NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION POLICY AS TO STUDENTS AND EMPLOYEES

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”) and regulations published to effectuate Title IX, Passaic County Community College hereby gives notice of its nondiscrimination policy as to students and employees.

Continuing its policy to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability. This policy applies to the administration of Passaic County Community College’s admission, employment, educational, scholarship, loan, athletic, and other programs and activities. Passaic County Community College also complies with Title VII of the Civil Rights Act of 1964 and 1990, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990, in addition to the New Jersey Law against Discrimination and the New Jersey Anti-Bullying Bill of Rights Act.

Inquiries concerning matters related to Title IX at Passaic County Community College may be referred to the following person, who has been especially designated by the College to oversee the continued application of the College’s nondiscriminatory policies:

José A. Fernández
Associate Vice President of Human Resources
Title IX Coordinator
Office of Human Resources
Telephone: (973)684-6705

Inquiries, concerns, or complaints may also be referred to:

For Title IX
Office for Civil Rights,
New York Office
U. S. Department of Education
32 Old Slip, 26th Floor, New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
Email: OCR.NewYork@ed.gov

Inquiries, concerns, or complaints may also be referred to:
U.S. Department of Health and Human Services
Director of the Office for Civil Rights
200 Independence Avenue, S.W., Washington, DC 20201
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Dear Students,

Passaic County Community College is dedicated to providing you with the best possible education. Through its 40 plus 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.
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. Student ID cards are required to enter all buildings.

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, the Gateway Center, some faculty offices, the cafeteria, the Paterson Room, the E.O.F. Department, Student Affairs, and the Child Care Development Center. 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.

Founders Hall
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, the Center for the Prevention of Violence and the Facilities Department are located in Founders Hall. All room numbers preceded by the letter “E” refer 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 offices and all faculty members of these programs. The basement of this building houses the Exercise Science Lab and the Facilities Department. All room numbers preceded by the letter “H” refer to rooms located in Hamilton Hall.

Memorial Hall
Memorial Hall is located at 200 Ellison St, and is connected to the Spine by a raised pedestrian bridge. 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. The second floor also is home to the Academic Success Center which is the headquarters for many of the College’s Testing and Tutoring services. There is also a conference room for special purposes. A pedestrian bridge at the end of the second floor hallway will bring you to the Community Technology Center (CTC) and the Enrollment and Student Services building. All room numbers preceded by the prefix “M” refers to rooms located
in Memorial Hall. The first floor of the building is dedicated to the Passaic County Workforce Development One-Stop Center.

**Enrollment and Student Services Building**
Enrollment and Student Services Building is located at 225 Market Street; opened during the summer of 2014; and will be the new home for Enrollment Services, Admissions, Registrar, Financial Aid, Bursar and the Center for Student Success. This building is connected to the CTC and Memorial Hall with a pedestrian bridge. All room numbers preceded by “ES” refer to rooms located in the Enrollment and Student Services Building.

**Paterson Community Technology Center (CTC)**
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, at the corner of Ellison Street, the Pruden Building houses classrooms and faculty offices primarily dedicated to mathematics instruction. 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.
**The 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 Language Studies, 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 College Writing Exam (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. All room numbers preceded by the letters “PAC” refer to rooms located at the Passaic Academic Center.

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

**The 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. The Wanaque Academic Center is scheduled for a major addition during the 2014 Fall Semester and 2015 Spring Semester. All room numbers preceded by the letters “WAC” refer to rooms located at the Wanaque Academic Center.

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

**The 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, used, and digital 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-4:30 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.

Some textbooks are available for rent at significant savings, a credit card is 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.pccshop.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, computers and computer accessories and other items are for sale as well.

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

**Food Services**

Foodservice operates a five-restaurant Food Court at PCCC’s Paterson campus in addition to two cafés respectively located in the Wanaque Academic Center student lounge and Passaic Academic Center cafeteria.

**Hours:** *WHEN CLASSES ARE IN SESSION:*

**Paterson Campus Food Court** (Academic Hall, 1st Floor, Main Campus-Paterson)

Monday through Friday breakfast service begins at 8:00 AM.

Monday through Friday lunch and dinner service runs from 10:00 AM through 7:00 PM

There is limited breakfast and lunch service on Saturdays from 8:30 AM to 1:30 PM.

