			
Victim's Bill of Rights			
Sexual Harassment			
Smoking Policy			
Student Responsibilities and Conduct			
Title IX			
· · · · · · · · · · · · · · · · · · ·			
Moving On To Success			
Graduation			
Alumni Association			
Campus Directory			

Welcome from the College President



Dear Students,

Passaic County Community College is dedicated to providing you with the best possible education. Through its 40-year history, tens of thousands of students have attended PCCC. While many come to earn a degree leading to transfer to a baccalaureate institution or employment, others come to improve their skills or simply in pursuit of knowledge. PCCC is a richly diverse College where all students are respected for their potential. Our faculty and staff are committed to helping you achieve your goals. While you undoubtedly will face many challenges, you can be certain that we will be here to help you in any way that we can.

You are entering PCCC at one of the most exciting times in its history. Our main Campus in Paterson has been expanded and significantly renovated. Our campuses in Passaic, Wanaque, and Wayne are vibrant academic centers with thousands of students enrolled. In addition, PCCC is quickly becoming one of the most technologically advanced campuses in the region.

On behalf of the entire Passaic County Community College family, I welcome you and wish you every success.

Steven M. Rose, Ed.D. President

PASSAIC COUNTY COMMUNITY COLLEGE

VISION, MISSION, AND VALUES STATEMENT

VISION

PCCC aspires to be a premier community college that leads, inspires, and supports individuals in reaching their educational and career goals in a timely manner.

MISSION

PCCC offers high-quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general education foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address a wide variety of student learning needs through excellence in teaching, innovative and effective use of technology, multiple instructional methods and developmental and ESL programs that provide access to college-level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a cultural of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

PCCC VALUES

Academic Quality: We commit to educational excellence in teaching and learning

Learning: We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion.

Diversity: We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others.

Honesty and Integrity: We commit to an educational environment characterized by honesty, integrity and mutual respect.



Welcome from the Dean of Student Affairs



Welcome to Passaic County Community College! Making a decision about your future is serious business. At Passaic County Community College there are many services, programs and, yes, people to help guide you through the information and along the pathways that will most clearly lead to your chosen educational and career objectives. This Student Handbook has been prepared with you in mind and it contains answers to the questions most often asked by new college students, the college's policies and procedures, as well as being made aware of your individual rights under "The Student Code of Conduct." Take time to read each section and keep the handbook with your other important college documents, such as the college catalog and your class schedule. Your academic achievement and success today is important to planning a brighter tomorrow.

I urge you to take full advantage of the many opportunities to become engaged in our college community by participating in the many clubs and organizations on campus. You will have a lot of fun and develop some of the most important and lasting friendships of your life.

Please enjoy your time here as you seek to find and achieve your personal dream. We are here for YOU!

Sincerely, Sharon Goldstein, PhD Dean of Student Affairs

Navigating Passaic County Community College

PCCC has four (4) campuses: Paterson (Main Campus), Passaic Academic Center (PAC), Wanaque Academic Center (WAC) and the Public Safety Academy (PSA). All PCCC campuses are barrier-free and have parking facilities for people with disabilities. Elevators, ramps, and wheelchair lifts allow physically challenged students to attend and participate in collegiate activities with minimum inconvenience.

The Paterson Campus

Located at One College Boulevard, Paterson, N.J. and consists of the following buildings:

Academic Hall

Academic Hall situated between Broadway and College Boulevard houses: classrooms, science laboratories, the Learning Resource Center, Admissions, Bursar, Financial Aid, Registrar, some faculty offices, the cafeteria, the Paterson Room, the E.O.F. Department, the Child Care Development Center and the Center for Student Success (CSS). The CSS is where you can find: Advisors, Student Affairs, services for students with disabilities, Transfer and Career Services. All room numbers preceded by the letter "A" refer to rooms located in Academic Hall.

The Spine

A passageway, referred to as The Spine, crosses over College Boulevard and connects Academic Hall to Founders Hall on the second and third floors of each building. The second floor has faculty offices plus the Testing office. All room numbers preceded by the letter "S" refer to rooms located in The Spine. The Spine also connects Academic Hall to the gymnasium and theater, which are adjacent to Founders Hall. This area houses the Theater, Information Technology Office, and the gymnasium with locker and shower facilities, a student game room and fitness center.

Founders Hall – insert Public Safety

Founders Hall, situated between College Boulevard and Ellison Street, houses many of the administrative and service offices. Offices of the President, Vice Presidents, Human Resources, Purchasing, College Services, Payroll, Budget, Public Safety, the Student Activities Office and the Facilities Department are located in Founders Hall. All room numbers preceded by the letter "E" refers to rooms located in Founders Hall.

Hamilton Hall

Hamilton Hall is located at 188 Ellison Street and houses the following: Information Technology labs and classes, Accounting and Business Administration classes, Business Technology Programs, Health Information Technology Programs and all faculty members of these programs. All room numbers preceded by the letter "H" refer to rooms located in Hamilton Hall.

Memorial Hall

Memorial Hall is housed at 200 Memorial Drive, across Ellison Street from the entrance to the Main building. This facility contains 18 state-of-the art classrooms equipped with the latest technologies, including one classroom designated for Computer Information Systems, and occupies the second and third floor of the building. Student ID cards can gain them entrance to

the building. There is also a conference room for special purposes. All room numbers preceded by the prefix "MEM" refers to rooms located in Memorial Hall. The first floor of the building is dedicated to the Passaic County Workforce Development One-Stop Center.

Paterson Community Technology Center

The Paterson CTC is located at 218 Memorial Drive adjacent to the main campus. This facility serves the community with various programs such as Basic Computer Literacy, Computer Literacy Workshops for seniors, workshops for Businesses and Entrepreneurs, and the Silk City Media Workshop. Classes for these programs are available in Spanish. The CTC also houses the PCCC Urban Consortium, Upward Bound, and College Bound Programs. All room numbers preceded by the letters "CTC" refer to rooms located in the Paterson CTC.

Broadway Academic Center

Located at 126 Broadway adjacent to the main campus, this building houses the Continuing Education's Learning Center, classrooms, faculty offices and music practice rooms. All room numbers preceded by the letter "B" refer to rooms located in the Broadway Academic Center.

Panther Academy

Located at 201 Memorial Drive adjacent to the main campus, this Paterson Board of Education building is used for evening classes, houses a Planetarium and classrooms. All room numbers preceded by the letter "Z" refer to rooms located in the Panther Academy.

Pruden Building

Located at 44 Church Street, on the corner of Ellison Street, the Pruden Building houses classrooms and faculty offices. All room numbers preceded by "U" refer to rooms located in the Pruden Building.

Adjunct Faculty office

Located at 3 Church Street, this building is one block from main building on the Paterson campus. Adjunct faculty may use the Adjunct Office to meet with students as often as they find it necessary. For additional information, call 973-684-5302 or 973-684-5508.

Broadway Parking Garage

The Parking Garage is located at 125 Broadway (Main Campus) for all PCCC students who are attending class or involved in other college approved activities. The Broadway Parking Garage is open Monday thru Friday 7:00am to 10:30pm and Saturdays 7:00am to 5:00pm.

For additional information about the Main Campus call 973-684-6800.

Passaic Academic Center

Located at 2 Paulison Avenue in Passaic, is the home of the Nurse Education Program. In addition, a wide array of developmental, English as a Second Language, and college level courses are offered during the day, evening and on Saturday. Continuing Education, Workforce Development, and non-credit courses are also offered.

The 44,000 square foot facility has state-of-the-art science and computer laboratories, as well as classrooms and lecture rooms equipped with the latest technology to enhance the delivery of our educational programs. New and continuing students can take advantage of enrollment services that will include placement as well as CWE testing, financial aid counseling, academic advisement and tutoring. The Main Office's hours of operation work in conjunction with the class schedule when the semesters are in session.

For additional information about the Passaic Academic Center call 973-341-1600.

Wanaque Academic Center

Located at 500 Union Avenue, just off exit 55 of Route 287 in Wanaque, New Jersey, the Wanaque Campus offers an array of day, evening, Saturday, credit and noncredit courses in a multifunctional 40,000 – square foot facility on a 20-acre site. The facility houses classrooms, lecture halls, a science lab, cafeteria, conference room, library, computer labs, and administrative and faculty offices. Students may receive placement testing, College Writing Exam (CWE) testing, academic advisement, tutoring, disabilities services, and financial aid assistance at this site.

For additional information about the Wanaque Academic Center call 973-248-3000.

Public Safety Academy

Located at 300 Oldham Road, Wayne, New Jersey, is the home to all fire and emergency service training and offers a state-of-the-art training facility. In addition, regular classes are also offered in other disciplines as well as the Public Safety Academy. This 30,000 square foot complex has an academic building complete with classrooms and an auditorium. This facility also includes a training ground complete with storage facilities for apparatus and equipment, drill areas, as well as a burn building, which allows for realistic training in a controlled fire. All room numbers preceded by the letters "PSA" refer to rooms located at the Public Safety Academy.

For additional information about the Public Safety Academy call 973-304-3021.

College Book Store

New and used textbooks may be purchased at the PCCC Bookstore. The college bookstore is located at 125 Broadway, Suite 104 near the Main Campus in Paterson. The hours are Mon-Wed 9 am-4 pm; Thurs 9 am-7:30 pm; Fri 9 am-3 pm. The bookstore is closed on Saturdays and Sundays. The bookstore is open for extended periods during the year. Store hours are posted on the bookstore and college websites on the entrance to the store and phone messages.

Some textbooks are available for rent at significant savings, a credit card required for collateral (sorry, no debit cards or Discover cards can be accepted for collateral; these items may be used to pay for the rental). Textbook information may be obtained in any of the following ways:

- 1. from the student portal on the college website (www.pccc.edu);
- 2. from the shelf tags in the bookstore; and
- **3.** on the bookstore website (www.efollet.com).

Textbook pricing is subject to change based on publisher pricing. The Bookstore return policy is posted on their website and is presented to students verbally and in writing. A wide variety of school supplies, gifts, clothing and other items are for sale as well.

For more information, please call 973- 247- 9406 or email: pccc@bkstr.com.

Food Services

The food in the PCCC cafeteria is fully prepared and served by the students in the Food Services Preparation Program. Students prepare foods that meet the academic requirements of the culinary training program. The regular hours for cafeteria service when classes are in session are as follows:

Paterson Campus Cafeteria Hours

Coffee and Continental Breakfast 8:00 am - 8:30 am
Hot Breakfast 8:30 am - 9:30 am
Hot Lunch 11:30 am - 2:00 pm
Cold Items (salads, sandwiches, beverages) 11:30 am - 7:30 pm
Hot Dinner 4:00 pm - 7:30 pm

Vending machines are located in the cafeteria, and several other locations throughout the College.

Wanaque Campus Cafeteria Hours

Monday-Thursday 8:00 am-1:30 pm Friday 8:00am-1:00pm The cafeteria is not open during the Summer II session.

Passaic Campus/Public Safety Academy

Food Services are not available at the Passaic Campus and Public Safety Academy. However, vending machines are located in the cafeteria.

Parking

Students attending the Paterson campus must register their vehicle with the Department of Public Safety. A valid driver's license, the vehicle registration, and a copy of your validated course schedule for the current semester or proof of payment is needed to obtain a static window tag and electronic window access device. There is a fee for the electronic window device. The Department of Public Safety is located on the first floor of Founders Hall, Room E-100. The driver of any vehicle parked in violation of College policy or violation of State law may be subject to a summons or disciplinary action.

Students attending the Passaic Academic Center will receive a hang tag for parking when they present their registration/class schedule to the front desk attendee. There is no charge for the first hang tag. Each additional request will incur a \$5.00 fee. If students are also taking classes on the Paterson Campus, they must visit the Department of Public Safety to register their vehicle and obtain a parking device as noted previously.

Wanaque and Public Safety Academy students currently do not need parking devices or hang tags for the Wanaque Academic Center and Public Safety Academy. However, if taking classes

also at the Paterson Campus /a window parking device, or the Passaic Academic Center / a hang tag is needed as noted previously.

General Information - Let's Get Started

Students have a greater chance to succeed when they take responsibility for their learning and know how to navigate their educational experience at college.

Student Identification

Student ID Number

All PCCC applicants are given a unique number upon admission to the College. The college does not store academic record information by social security number. As such, communication in person and in writing needs your student ID number, not your social security number. Applying for financial aid, providing verification documentation to the Federal Government for aid and applying for employment will be the only time when your social security number will be utilized or required.

Student ID Cards

It is PCCC's policy that all students must obtain and carry the PCCC student ID card. The ID card is primarily used for accessing College buildings. In addition, your student ID must be presented to receive services from registration, advisement, financial aid, bookstore, learning resource center, student activities, and more. When on campus, students are required to have their student ID on their person and ready to show their ID when asked. Students who refuse to present their ID card are in violation of Article V. Section 18 of the Student Code of Conduct. The first ID is given free of charge. If an ID is lost or stolen, a new one can be purchased for \$15.00. As mentioned above, students will also need to know their student ID number when accessing services as well.

The PCCC Student ID card is obtained through Public Safety.

Main Campus – Paterson (973) 684-5403

Passaic Academic Center (973) 341-1600

Wanaque Academic Center (973) 248-3000

College Communication with Students

The official communication method that Passaic County Community College uses to notify its students is through the PCCC email account. All college administration, staff and faculty use the PCCC email to communicate with students. This information could be reminding students of a deadline, responding to a question or informing students of an emergency notification regarding their safety. All students are eligible to receive a free email account after applying to the college. No other personal accounts will be used for any official college business, so make sure your PCCC email can be accessed and viewed on your hand held devices or accessed through other electronic means. You may access your PCCC student email account directly from the MY

PCCC ACCOUNT tab found on the homepage of the college's website at www.pccc.edu. Be sure to check it regularly.

In the Event of an Emergency

Emergency Notification System (Panther Alert)

College administration can quickly communicate with students, faculty and staff in case of emergency. This emergency notification system, "Panther Alert", uses a layered approach to communicate reaching out the college community with emails, text messages, phone calls and postings to the college's website.

The health, safety and welfare of our faculty, staff and students are of the upmost importance, and the college wants to ensure that students contact information is accurate and up-to-date as possible.

In order for the Panther Alert system to be most effective, Users must review their contact information and update as needed. Students are required to sign-up for emergency notifications, but to receive them students must first register in the notification system (Panther Alert Tab).

Login onto your PCCC portal, click the "Panther Alert" tab at the top and follow the information on the screen.

Inclement Weather Information

The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. In addition, college closings or delayed openings are made over radio stations WCBS (880 am) and Cablevision TVChannel 12 (New Jersey News).

Health Insurance

As of April 1, 2013, the requirement that full-time college students must purchase health insurance is under review by the state of New Jersey. Current information on this requirement will be sent to your PCCC email account. Be sure to check it regularly.

Web Advisor

Web Advisor, accessed through the PCCC Portal, provides students access to web tools such as: online registration, academic records and advising, work order requests, financial aid budget records, personal profile information and more.

How do I access my student records and online services?

Login to your PCCC portal and click the Web Advisor tab at the top for more information. Use the menu options on the left to guide you and to provide helpful instructions to access your student tools such as online registration, class schedules, grades, financial profile, etc.

Registering for Classes

Before you can register online you must meet with your academic advisor to discuss your schedule and to ensure that you take the appropriate courses in your major.

To register for classes online, login into your PCCC Portal account and click the "Web Advisor" tab at the top right. Use the menu options on the left to guide you and provide helpful instructions to access your student tools such as online registration, class schedules, grades, financial profile, etc.

Academic Information Everyone Should Know

Every student should know and comply with all policies and regulations written in this student handbook, the College Catalog, and in each semester's Schedule of Courses. Students should also be aware of and responsible for their academic standing at all times, including their cumulative and major grade point average, number of credits completed, and their progress toward meeting the graduation requirements for the degree they have selected.

2013-2014 Academic Calendar

Academic Calendar Fall 2013 – Summer 2015

FALL 2013	2013 – 15 week	2013-12 week
Labor Day	Sept 2	
Classes Begin (15 week and 12 week)	Sept 4	Sept 25
Last Day to drop without Academic Penalty	Sept 17	Oct 4
Last Day Automatic Withdrawal	Oct 29	Oct 29
Last Day to Withdraw with Faculty Permission	Nov 26	Nov 26
Thanksgiving Recess (no classes)	Wed – Sun	Wed – Sun
	Nov 27-Dec 1	Nov 27-Dec 1
Classes Resume	Mon Dec 2	Mon Dec 2
Final Examinations	Dec 14 - 20	Dec 14 - 20
SPRING 2014	15 week	12 week
M.L. King, Jr. Day	Jan 20	
Classes Begin	Jan 22	Feb 12
Last Day to drop without Academic Penalty	Feb 4	Feb 21
Spring Recess (No Classes)	Mar 17 - 23	Mar 17 - 23
Classes Resume (Monday)	March 24	March 24
Last Day Automatic Withdrawal	March 25	March 25
No Classes	April 19 - 20	April 19 - 20
Last Day to Withdraw with Faculty Permission	April 22	April 22

Final Examinations	May 7 - 13	May 7 - 13
Graduate Awards	May 20	
Commencement	May 22	
SUMMER SESSION I 2014	6-week	
Memorial Day	May 26	
Classes Begin	May 28	
Last Day to drop without Academic Penalty	June 3	
Last Day Automatic Withdrawal	June 16	
Last Day to Withdraw w/Faculty Permission	June 25	
Last Day	July 2	
Independence Day Observed	Fri Jul 4	
SUMMER SESSION II		
Classes Begin	July 9	
Last Day to drop without Academic Penalty	July 15	
Last Day Automatic Withdrawal	July 28	
Last Day to Withdraw w/Faculty Permission	Aug 6	
Last Day of Classes	Aug 13	
	•	

Fall and Spring Sat/Sun classes will meet 14 times (165 min per session) in the 15 week session and 11 times (205 min per session) in the 12 week terms.

Frequently Used Academic Words

Academic Advisor is a faculty or staff member who helps you plan a course of study.

Academic Standing is a status based on your grade point average. You are in good academic standing if you maintain a certain grade point average on all your work. *Refer to College Catalog for more information*.

Add is a process for adding courses to your registration. This process must be completed during the time frame indicated in the college calendar.

Audit is when you attend classes without taking examinations or receiving course credit.

Co-requisite is a course that must be taken at the same time as another course.

Credit is a unit awarded for taking a course.

Dismissal is an academic standing status. This occurs when your academic performance has been so poor that you are no longer permitted to attend PCCC.

Drop is a process of dropping a course from your registration. The process must be completed during the timeframe indicated in the college calendar.

Elective is a course which is not specifically required but offers credit toward a program or degree.

Enrollment is a process for registering to take classes. Students enroll in courses by using PCCC portal or in person at any campus.

Enrollment Services is a unit that provides support and assistance with admission, registration, student records and financial aid.

Faculty Advisors are faculty members assigned to help students select courses and planacademic programs.

Final Exam is a test given at the end of a course.

Final Grade is the grade earned for a course which is posted to your permanent record.

Free Application for Federal Student Aid (FAFSA) is a financial information document submitted at no cost by an applicant for student financial aid; that supplies information concerning income, assets, expenses and liabilities.

Full Time is a course load consisting of 12 credits or more taken during a semester.

GPA is the acronym for grade point average. Grade point average is determined by the number of hours attempted at Passaic County Community College and the grades received.

Grade Appeal is when there is belief that there has been an error in the calculation or reporting of a final grade, or a question or concern about a final grade. The student should first contact the instructor. Should it be necessary to carry the inquiry further, follow the conflict resolution/appeal process found in the college catalog.

Instructor is a faculty member assigned to teach a course and may also be referred to as professor.