Vending machines are located throughout the campus

**Wanaque Campus Café**

Monday-Thursday, 8:00 am - 8:30 pm
Friday, 8:00 am - 1:30 pm

Vending machines are located throughout the campus
Passaic Campus Café

Mon-Thu, 8:00 am - 1:00 pm & 4:30 pm - 8:00 pm
Fri, 9:30 am - 12:30 pm

Vending machines are located throughout the campus

**Hours: WHEN CLASSES ARE NOT IN SESSION:**

Paterson Campus Cafeteria

Mon-Fri, 8:00 am - 2:30 pm
(Closed on evenings and Saturdays)

Wanaque Campus Café - Closed

Passaic Campus Café - Closed

PARKING

PCCC campus parking is a privilege, not a right. Parking is provided to students, faculty and staff who are engaged in College business and College-approved activities.

Everyone must pay a non-refundable parking fee of $60 each school year and register their vehicle with the PCCC Public Safety office. Then they will receive a parking decal for the vehicle used to park on campus and a copy of the Campus Parking Rules and Regulations. Access will be given to the Broadway Parking Garage-Paterson through the PCCC student ID card. The ID card must be swiped upon entering and exiting the parking garage.

To park in any college facility, the PCCC parking decal must be clearly displayed on the driver’s side back window.

**Failure to display a valid decal while parking in the Paterson, Passaic or Wanaque campuses can result in your vehicle being towed.**

Everyone must adhere to campus parking regulations and/or regulations of municipal facilities used by PCCC for student, faculty, and staff parking.

For additional information and step by step guide for parking payments, please go to [https://newweb.pccc.edu/wp-content/uploads/2017/08/Paying-for-Parking.pdf](https://newweb.pccc.edu/wp-content/uploads/2017/08/Paying-for-Parking.pdf)
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](http://www.pccc.edu). Be sure to check it regularly.**
MY PCCC ACCOUNT
When you register for the first time at PCCC, a PCCC portal account is created. The portal account gives you access to a variety of services including personal PCCC e-mail, grades & schedules, web registration, financial aid information and tuition bill and web pay.

You can access this account from the PCCC home page by clicking on MY PCCC ACCOUNT and following the 3 steps on the “First Time User” section. To ensure your security, portal passwords will expire and you will be notified when to re-set. You can also reset your password by going to http://www.pccc.edu/mypassword or the “I know my password, but I want to change it” link on the login page.

- **E-mail** – PCCC e-mail is the official form of communication for the college. You are responsible for the information sent to you through the portal so it is important to check regularly. Information could involve your bill, your classes, academic standing, financial aid, and early registration eligibility. Your e-mail address will be your (login ID)@students.pccc.edu
- **Web Advisor** – This is one of the most important tabs as it will link you to your personal information on file at PCCC. You will find the Web Advisor tab at the top of the page after you log in. Once on this tab you can navigate all services by using the tool bar on the left side including:
  - Class Schedule
  - Grades & GPA
  - Transcript
  - Degree Audit
  - Financial Aid including award letters and documents need for verification
  - Invoice and payment info
- **Web registration** – accessed through the Web Advisor tab, this allows you to register via the web. You must meet with an Academic Advisor to discuss your schedule and ensure you are taking the courses appropriate to your major. Once advised, web registration is only available to current students in good standing.
- **Office 365** – Free to all students, this Microsoft cloud-based software service provides secure access to email and calendars plus gives you access to Office Web Apps and file storage. Since the file storage is in the clouds, you can access your files from any device with internet access. Some of the features include:
  - Unlimited mailbox size
  - Free Microsoft web apps including Word, Excel, and Powerpoint
  - OneDrive - you get 50 GB of free storage in the cloud to store your files and photos, sync across all your computers, and even edit and collaborate on Office documents. You can access the latest version of your files from any computer or phone—no cables or USB flash drive necessary.
- **Help Desk** – The Help Desk assists the PCCC Community with technical issues 24/7. Students and staff can get help with issues like logging into portal, logging into online class, accessing an online class, accessing online support services, password re-set, making an online payment, using web registration, completing an online application, completing an online FAFSA, accessing your campus e-mail, getting grades. You should
be at a computer when calling the Help Desk so they can assist you more efficiently. 973-684-6464.

**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 automatically registered for Panther Alert, but to check and update personal information, do so via the PCCC portal.

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).