Last day to drop is the date designated in the college calendar and is the last day to receive a tuition refund when you drop a course.

Major is the program of study you are pursuing.

Matriculate is to declare a major

Non Credit Course is a continuing education course which does not earn college credit.

Overload is enrollment for class hours in excess of 18 credits during fall or spring semester, in excess of 8credits during summer. An overload requires permission from the Senior Vice President of Academic and Student Affairs before a student can register.

Part Time status represents a course load of fewer than 12 credit hours during a term.

Pre-requisite is a course that you must complete successfully before enrolling in a more advanced class.

Registration is a process for enrolling in classes. Students enroll in courses using the PCCC portal or may enroll in person at any campus.

Semester normally represent 15 weeks of study during the fall or spring.

Syllabus is provided for each course and includes a course outline and requirements.

Term represents fall, spring, and summer semesters.

Transcript is a copy of your permanent academic record. It contains all courses and grades received at PCCC.

Withdrawal is the formal act of dropping a course after the deadline to receive a refund and before the last day to process a withdrawal and receive a 'W' grade.

Academic Integrity Policy

All members of the academic community at Passaic CountyCommunity College must maintain a constant commitment to academic integrity. Academic integrity is central to the pursuit of education. For students at PCCC, this means maintaining the highest ethical standards in completing their academic work. By completing their academic goals with integrity and honesty, students can reflect on their efforts with pride in their accomplishments.

Violations of the principle of academic integrity include (but are not limited to):

Cheating

- 1. Obtaining unauthorized assistance in any academic work. Copying from another student's exam or work. Using notes, books, or aides of any kind during an exam when prohibited. The acquisition, without permission, of tests or otheracademic material belonging to a member of the college faculty or staff.
- 2. Fraudulent assistance to another student.Completing an academic activity or taking an exam for someone else. Giving answers to or sharing answers with another student during an exam. Sharing knowledge of test questions with other students without permission.
- 3. Inappropriately, or unethically, using technological means to gain academic advantage. Inappropriate or unethical acquisition of material via the Internet. Using hidden devices for communication during anexam. Each instructor is authorized to establish specific guidelines consistent with this policy.

Plagiarism

- 1. An individual knowingly representing the work of others as their own. Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work ofothers without acknowledging the source, whether intended or not. Using another author's words without enclosing themin quotation marks, without paraphrasing them, or without citing the source appropriately. Presenting another individual's work as one's own.
- 2. Submitting the same paper or academic assignment to another class without the permission of the instructor.
- 3. Fabricating data in support of an academic assignment. Falsifying bibliographic entries. Submitting any academic assignment containing falsifiedor fabricated data or results.
- 4. Internet Plagiarism Submitting downloaded term papers or parts of term papers. Paraphrasing or copying information from the Internet without citing the source "copying and pasting" from various sources without proper attribution (unsure if you wanted me to change it).

Sanctions for Academic Integrity Violations

The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade, a gradeof "F" for the assignment, a grade of "F" for the course), referral to the Student Affairs Office for a recommended disciplinary sanction (e.g., probation, suspension or expulsion), or both. A student is not allowed to withdraw from class to avoid sanctions.

In cases where the instructor seeks an academic sanction only, and the student does not contest either his/her guilt or the particular sanction no further action will be taken. In cases where the instructor seeks an academic sanction only, and the student denies guilt or disputes the reduced grade, the matter will be handled using the AcademicAppeals Committee's process. At this time the student will have an opportunity to present and/or refute evidence.

In cases where a disciplinary sanction is sought, the faculty member will submit a written report to the Office of Student Affairs, which will then forward the matter to the Judicial Affairs Committee for adjudication.

Academic Grade Appeal

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to instructors and students. The responsibility for determining the final grade of each student rests with the faculty member who has responsibility for teaching the course in which the student is responsible for demonstrating the learning which results in a final grade. A student who feels that the final grade he/she received in the class is unfair is entitled to an appeal.

Any student pursuing a grade appeal must follow the procedure outlined below. Students are responsible for taking action within the procedural timeline. Grade appeals not following this procedure are not eligible for review.

Step One: The student must discuss his/her concerns with the instructor.

Step Two: If no agreement can be reached, the student may appeal to the Chair of the department.

Step Three: If no agreement can be reached, then the student may appeal to the Academic Appeals Committee, which will make a recommendation to the Senior Vice President for Academic and Student Affairs.

Step Four: The Student may appeal directly to the Senior Vice President of Academic and Student Affairs after the Academic Appeals Committee has made its recommendations.

Academic Grievance

An academic grievance is defined as an academic complaint or concern which requires a resolution. Students with an academic grievance are to use the steps indicated to resolve their grievance.

Step I: At this level, students are required to talk to their instructor and present their concerns. It is important that the student clearly communicates his/her concerns directly to the instructor so that the problem can be addressed at this step. Dissatisfied students may proceed with the grievance in Step II.

Step II: If resolution of the grievance cannot be reached in Step I, then the grievance is presented n writing to the appropriate Department Chair. The Department Chair will hear the

Student's grievance as well as talk to other parties who may be involved. Dissatisfied students may proceed with the grievance in Step III.

Step III: If a resolution of the grievance cannot be reached in Step II, then the grievance is presented in writing to the Senior Vice President of Academic and Student Affairs. The Senior Vice President will hear the student's grievance as well as talk to other parties who may be involved.

Academic Support Services

The Libraries at PCCC

The PCCC Library/Learning Resource Center serves the students, faculty, and staff of PCCC as well as the larger Passaic County community. Professional librarians are available to help patrons effectively use a variety of resources, both online and in paper. The librarians help patrons find books, articles, and other sources of information. They instruct students enrolled in the College Experience course and offer information literacy classes on request.

Online Library Resources at PCCC

The Library's homepage (www.pccc.edu/library) serves as a portal to a wealth of information. The page contains links to the Library catalog, various online databases (manyin full text), helpful online tutorials, and other sources of information including Libguides which are electronic study aids covering a variety of topics. There is a virtual tour of the main Library which provides photographs and explanations to the various parts of the Library. Students can also find information about how to access Library resources remotely. Library hours and contact information are also available on the web site.

The Writing Center

The Writing Center at Passaic County Community College (PCCC) offers free support to students taking college-level and Writing Intensive (WI) courses in the forms of face-to-face and small group tutoring as well as assistance with eTutoring, portfolios, information literacy, and more. Writing Consultants help students at all stages of the writing process from drafting to revising. The Writing Center consultants also work with students preparing to take the College Writing Exam (CWE) in both one-on-one and group sessions. Students who have never taken the exam before are encouraged to come to the Center for information and practice. Students who have not passed the exam come to the center to review their non-passing exam and practice to take the exam again. In addition, the Writing Center holds free writing workshops on topics such as grammar that are open to all PCCC students at any level. The Center is located at all three PCCC campus locations. Visit the Writing Center LibGuide for more help with making appointments and locations, writing resources, or to review a schedule of student workshops at http://pccc.libguides.com/writingcenter. Students can also email the Writing Center at writingcenter@pccc.edu or call 973-684-6160.

Student Services – Here to Assist You

Passaic County Community College offers a variety of resources and programs to support students in their academic achievement, educational goals, personal growth, and professional development. These services advance overall student development and become an integral component of the educational process, with the ultimate goal of strengthening learning outcomes. Staff offering these services are committed to responding to the full spectrum of diverse student needs and abilities. Students are encouraged to take advantage of the services. Students who have questions or problems with these services should feel free to contact the respective directors.

Bursar

The Bursar's Office is responsible for collecting tuition and fees, maintaining student accounts, and collecting payments for parking decals, school ID's etc. We are also responsible for the distribution of financial aid refund checks. Monday and Thursday from 8:30 a.m. to 7:00 p.m.; Tuesday, Wednesday, Friday from 8:30 a.m. to 4:30 p.m., (973) 684-5202.

The Center for Student Success

The Center for Student Success (CSS) is designed to help you transition into college and provide you with a safe, respectful environment where you can get answers, explore your academic and career options and get support in coping with challenges. We see students by appointment, as a walk-in, or you can attend some of our group sessions. The Center is YOUR Center!

The mission of the Center for Student Success is to engage and empower students in becoming active participants in their own education by providing mentoring and instruction designed to encourage the highest level of personal development, academic achievement and life planning.

Advising is part of the educational process at Passaic County Community College. It is a shared responsibility between students, faculty, and staff. The CSS staff is dedicated to facilitating an advisement process that connects students to supportive personnel and resources; encouraging self-understanding, informed decision making, and student success. We are committed to helping you understand the value of education and achieve your personal, academic, and professional goals.

Why would you use the CSS?

Academic Planning -Talk with someone about course selection and degree requirements

-Learn how to monitor your academic progress and plan each semester

-Learn how to register using WebAdvisor

-Explore different academic programs

-Change your major

Academic Support -What do I do when I am having trouble in a class?

-Dropping or adding courses

-Academic skill development (test taking, study skills, time management)

Career Development -Assess interests, abilities, values and skills

-Explore different careers and majors

-Learn how to make good career choices

-Connect Majors to Careers

-Create a career plan

Job Search -Learn strategies for a successful job search

-Review job postings -Learn how to interview

-Create a resume

-Link jobs to your future goals

Specialized Services -Disability academic accommodations

Transfer Services -Select a college

-Talk to a specialist on strategies for acceptance

-Meet with College Recruiters

Personal Enrichment -Meet with a counselor to address personal needs

-Attend wellness workshops on anxiety, nutrition, and healthy

relationships
-Seek referrals

International Student Services

Another service provided by the Center for Student Success is support for students attending PCCC holding an F-1 Visa. Once you are admitted to PCCC, receive an Initial I-20 from the Admissions Office, and arrive in the United States you may contact one of the International Student Advisors to register for classes and discuss any issues or concerns you may have. These advisors are available to help address questions regarding travel, transfer, maintaining status and any other issues you may have.

Hours: When classes are in session (See PCCC Website for summer hours)

Monday to Thursday 9AM – 7PM Friday – 9AM – 4PM

Saturday 9AM – 12PM

The **Center for Student Success (CSS)** is located in room A-230. Drop in or schedule an appointment by calling 973-684-5524.

Child Development Center

Passaic County Community College Child Development Center (PCCC-CDC), offers programs of high quality for early childhood education with an emphasis on the family and community. The Center is dedicated to offering a safe place where parents can attend classes at the college with the security of knowing that their children are in good hands.

The Child Development Center has been in operation since 1999. In July 2009, the Center achieved Accreditation through the National Association for the Education of Young Children (NAEYC). Programs that are NAEYC Accredited must maintain the highest quality of standards in early childhood education. In addition to the high quality curriculum and instruction provided for children, the Center also strives to support families by offering monthly workshops, support groups, home visits, and counseling.

For additional information about the Child Development Center call 973-684-5915

Educational Opportunity Fund Program (EOF)

Instituted and sponsored by the State of New Jersey, this is an academic support program providing access to higher education for students who show potential, but who need additional support services and financial aid to succeed academically. Students are selected for participation in the program based on documented financial need and potential for success. The Educational Opportunity Fund program provides individual and group counseling, and tutorial services that are designed to support student's academic programs. Leadership and career workshops and extracurricular activities are provided within the resources of the EOF Program. Transfer counseling and assistance are provided for graduating EOF students. Eligible students may receive some financial assistance, if qualified. All students accepted into the EOF Program must attend full-time, be pursuing a degree, be residents of the State of New Jersey for at least one year, meet all program requirements, and be citizens or permanent residents of the United States.

For additional information about the Educational Opportunity Fund Program call 973 -684 -5662

Financial Aid

Once you have applied (www.fafsa.ed.gov) and received financial aid, you need to follow state and federal guidelines for maintaining your aid. It is imperative that you are aware of your responsibilities as a recipient of financial aid. According to both state and federal regulations, you must meet Satisfactory Academic Performance AND Progress. This means:

- 1. Grades Count! In the College Catalog (found online at www.pccc.edu) you will find the federal government's policy concerning Satisfactory Academic Performance. Satisfactory Academic Performance is defined as maintaining a satisfactory cumulative Grade Point Average (GPA) and goes as follows:
 - First semester, a cumulative GPA of 1.4 or higher is required.
 - Second semester, a cumulative GPA of 1.6 or higher is required.
 - Third semester, a cumulative GPA of 1.8 or higher is required.
 - Fourth semester, or more, a cumulative GPA of 2.0 or higher is required.
- 2. Dropping a course may affect your financial aid! Even if you have good grades, dropping a course or courses may put your financial aid at risk. To remain eligible for financial aid, it is

important that you complete all the courses you register for. Satisfactory academic progress is calculated by comparing the number of credits completed to the number of credits attempted.

Credits attempted	Percentage completed	
12 - 24	50%	
25 - 48	60%	
49 - 72	70%	
73 – 96	80%	
97 +	90%	

Please note that "D" grades do not count as successfully completed courses for ESL, Developmental Studies or courses in the major.

There are "new" guidelines regarding Probation and Suspension of financial aid and repeating coursework. It is important that you do well in your courses, complete everything you register, and periodically meet with your financial aid and academic counselors. You can find the full details in the College Catalog.

If you need more information, or if you are concerned about your financial aid eligibility, please visit the PCCC Financial Aid Office on the Main Campus in Paterson, room A140 or call 973- 684- 6100.

The Office of the Dean of Student Affairs

The Dean of Student Affairs serves as a liaison for all student concerns and non-academic grievances, makes referrals and connects students with other appropriate re-sources on campus. The Dean will also ensure that services and programs on campus are student-centered and are responsive to the needs of our students. Promoting a campus environment that provides an opportunity for all students to learn, develop and grow is an important function of this office. We encourage you to take advantage of all of these services we offer to help you to be a successful student. Contact the Dean of Students Affairs, Sharon Goldstein, Ph.D. at 973-684-6309 or studentaffairs@pccc.edu.

Disability Services

The College's goal is to provide students with disabilities universal access to academic programs and activities through services that equalize their chances for success. These services are available to students whose learning, physical, medical and emotional needs are verified in writing by an appropriate professional. Students should submit documentation of their disabilities to the Disability Specialist with locations on the Main, Passaic and Wanaque campuses by calling 973-684-6395 or emailing for an appointment. Once documentation is reviewed and individual services are determined by ODS, students may be eligible for academic adjustments, assistance with advisement and registration, alternative testing, accommodations to a physical setting, referral to an outside agency, or other academic support. For additional information, check our website: pccc.edu/ods, or stop by the CSS on the Paterson campus.

Public Safety

The Passaic County Community College Public Safety Department is dedicated to developing partnerships with the community we serve including students, faculty and staff in order to enhance the goal of providing quality higher education in a safe and secure atmosphere.

Through these partnerships, we will preserve a learning environment that supports academic freedom, respect for diversity, fair and equal treatment to all, and an open exchange of ideas.

Campus Safety: Our Top Priority – The highest priority of the Public Safety Department is to support the college community by providing protective services to all individuals who use our campuses. That goal, however, is best achieved when the college community joins forces with Public Safety as partners in security initiatives such as being aware of your surroundings, avoiding undue risk, taking responsibility for your actions and possessions, and taking ownership of the college by reporting suspicious activity immediately.

Campus Crime Report

Federal regulations call for colleges and universities to report crime statistics to students and employees (and upon request to applicants for enrollment or employment). These requirements stem from the Federal CampusSecurity Act of 1990 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Higher Education Act, 1998 Amendments). Passaic County Community College's detailed results are available at the website: www.pccc.edu. Search: Crime Statistics/Security Report.

To **report an emergency** on any of the campuses, please call the following:

Paterson – Main Campus: (973) 684-5403 Passaic Academic Center: (973) 341-1600 Public Safety Academy: (973) 304-6021 Wanaque Academic Center: (973) 248-3000

Registrar's Office

The Office of the Registrar's principal goal is to maintain accurate records and required documentation on academic programs and student progress. In addition to important processing functions, the Registrar plays an important role in admissions, scheduling, graduation, reporting, records management policy development, and communications. The Registrar works collaboratively with academic advising to ensure that students are in compliance with all academic requirements.

The Registrar's office is located on the main campus and can be reached by calling 973-684-6400 or emailing registrar@pccc.edu. The hours of operation are Monday and Thursday 8:30am-7:00pm and Tuesday, Wednesday and Friday 8:30am-4:40pm.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Passaic County Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally, identifiable information from your education

records. FERPA rights belong to students who attend postsecondary institutions in person, through correspondence, or through electronic "distance learning". They are:

- 1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access.
- **2.** The right to request the amendment of a student's education record that the student believes is inaccurate or misleading.
- **3.** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- **4.** The right to file a complaint with the US Department of Education concerning alleged failures by College to comply with the requirements of FERPA.

The College reserves the right to make public, without the student's consent, "directory information," in particular, the student's name, address, age, sex, dates of registration, major, and degree. Students who wish not to have directory information released must notify the Registrar's Office in writing each year.

For additional information, please review the Confidentiality of Student Records section in the College Catalog.

TRIO — Student Support Services (SSS) Program

Funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965, the SSS Program is an academic support program designed to support part-time students through graduation and to facilitate transfer to a four-year college. The SSS Program provides services and experiences supportive of retention and success including academic, career, and financial aid counseling. SSS students benefit from one-on-one tutoring, individualized educational plans, and social and enrichment activities. Also, eligible participants in good standing may apply for financial resources, namely grant aid, childcare, and book vouchers. Since the SSS Program only serves a limited number of students each year, emphasis is placed on student-staff interaction and on intensive monitoring of students' academic performance. To be eligible to participate in the SSS Program, a student must be low-income, a first-generation college student, or disabled. In addition, a student must meet program academic requirements and be a U.S. citizen, permanent resident, or meet the residency requirement for federal student financial assistance. Applications are available in any of the SSS Program Offices.

Veterans Affairs

The Veteran Affairs Office serves as a liaison between students who are Veterans and their dependents and the department of Veteran Affairs. The office assists students with veteran status and dependents of service disabled or deceased veterans with their educational benefits. As a veteran you may be eligible for financial assistance towards advancing your education.

Passaic County Community College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill) from the U.S. Department of Veteran Affairs (V.A.). If you have any question please contact the Veteran Affairs Coordinator at (973)-684-6337 or veterans@pccc.edu.



Student Involvement: Your Passport to Getting Involved

WELCOME FROM THE 2013-2014 STUDENT GOVERNMENT ASSOCIATION (SGA)

Greetings!

On behalf of the Student Government Association, we would like to congratulate you on beginning what we know will be a wonderful and exciting academic year. Whether you are just beginning your journey, or returning we wish you the best of times and hope you enjoy your PCCC life.

As a member of the PCCC student body, the SGA is here to represent and serve you at all times. Our primary goal is to assist you in all ways possible as we want you to succeed in your educational endeavors.

Passaic County Community College is constantly striving to advance and make things better, but in order to do so, student feedback is much needed. Your feedback will not only benefit the institution, but it will also enhance your educational experience. For this reason, our Senators will be out within the PCCC community ready to get your opinions.

We also encourage you to take advantage of the Center for Student Activities, Involvement, and Leadership to get involved. There are plenty of clubs you might be interested and if we don't have what you are looking for, we will be more than happy to help you start a club. Also, we, the SGA, have our Student Programming Committee (SPC) working tirelessly to plan events which all students are welcomed to attend.

The next year will fly by, but it will be one you will never forget. Have a great year, and please feel free to contact us via phone/email or stop by the office if you have any questions, comments or concerns. Your input matters. Remember, BE HEARD, GET INVOLVED, and ALWAYS GIVE THE BEST OF YOURSELF! We are here to serve YOU! Good luck this upcoming semester and GO PANTHERS!

Yours Truly,

Passaic County Community College Student Government Association

Office: Room E102A Phone: 973-684-5255 Email: SGA@pccc.edu

Office of Student Activities/Center for Student Involvement

At Passaic County Community College, student programs are planned, organized, and developed by the Student Government Association (SGA) in conjunction with the Office of Student Activities/ Center for Involvement. To be officially recognized, each club or organization must submit a constitution for SGA review and approval. This constitution must be in line with the policies, regulations, and philosophy of the College. The organization must also have an administrator or faculty advisor. Activities are financed by the student activities Fee. Each organization is responsible for planning its programs/activities which includes community service projects. All activities must be approved by the organization's advisor, Director of Student Activities, and the Dean of Student Affairs. A calendar of events is maintained by the Office of Student Activities/Center for Student Involvement. All activities must be scheduled through this office, located in Room E102.

Student Government Association (SGA)

The Student Government Association is the official voice of the student body to the faculty and the administration. Its function includes providing students with the opportunity to experience and receive training in a democratic form of government. The Student Government Association consists of students who are elected by the student body in a college wide election for a one year term. Students who are interested in serving on the SGA Executive Board must have a GPA of 3.0 or a GPA of 2.5 to serve on the Senate, and take a minimum of six credits each semester.

Student Programming Committee (SPC)

The Student Programming Committee (SPC) is a student based organization dedicated to improving student extracurricular life at Passaic County Community College. SPC is a subcommittee of the Student Government Association (SGA) and together work for the students. Each SPC member is required to maintain a 2.5 G.P.A. as they become emerged in the world of event programming. SPC meets weekly to coordinate all major programming for the student body and attend conferences which help build leadership, programming, and communication skills.

Student Activities Committee (SAC)

The Student Activities Committee (SAC) is comprised of the presidents of all active clubs and is responsible for creating and reviewing procedures that active clubs must follow. The current Vice-President of the SGA chairs SAC. SAC meet once a month during each semester equaling to four meetings a semester.

Finance Committee

The Finance Committee is comprised of the treasurers of all active clubs and is responsible for recommending financial advice to the SGA for each club's budget as well as making monthly reports regarding club funds. The current SGA Treasurer chairs the Finance Committee. Treasurers are to report back to the Treasurer of the SGA with a budget detailing last month's activity during each meeting. Finance will meet no less than once a month during each semester equaling to four meetings a semester.

CLUBS AND ORGANIZATIONS

To be officially recognized, each club or organization must submit a constitution for SGA review and approval. A constitution is required and must be in line with the policies, regulations, and philosophy of the College. The organization must have an administrator or faculty advisor as well. Each organization is responsible for planning its program of activities, which includes community service projects. All activities must be approved by the organization's advisor, Director of Student Activities, and the Dean of Student Affairs.

Registered Clubs and Organizations

The American Sign Language Club Asian Culture Club Baseball Club Business Club Cheerleading Club

Christian Fellowship Club

Dance Club

Digital Photography Club

Davinci Club

Engineering/ Computer Information Sciences Cub

Fashion Club

Latin American Club

LGBTS Club Math Club Martial Arts Modern Visual Culture Club (MVCC) Muslim Students Association (MSA) Nursing Student Organization (NSO) Organization Of African Ancestry (OAA)

Passaic Student Activities Board

Psychology Club

Public Speaking Society/ Forensics

Radiography Club Science Club

Student Ambassadors

Student Government Association Student Programming Committee

United Sociology Club Video Production Club Visions Newspaper

Wanaque Student Advisory Board

The Game Room:

- 1. Is equipped with pool, ping pong, and air hockey tables, board games and flat-screen televisions.
- 2. There is a lounge area for students to mix and mingle.
- **3.** The Game room is open during the Fall and Spring semester Monday through Friday. Hours are posted.

Student Ambassador Program

The Student Ambassadors provide services to the College as needed. They assist with orientation, admission tours, scholarship fundraising, and many other events. In order to be a member of the Student Ambassador Program students must be currently enrolled in the College with a minimum of 9 credits, completed one semester at PCCC, and maintain a 2.5 G.P.A.

Athletic Department

The College competes in the following Division III intercollegiate conference/regional play. Intercollegiate sports: Men's and Women's Basketball, Women's Volleyball, and Men's Soccer. Students must be full-time and maintain a 2.0 G.P.A. or better. Part-time students may participate as long as they maintain part-time status throughout their semesters of PCCC/NJCAA competition. Passaic County Community College is a member of the NJCAA Region XIX and

Garden State Athletic Conference. Our athletic teams are very competitive in conference and regional play. The Men's and Women's Basketball have won conference and regional championships over the past 6 years. Both teams have earned several opportunities to compete at the NJCAA National Tournament. For further information, please contact the Athletic Director at 973-684-7192.

The Fitness Center:

- **1.** Provides state-of-the-art fitness equipment, showers, lockers, and flat screen televisions.
- **2.** Everyone must attend a fitness orientation.
- **3.** The Fitness Center is open during the Fall and Spring semester M-Th7:30 am-7:00pm and F 7:30 a.m.-5:00 p.m.

College Procedures and Code of Conduct

Alcohol and Controlled Substances

Students who are on College property and under the influence of alcohol or controlled substances are liable for disciplinary action. Possession, consumption, use or transfer of controlled substances or alcoholic beverages is a violation of "Student Code of Conduct."

Anti-Bullying Bill of Rights Act

All students must show courtesy and respect for each other and for faculty and other College employees. Students are expected to respect college property, as well as the property of others. Students are expected to comply with the direction of faculty in the conduct of their instructional activities.

Students are prohibited from engaging in any type of harassment, intimidation, or bullying in accordance with the New Jersey Anti-Bullying Bill of Rights Act of 2010. This Act is not intended to alter or reduce the rights of any PCCC students with disabilities. Harassment, intimidation, or bullying are defined as any gesture or act whether written, verbal, physical, or any electronic communication that is reasonably perceived as motivated by any distinguishing characteristic that substantially disrupts or interferes with the College's orderly operation including PCCC sponsored events or the rights of students. These distinguishing characteristics include but are not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability. A reasonable person should know that such intimidation may physically or emotionally harm a fellow student or group of students

Computer Use Integrity

The computer facilities at Passaic County Community College are to be used for learning and this demands that every student adhere to basic ethical principles and behavior as well as the additional restrictions and conditions below:

- 1. Students may not attempt to manipulate the computer system (hacking) or otherwise disrupt services or affect the normal operations of computer systems in any way.
- 2. Students may not use the college network, email, or other means of electronic communications to give any program(s), assignment(s) or test answer(s) to another person or student.
- 3. Students are prohibited from duplicating software or documentation. Privately owned or non-standardized software may not be installed on any College computer.
- 4. Students shall not attempt to gain unauthorized access to any computer, network file server, email account, or internet site.
- 5. Students shall have no expectation of privacy regarding computer files, email or internet usage. The College reserves the right to monitor all computer files, email and internet use without prior notice to the student.
- 6. The College may restrict or discontinue access to some or all internet and or network resources at any time without prior notice.
- 7. The College prohibits the use of computers, email, internet access, or any other electronic communication system in ways that are disruptive, offensive or harmful to others which

- includes but is not limited to sexually explicit messages, cartoons, ethnic slurs, jokes, or anything which may be construed as harassment, disrespect of others, or may lead to the creation of a hostile educational environment.
- 8. The College maintains a zero tolerance policy for cyber-bullying which include email, text messaging, or any other form of electronic communications.
- 9. Students are responsible for any defacement or willful damage to college equipment such as computers, monitors, keyboards, computer mouse, furniture, chairs, printers, projectors, smart boards, screens, VCR/DVDs, etc.

Acceptable Use of Technology and Email

PCCC provides all of its students with college network and internet access so they can obtain up-to-date information useful for their advancement in academics. Inappropriate college network and internet usage will result in the loss of network access and possible disciplinary actions with the exception of academic reasons. PCCC prohibits students from using the internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically offensive, or harassing in any way either in graphic or text form. PCCC reserves the right to monitor any and all network activities including internet access.

The following activities are prohibited: storing, posting or displaying obscene offensive data, even temporarily, in areas where someone might view them passively or inadvertently except in cases where academically necessary; attempts to circumvent established security procedures or to access privileges to which a user is not entitled; unauthorized access, alteration, or destruction of another user data, programs or electronic mail; manipulation of others to gain information for the purpose of gaining access to commit fraud or damage to the system; theft or destruction of computer hardware of software; and any criminal activity or any conduct that violates applicable state laws.

Only authorized PCCC employees or vendors will install software in college computers.

Social Networking

PCCC maintains an official presence on social networking sites such as Facebook. If a PCCC student group wishes to create a fan page for their group to be linked to the official College page they must comply with the terms of agreement. The College does not take any responsibility for pages developed by others. Existing policies governing student, employee and faculty behavior apply to the College's Facebook and other social networking pages. The College takes no responsibility for content developed by nonemployees.

In the spirit of maintaining a positive environment for our site visitors, the College reserves the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to Passaic County Community College or any individual.

The following types of content are prohibited from PCCC social networking sites:

- Derogatory language, demeaning statements, or threats to any third party.
- Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, violence, other inappropriate

- behavior, or inappropriate language.
- Content that violates state or federal law.
- Partisan political activity.
- Online gambling.
- Plagiarized material.
- Information/images that is obscene or untrue.
- Content that harasses third parties.
- Selling goods or services for personal financial profit.
- Personal social relationships unrelated to PCCC business.

Medical Withdrawal Procedure

This procedure is designed to address extenuating medical circumstances that have occurred during the semester that prevent a student from completing their studies. Extenuating Medical Circumstances are defined as nonrecurring events that are directly impacting the student or the student's minor child. Documentation for this request is required and should indicate a serious personal medical situation that prevented the student from completion of the course. Please note, students are responsible for payment of bookstore charges.

- Requests must be for **current** semester only.
- Requests will not be considered for courses with posted grades already issued.
- Relevant documentation must be supplied. Documents will include the medical withdrawal documentation form provided by PCCC, and a letter from the physician on letterhead (prescription pad notes are not acceptable) indicating the time period that the student would be unable to attend class.
- The College will review each request individually and a final decision will be based on the merits of the request and the documentation provided.
- Responses will be made within 2-4 weeks and the students will be notified via College email.
- Students will receive a **credit to their account** to be used within 12 months from the decision date.
- Regardless of the outcome of the decision, the student is responsible to pay any unearned financial aid. Rules and regulations governing Federal Financial Aid programs <u>cannot</u> be waived through this process
- If the request is denied, the student may return to the RCSP Coordinator to discuss their appeals process

Students in need of a Medical Withdrawal must schedule a meeting through the Office of Student Affairs in A230A on the Main Campus by calling **973.684.6309**, or emailing: studentaffairs@pcc.edu.

NJ Department of Heath Immunization Requirements

New Jersey law (NJAC 9:2-14) requires that all new PCCC students born after 1956 who have enrolled for 12 or more credits present proof of immunization from measles, mumpsand rubella. NJ college students registered with 12 credits or more, regardless of age, must complete Hepatitis B series within 9 months of attendance. This proof must be presented either before the beginning of the student's first semester of full-time enrollment or within 60 days of enrollment.

The State of New Jersey may deny continued enrollment to those students who do not comply with this regulation.

Proofs of immunizations are:

- An immunization transcript or school immunization transcript signed by a licensed physician showing exact dates and dosages of vaccinations for measles, mumps and rubella. (The State requires proof of two doses of measles vaccine.)
- Copy of a medical laboratory report or MMR certificate confirming immunization to measles, mumps and rubella.

Sexual Assault

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. In order to assist recipients, which include school districts, colleges, and universities (hereinafter "schools" or "recipients") in meeting these obligations, this letter1 explains that the requirements of Title IX pertaining to sexual harassment also cover sexual violence, and lays out the specific Title IX requirements applicable to sexual violence.2 Sexual violence, as that term is used in this letter, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Passaic County Community College does not tolerate sexual assault in any form. Where there is probable cause to believe that college regulations prohibiting sexual assault have been violated, the College will pursue strong disciplinary action through its student conduct and due process procedures. This discipline includes the possibility of suspension or dismissal from the College. An individual charged with sexual assault can be prosecuted under New Jersey criminal statutes and disciplined under Passaic County Community College's institutional policies. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action.

Campus Sexual Assault Victim's Bill of Rights: A college in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey and where the victim or alleged perpetrator is a student at that institution and/or when the victim is a student involved in an off-campus sexual assault.

1. Human Dignity Rights

- to be free from any suggestion that victims must report the crimes,
- to be assured of any other right guaranteed under this policy,
- to have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- to be free from any suggestion that victims are responsible for the commission of crimes against them,
- to be free from any pressure from campus personnel to report crimes if the victim does not wish to do so,
- report crimes as lesser offenses than the victim perceives the crime to be,
- refrain from reporting crimes to avoid unwanted personal publicity.

2. Rights to Resources On and Off Campus

- to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling,
- to be informed of and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy.
- any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

3. Campus Judicial Rights

- to be afforded the same access to legal assistance as the accused.
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

4. Legal Rights

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported,
- to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities,

• to full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

5. Campus Intervention Rights

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailant,
- to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Sexual Harassment

Sexual harassment is illegal. Both state and federal law prohibit harassment of any employee, student, agent, or member of the College community by any executive, supervisor, employee, student, or visitor on the basis of sex or gender. Sexual harassment is defined under federal law as unwelcomed conduct of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other non-verbal or physical conduct of a sexual nature. Sexual harassment of any student can deny or limit, on the basis of sex, the student's ability to participate in/or to receive benefits, services, or opportunities in the school's program.

Passaic County Community College prohibits sexual harassment and sexual violence. The College's policy requires any employee or student who sexually harasses or commits acts of sexual violence against another employee, student, agent, or member of the College community be subject to disciplinary action up to and including termination of employment or expulsion. This policy also prohibits consensual amorous relationships or physically intimate or improper relationships between a faculty or staff and a student even in the absence of a current professional or supervisory responsibility with respect to the student.

Anyone who feels he or she has witnessed or been subjected to sexual harassment should immediately report the matter to either the Vice President of Human Resources or the Dean of Student Affairs. Every incident of reported harassment will be fully investigated in a timely fashion and corrective action will be taken promptly where appropriate. Violation of this policy will result in disciplinary action up to and including discharge or expulsion of the harasser with notification of the student presenting the charge of harassment. College outcomes will not be dependent upon legal outcomes nor will the investigation or disciplinary process be delayed pending the outcome of the legal process.

Grievance procedures may include voluntary informal mechanisms for resolving some forms of sexual harassment, however a student who complains of harassment will not be asked to workout a problem directly with an alleged perpetrator. The student can end the informal process at any time to begin a formal process. In cases involving allegations of sexual assault, mediation will not be allowed. In addition, the College will seek to prevent any reoccurrence of sexual harassment and will not permit any form of retaliation against individuals who report unwelcome conduct to administration or who cooperate in the investigation of such reports.

Smoking Policy

PCCC is a smoke-free campus. Therefore, smoking is prohibited in all areas of the College, including but not limited to all College buildings, common areas, and parking lots on all campuses.

Student Responsibilities and Conduct

Passaic County Community College is committed to the overall educational, personal and professional development of the student. The College values honesty, integrity and accountability. In keeping with the values defined in our Mission Statement, the College strives to maintain a supportive open environment where learning and creativity can flourish. In an effort to provide an environment supportive of these goals, the College has established a set of polices, regulations, standards of behavior and related administrative procedures. The student judicial process contributes to the teaching of appropriate individual and group behavior as well as to the protection of the campus community from disruption or harm. The student judicial process is designed to foster the ethical development and personal integrity of students. It is the responsibility of each student to become familiar with all College policies, regulations and standards of behavior and procedures. In general, each student is expected to respect the rights and property of the College and the members of the College community and to take responsibility.

Student Code of Conduct

I. Title of Regulation: Student Code of Conduct

II. Objective of Regulation:

This document describes the College's Student Code of Conduct. It specifies expectations for behavior, the sanctions that can be applied when rules are violated, and the jurisdiction, structure, and operation of the College's system for resolving conduct complaint cases. It is the responsibility of all Passaic County Community College students to familiarize themselves with these rules. In keeping with the values defined in our Mission Statement, Passaic County Community College strives to maintain a supporting, open environment where learning and creativity can flourish. Passaic County Community College values honesty, integrity, and accountability. The College must take every opportunity to offer students both formal and informal experiencesthat foster learning, personal growth, and civic responsibility. As such, its rules are conceived for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends. Passaic County's rich diversity defines us and shapes our efforts. Passaic County Community College students are expected to respect all members of the community and resist behaviors that may cause danger or harm to others. All Passaic County Community College students are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property (work) of others and by honoring the right of all students to pursue their education in an environment free from harassment, discrimination and intimidation. Students are expected to adhere to the civil and criminal laws of the local community, state, and nation and to rules, policies, and procedures set forth by the College.

III. Definitions:

- **A.** The term "PCCC" or "College" means Passaic County Community College.
- **B.** The term "Student" includes all persons taking credit and non-credit courses at PCCC, pursuing undergraduate or continuing education studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with PCCC are considered "students."
- **C.** The term "Faculty Member" means any person hired by PCCC to conduct classroom activities.
- **D.** The term "College Official" includes any person employed by PCCC performing assigned administrative or professional responsibilities.
- **E.** The term "Member of the PCCC Community" includes any person who is a student, faculty member, PCCC official, or any other person employed by PCCC.
- **F.** The term "College Premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
- **G.** The term "**Organization**" means any group of persons who have complied with the formal requirements for College recognition.
- **H.** The term "Judicial Affairs Committee" means a standing committee of the Academic Council, the academic governing body of PCCC. The Judicial Affairs Committee is authorized by the Bylaws of the Academic Council to determine whether a student has violated the Student Code of Conduct and to recommend the imposition of sanctions.
- **I.** The term "Cheating" includes, but is not limited to:
 - 1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - 2. dependence upon the aid of sources beyond those authorized by the instructions in writing papers, preparing reports, solving problems, or carrying out the assignments; or
 - 3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. (For additional information, see Academic Integrity Policy.)
- **J.** The term "**Plagiarism**" includes, but is not limited to, the intentional use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (For additional information, see Academic Integrity Policy.)
- **K.** The term "Disruptive Behavior" includes engaging in any reckless, tumultuous, or unlawful act or course of conduct outside of class, or engaging in any classroom behavior detrimental to the learning environment that may require the faculty member to warn or verbally dismiss the student from the classroom and/or request a security escort. This behavior includes, but is not limited to, acting out, participating in side conversations, and the use of cellular telephones, audible beeper messages, or other forms of audible electronic devices. This provision is not designed to be used as a means to punish classroom dissent. The lawful expression of a disagreement with the teacher is not in itself "disruptive" behavior.
- **L.** The term "Expulsion" means separation of the student from the College and being barred from College property and all College-sponsored events.

- M. The term "Sexual Misconduct" refers to any forcible or non-consensual sexual contact, including sexual contact with a student who one knows or should know to be physically incapacitated (e.g. by alcohol).
- **N.** The term "Sexual Harassment" refers to any unwelcome sexual advances, request for sexual favor, or any other verbal or physical conduct of a sexual nature whereby such conduct, made either explicitly or implicitly, has the effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.
- **O.** The term "**Hazing**" is defined as a disorderly offense if in connection with initiation of a student or fraternal organization, a person knowingly or recklessly organizes, promotes, facilitates or engages in conduct which may place another person in danger or bodily injury.
- **P.** The term "Crime of Violence" includes, but is not limited to, arson, burglary, robbery, homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction.
- **Q.** The term **"Stalking"** is defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.
- **R.** The term "Cyber Bullying" is defined as willful and repeated threats, harassment or intimidation intended to inflict harm through the medium of electronic media. This behavior may occur on or off-campus.

IV. Purpose and Scope of the Student Code of Conduct:

- **A.** The purpose of the Student Code of Conduct is to provide a set of rules and to ensure that all students receive fair treatment as described in this Student Code of Conduct when violations of the rules occur. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections afforded by the courts. Fair treatment assures written notice and a hearing before an objective decision-maker, as described within these procedures. No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred, and anysanction will be proportionate to the severity of the violation.
- **B.** The Student Code of Conduct will apply to students engaging in activities on campus, or at any of the Passaic County Community College premises as well as to College approved functions on or off campus.
- C. Special Provisions:
 - 1. Attempted Violations PCCC will treat attempts to commit any of the violations listed in the Student Code Conduct as if those attempts had been completed.
 - **2.** College as Complainant As necessary, PCCC reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.
 - **3.** False Reports PCCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation.

- **4.** Immunity for Victims/Witnesses/Those Offering Assistance The PCCC community encourages the reporting of conduct code violations and crimes. It is in the best interests of this community that victims, witnesses and those offering assistance report violations to College officials. To encourage reporting, PCCC reserves the right to offer victims of crimes, witnesses and those offering assistance various degrees of immunity including amnesty.
- **5.** Parental Notifications Pursuant to the Family Educational Rights and Privacy Act (FERPA). PCCC reserves the right to notify the parents/guardians of dependent students regarding any conduct violation. Regardless of dependency status, PCCC may contact the parents/guardians or family of any student to inform them of situations in which there is a health and/or safety risk. PCCC reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).
- **6.** Notification of Outcomes The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under federal law, FERPA. However, PCCC observes the legal exceptions as follows:
 - **a.** Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.
 - **b.** Complainants in sexual exploitation/sexual harassment complaints have a right to be informed of information regarding sanctions that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student. Otherwise, information on the outcome and sanction cannot be shared.
 - **c.** PCCC may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence". PCCC may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.
- 7. Misconduct Online. Students are cautioned that inappropriate behavior conducted online can subject them to College conduct violations. Students must also be aware that blogs, web pages, and online postings are in the public sphere, and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College may take action if and when such information is brought to the attention of College officials.

V. Violations:

- **A.** Any student found to have engaged in the following misconduct is subject to the conduct sanctions set forth in the StudentCode of Conduct:
 - 1. Physical abuse of another; use of or threat to use physical force or violence to injure another; or any actions that incite the use of physical force or violence by others.
 - 2. Actions (including verbal, written and/or online conduct) that abuse, intimidate, coerce, or threaten another; discrimination, intimidation, harassment on the basis of race, color, creed, national origin, ethnicity, sex, age, religion, disability, sexual orientation, gender identity or any other classification protected by local, state or federal law. a. Discrimination means to deprive or diminish the access, benefits of

opportunities of a member of the community. **b.** Intimidation is the implication of threats or abuse of others. **c.** Harassment occurs when words or actions that are severe, pervasive and objectively offensive have the intentor effect of depriving a member of the community of benefits, access or opportunities.**d.** Online actions include, but are not limited to, "cyber bullying." (Article III Definitions, Section R.). **e.** "On the basis of" means that it is more likely than not that the victim was targeted because of their membership in one of the protected classes listed above.

- **3.** Hazing of another individual or group; willingly or knowingly organizing, promoting, facilitating or engaging in any conduct which places or may place another or group in danger of physical, emotional or psychological injury or distress.
- **4.** Persisting in making or causing to be made unreasonable; excessive tumultuous noise which includes but is not limited to profanity or offensive language.
- **5.** Obstruction or restraining the free movement of another or causing a campus disruption of authorized activities and/or events. Breach of peace, or aiding, a betting, or procuring another person to breach the peace on College premises at functions sponsored by or participated in by the College.
- **6.** Engaging in "disruptive behavior" which includes but is not limited to conduct that is disorderly, profane, obscene or disruptive language. (Article III Definitions, Section K).
- 7. Use of cellular telephones, audible pagers, or other forms of audible electronic devices in classroom environments unless previously approved by the instructor or other authorized administrator.
- **8.** Unauthorized use, possession, or storage of any firearms, shotguns, pistols, knives, razors, explosives, or any other dangerous weapons, instruments, or dangerous chemical substances in or on College premises or at any functions sponsored by the College.
- **9.** Use, possession, distribution or manufacture of narcotic or other controlled substances except as permitted by law.
- **10.** Use, possession, or distribution of alcoholic beverages on College premises; public intoxication on College premises; driving under the influence of alcohol or other drugs on College premises. Alcohol use is not allowed at any PCCC events held on campus. Alcohol use at off campus events is the responsibility of the host facility and students must adhere to local and federal laws.
- 11. Smoking on College premises is prohibited.
- 12. Gambling on College premises or during functions sponsored by the College.
- **B.** Acts of dishonesty, including, but not limited to the following: **a**. Cheating, plagiarism, or other forms of academic dishonesty (see Academic Integrity Policy); **b**. Furnishing false information to any College official, faculty member, or office; **c**. Forgery, alteration, or misuse of any College document, record, instrument of identification, or electronic parking device; **d**. Tampering with an election conducted by a College recognized student organization.
 - 1. Engaging in any form of sexual harassment and/or sexual misconduct.
 - **2.** Misrepresentation of oneself or misrepresentation of an organization as being an agent authorized to act for or on behalf of the College.

- **3.** Theft of or damage to College property; damage to property in the possession of or owned by a member of the College Community; or possession of stolen property on College premises.
- **4.** Violation of federal, state, or local laws on College premises or at PCCC sponsored or supervised activities.
- **5.** Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- **6.** Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of, College premises.
- 7. Violation of published College policies, rules, or regulations.
- **8.** Misuse of computing facilities or network to interfere with the normal operation of the College computing system, including but not limited to: **a**. Theft or unauthorized entry into a file, data, e-mail or other electronically stored information to use, read, transfer, alter the content, or for any other purpose; **b**. Unauthorized use of another individual's identification, password or computer account; **c**. Spamming, probing or hacking into other computers or computer systems. **d**. Use of computing facilities to interfere with the work of another student, faculty member, or College official; **e**. Use of computing facilities to send computer viruses, obscene, abusive, or threatening messages; **f**. Uploading or downloading copyrighted material for personal use or distribution without authorization.
- 9. Abuse of the Student Code of Conduct, including but not limited to: a. Failure to adhere to the appropriate directions of a College official; b. Falsification, distortion, or misrepresentation of information before the Judicial Affairs Committee; c. Disruption or interference with the orderly conduct of a Judicial Affairs Committee hearing; d. Attempting to discourage an individual's proper participation in, or use of, the Judicial Affairs Committee hearing; e. Attempting to influence the impartiality of a member of the Judicial Affairs Committee prior to, and/or during the course of, the hearing; f. Harassment (verbal or physical) and/or intimidation of a member of the Judicial Affairs Committee prior to and/or after a hearing; g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct; h. Influencing others or attempting to influence another person to commitan abuse of the Student Code of Conduct; i. Severe hygiene problems which interfere with the learning environment of others. i. Violation of state, local, or campus fire policies, including: i. Failure to evacuate a college-owned building during a fire alarm; ii. Improper use of college fire safety equipment; iii. Tampering with or improperly engaging a fire alarm in a college building.
- **10.** Stalking (Section III Definitions, Article Q)
- C. Violations of Law and College Discipline
 - **1.** If a student is charged only with an off-campus violation of federal, state, or local law, these violations will not be subject to the Student Code of Conduct.
 - **2.** When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, however, the College may advise off-campus

authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community.

VI. Conduct Procedures

- **A.** Complaints and Hearings
 - 1. Any member of the College Community may file a complaint against any student for violation of the Student Code of Conduct. Complaints will be prepared in writing and directed to the Dean of Student Affairs, the administrator responsible for the coordination of the College Student Code of Conduct. Any complaint must be submitted within five (5) days. Complaints may be submitted after a longer period of time has elapsed at the discretion of the Dean of Student Affairs.
 - 2. The Dean of Student Affairs, his/her designee, or other College officials may conduct an investigation to determine if there is reasonable cause to believe that an alleged violation has occurred. In such cases a determination and/or if the complaint can be addressed administratively by mutual consent of the parties involved. Such disposition will be final, and there will be no subsequent proceedings. If the complaint cannot be disposed of by mutual consent, the Dean of Student Affairs may refer the matter to the Judicial Affairs Committee, or in the case of a lesser offense, handle as noted below: a. Lesser Offenses - In the case of all lesser offenses deemed by the Dean of Student Affairs not to constitute acts that would result in suspension or expulsion of the student or students, the Dean of Student Affairs will determine whether a violation has occurred and the sanctions that are appropriate by an informal process which will include talking to the student(s), giving the student(s) information about the regulation(s) allegedly violated and an opportunity for the student(s) to state his/her side of the incident. If the Dean of Student Affairs finds that it is more likely than not that a rule was violated, the Dean of Student Affairs may impose conduct sanctions as follows: i. Verbal reprimands. ii. Verbal reprimands confirmed in writing. iii. Temporary suspension of parking privilege. iv. Smoking violation fine. v. College community service. vi. All of the aforementioned. **b.** Other Offenses - In cases where because of a prior conduct record, or because the alleged violation is of such a nature that, in the opinion of the Dean of Student Affairs suspension or expulsion could be imposed, the Dean of Student Affairs will refer the student to the Judicial Affairs Committee.
 - 3. All complaints will be presented to the accused student in a written form. Written notice will be mailed to the address on record but can also be emailed to a student's official College email account. Notice is presumptively delivered upon being mailed or emailed. The letter of notice will state the alleged incident as well as stating all policies that the accused student is alleged to have violated. A time shall be set for a hearing preferably no more than ten (10) business days after the student has been notified.

4. Hearings shall be conducted by the Judicial Affairs Committee according to the following guidelines: a. The Judicial Affairs Committee which functions under the bylaws of the Academic Council will elect the Chairperson of the Committee. **b**. Each person involved as a complainant or as an accused student will be required to supply a written account of the incident. c. The accused student and the complainant will be notified by the Dean of Student Affairs in writing of the time and place of the hearing, the violations against him/her, and his/her right to identify witnesses on his/her behalf. d. The parties to the complaint will be given the opportunity to object to the participation of any member of the Judicial Affairs Committee on the basis of conflict of interest. The committee will determine the validity of the claim, e. An accused student in need of interpretive services will be permitted the option of requesting an interpreter approved by the Dean of Student Affairs to assist the student in the comprehension of questions from the committee and/or in the presentation of the student's responses to questions. The assisting individual may translate only that for which the student requires a precise translation and will not be permitted to edit such remarks or proffer commentary. f. At the conduct hearing, the Chairperson of the Judicial Affairs Committee will read the complaint alleging violations of the Student Code of Conduct. g. Hearings will be conducted in private. h. The Judicial Affairs Committee, at the discretion of the Chairperson, may accept pertinent records, exhibits, and written statements as information for consideration. In-person statements by eyewitnesses are preferred. i. All procedural questions are subject to the final decision of the Chairperson of the Judicial Affairs Committee. Formal rules of evidence, such as those applied in a criminal or civil court, do not apply. j. The complainant and/or the accused are responsible for presenting his or her own information to the Committee. k. The complainant, the accused, and the Dean of Student Affairs may identify witnesses who may have helpful information for the Committee. The Committee will determine what questions to ask of witnesses, with input the Committee considers helpful from the complainant, accused student, and the Dean of Student Affairs. **l.** After the hearing, the Judicial Affairs Committee shall determine by majority vote whether the student has violated each section of the Student Code of Conduct that the student is accused of violating. The Judicial Affairs Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct. The Committee will make a written recommendation to the Dean of Student Affairs about possible appropriate sanctions, if any violations of the Student Code of Conduct are found. m. The College will create a single verbatim record, such as a tape recording, of all hearings before the Judicial Affairs Committee. This record is the property of the College.

B. Sanctions

1. The Dean of Student Affairs may impose the following sanctions upon any student found to have violated the Student Code of Conduct, but before doing so, the Dean of Student Affairs will consider the recommendation of the Judicial Affairs Committee and

will consult with the Senior Vice President for Academic and Student Affairs. The Dean of Student Affairs will notify the student. One or more of the following sanctions may be imposed for a single rule violation. a. Warning - A notice in writing to the student that the student is violating or has violated College regulations. **b.** Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period. c. Loss of privileges - Denial of specified privileges for a designated period of time. d. Restitution -Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. e. Suspension i.e. Separation of the student from the College for a given period of time with the term specified to the student. The conditions for readmission will be specified. A student suspended from the College forfeits all rights and privileges of a student. This may include the opportunity to attend any public and/or non-public College-sponsored functions. This may include being barred from PCCC premises. All suspension actions will be noted in the student's record. In certain circumstances the Dean of Student Affairs with approval of the Senior Vice President for Academic and Student Affairs may impose an interim suspension from PCCC prior to a hearing of the Judicial Affairs Committee. In the event of an appeal, the Senior Vice President for Academic and Student Affairs and/or the Dean of Student Affairs may continue any previous suspension until disposition of the appeal. **f**. Expulsion - Separation of the student from the College and barring from College property and all College-sponsored events. An expelled student may apply for reinstatement after a year to the Senior Vice President for Academic and Student Affairs.

C. Appeals

- 1. A decision that a student did or did not violate PCCC regulations and/or a decision that imposed sanctions may be appealed by the accused student or complainants to the President of Passaic County Community College within five (5) school days of the decision. Such appeals will be in writing and will be delivered to the President or his or her designee. The President reviews the matter only to determine whether one of the following grounds for appeal has merit: a. was the original hearing conducted fairly in light of the alleged violation and information presented and in conformity with PCCC regulations and/or procedures; b. was the determination about whether the regulations and/or procedures were violated based upon substantial information; that is, was there information sufficient to justify the Committee's determination; c. was the sanction(s) imposed appropriate for the violation of the Student Code of Conduct which the student was found to have committed; d. is there new information sufficient to alter a decision because such information was not known to the person appealing at the time of the original hearing.
- 2. The President, upon the filing of such appeal, may (a) affirm the decision as to whether PCCC regulations were violated and, if so, impose a sanction(s) or (b) remand to the original Judicial Affairs Committee and the Dean of Student Affairs and/or the Senior Vice President for Academic and Student Affairs to correct an error in following PCCC procedures.
- **3.** The President will advise the student in writing within a reasonable time of his/her decision.

VII. Interpretation and Revision

- **A.** Presidential Power nothing in these regulations will be deemed to limit the final authority of the President of the College in all matters relating to violations of the Student Code of Conduct and the imposition of the discipline or sanction(s).
- **B.** The Student Code of Conduct should be reviewed periodically under the direction of the Dean of Student Affairs.
- **C.** Any question or interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Affairs.

Title IX and Section 504 Compliance

Passaic County Community College policies prohibit discrimination on the basis of sex, race, national origin (Title IX) or handicap (Section 504) in its educational programs, activities or employment and admissions practices. Inquiries regarding Title IX and Section 504 compliance may be directed to the Dean of Student Affairs or designee (973) 684-6309 or Vice President of Human Resources (973) 684-6107.

Moving on to Success

Graduation

The annual Commencement ceremony is held at the end of the spring semester. However, students completing their graduation requirements in August or December will have their degree posted to their transcript by the end of said month. All graduates are expected to participate in commencement exercises. Only students whose eligibility for graduation has been approved by their academic department and certified by the Registrar are permitted to participate in commencement activities.

All requirements of the program in which the student is matriculated, as stated in the current official copy of the College Bulletin at the time of matriculation, must be met. The granting of a degree from Passaic County Community College will require no less than 60 college-level credits, with a minimum of 30 credits completed at Passaic County Community College. Students must complete at least one-half of credits required in their major at Passaic County Community College. Students intending to graduate must notify the Registrar. No student may be awarded any degree from Passaic County Community College until successful completion of a College Writing Examination. The examination is administered regularly and a student may attempt the examination more than once if necessary. No student may be awarded the Associate Degree in Nurse Education until he/she has passed a comprehensive nursing examination near the end of his/her program.

Students must complete all the steps for graduation in order for their degree to be posted to their transcript and to receive a diploma. In order to ensure proper advisement, students are encouraged to apply for graduation before registering for their final semester. Information is available at the Registrar's Office and the Center for Student Success.

Important: Be sure you have taken and passed the College Writing Exam (CWE) and that you have no outstanding debts to the College.

- **Step 1:** Make an appointment with the department chair of your academic program to complete the graduation checklist. The Graduation checklist form can be obtained at the Registrar's Office or can be downloaded from the college's website. Do not forget to print out a copy of your degree audit or pick up a copy in the Registrar's Office to bring to your appointment with your department chairperson.
- **Step 2:** Submit the graduation application and checklist to the Registrar's Office before registering for your final semester. Graduation applications are located in the Center for Student Success or can be downloaded from the college's website.
- **Step 3:** Once the graduation application and checklist are received, the Registrar's Office will evaluate your academic record and notify you of your status via your pccc.mailcruiser.com email account.

If you have any questions regarding the graduation process, please email registrar@pccc.edu.

Alumni Association

Passaic County Community College encourages you, as a graduate of PCCC, to stay connected to the College by being a member of the Alumni Association. As a member of the alumni association you will be invited to participate in alumni and other College activities. In addition, as a member of the Alumni Association you will have the privilege of taking one course (up to 4 credits) tuition free each semester when space is available. Registration is on a space available basis; therefore, an alumni student must register on the last day of in-person registration (Waiver Day). Library privileges, including borrowing privileges, are also extended to you with your paid membership. To become a member of the Alumni Association, please see the Registrars office or Maria Medina in E101 for an application. Once the application is completed, submit it along with your membership fee (Annual Membership \$20 or Lifetime Membership \$75) to the Bursar.

Passaic County Community College Frequently Called Offices

Paterson Campus

1 College Boulevard

Paterson, New Jersey 07505-1179

(973) 684-6800, Fax (973) 684-5843

GPS: 188 Ellison Street, Paterson, New Jersey 07505

Adjunct Office	(973) 684-5718
Admissions	(973) 684-6868
Athletics	(973) 754-7192
Bookstore	(973) 248-9406
Bookstore Fax	(973) 248-9408
Bursar	(973) 684-5202
Career Services	(973) 684-5524
Center for Student Success	(973) 684-5524
Child Care Development Center	(973) 684-5915
Continuing Education	(973) 684-6153
Cultural Affairs	(973) 684-5448
Dean of Student Affairs	(973) 684-6309
Educational Opportunity Fund	(973) 684-5662
Facilities	(973) 684-5999
Financial Aid	(973) 684-6100
Fire, Medical, Police	911
Fitness Center	(973) 684-5042
Food Services/Cafeteria	(973) 684-6838
Game Room	(973) 684-5043
I.T. Staff	(973) 684-6722
Learning Resource Center	(973) 684-5877
Disability Services	(973) 684-6395
Center for Student Activities, Involvement,	
and Leadership	(973) 684-7191

Passaic Academic Center

2 Paulison Avenue

Passaic, New Jersey 07055

Main Number (973) 341-1600

Fax (973) 341-1601

Library (973) 341-1613

Nursing Department (973) 684-5218

Security (Main Desk) (973) 341-1610

Public Safety Academy

300 Oldham Road

Wayne, New Jersey 07470

Main Number (973) 304-6020

Fax (973) 720-0023

Fire Science (973) 304-6023

Wanaque Academic Center

500 Union Avenue

Wanaque, New Jersey 07420

Main Number (973) 248-3000

Fax (973) 248-9620

Food Services/Cafeteria (973) 248-3015

Library (973) 248-3019