**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.

**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 plan academic 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 8 credits 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.
| PCCC - Academic Calendar 2018-2019 |
|-----------------------------|-----------------|-----------------|
| **Fall 2018**               | **15 week**     | **12 week**     | **Winterim**  |
|                             | (18/FA)         | (18/F12)        | (19/WT)       |
| Labor Day - College Closed | Sept 3          | Sept 3          | --            |
| Classes begin               | Sept 5          | Sept 26         | Jan 2         |
| Last Day to drop without Academic Penalty | Sept 18      | Oct 5           | Jan 4         |
| Last Day to Withdraw with Permission * | Oct 30      | Oct 30          | Jan 11        |
| Last Day to Withdraw with Faculty Permission | Nov 27         | Nov 20          | Jan 17        |
| Thanksgiving Recess – No Classes | Nov 21-25    | Nov 21-25       | --            |
| Classes Resume              | Nov 26          | Nov 26          | --            |
| Final Examinations          | Dec 15-21       | Dec 15-21       | Jan 22        |
| **Spring 2019**             | **15 week**     | **12 week**     |               |
|                             | (19/SP)         | (19/S12)        |               |
| M.L. King, Jr. Day – College Closed | Jan 21      | Jan 21          | --            |
| Classes Begin               | Jan 23          | Feb 13          | --            |
| Last Day to Drop without Academic Penalty | Feb 5         | Feb 22          | --            |
| Spring Recess - No Classes (Monday-Friday) | Mar 11-15     | Mar 11-15       | --            |
| Classes Resume (Saturday)   | Mar 16          | Mar 16          | --            |
| Last Day to Withdraw with Permission * | Mar 26         | Mar 26          | --            |
| Easter Weekend – No Saturday/Sunday Classes | Apr 20-21   | Apr 20-21       | --            |
| Last Day to Withdraw with Faculty Permission | Apr 23         | Apr 16          | --            |
| Final Examinations          | May 8-14        | May 8-14        | --            |
| **Summer Session 2019**     | **I**           | **II**          | **III**       |
|                             | (19/SU1)        | (19/SU2)        | (19/SU3)      |
| Memorial Day - College Closed | May 27        | --              | --            |
| Classes Begin               | May 28          | Jun 10          | July 10       |
| Last Day to Drop without Academic Penalty | May 30        | Jun 13          | July 15       |
| Last Day to Withdraw with Permission * | Jun 13        | July 3          | Jul 29        |
| Last Day to Withdraw with Faculty Permission | Jun 25        | Jul 18          | Aug 7         |
| Last Day of Classes         | July 3          | July 31         | Aug 15        |
| Independence Day (Observed) - College Closed | Jul 4          | July 4          | July 4        |
**ACADEMIC INTEGRITY POLICY**

All members of the academic community at Passaic County Community College, including online students, must maintain a constant commitment to academic integrity. Academic integrity is central to the pursuit of education. For all PCCC students, 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 aids of any kind during an exam when prohibited; and the acquisition, without permission, of tests or other academic 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 an exam. Each instructor is authorized to establish specific guidelines consistent with this policy.

**Plagiarism**

1. Knowingly representing the work of others as his/her own. Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source, whether intended or not. Using another author’s words without enclosing them in 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 falsified or 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.

**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 grade of “F” for the assignment, a grade of “F” for the course), or 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 or 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 Academic Appeals Committee’s process. At that 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.

APPEALING GRADES/GRIEVANCES
An appeal procedure is available should a student feel that a final grade is unjustified. Appeals must be taken seriously and should be made only when the student feels there is strong evidence of injustice. In the case of a disputed grade, a student must file an appeal within ninety (90) days of the end of the semester in which the course was taken.

**Steps in Appeal Process:**
1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached, then the student may appeal to the Chair of the department.
3. 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.
4. The student may appeal directly to the Senior Vice President for Academic and Student Affairs after the Academic Appeals Committee has made its recommendation.

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 (*many in 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 English 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 taken the exam but 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.

THE OFFICE 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.

ACADEMIC SUCCESS CENTER - Students are more likely to successfully complete a degree on time if they develop a plan early in their academic career, have a clear map what courses they need (and do not take courses that don’t apply to their degree), and get necessary support in a timely fashion. The Academic Success Center will coordinate faculty and staff advisors guidance to create these maps, and to help students stay on their plans. Students will also have access to the Student Planning Module through their PCCC portal, where they can review and revise their academic plan, looking forward several semesters at a time.

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. They are also responsible for the distribution of financial aid refund checks. Hours of Operation are: 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 Center for Student Success (CSS) is located in the Enrollment and Student Services Building at 225 Market Street. Drop-in or schedule an appointment by calling 973.684.5524. For quick responses you may email success@pccc.edu. Allow 24 hours for a response. Hours of Operation are: 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.

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.

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

Hours: When classes are in session (See PCCC Website for summer hours)
- Monday to Thursday 9AM – 7PM
- Friday 9AM – 4PM
- Saturday 9AM – 12PM

THE OFFICE of DISABILITY SERVICES - Passaic County Community College (PCCC) has an Office of Student Disability Services (Center for Student Success) that coordinates assistance to students with disabilities. Students should schedule a meeting with a Disability Services Specialist and submit appropriate documentation. Disability Service Specialist are available on the Main, Passaic and Wanaque campuses. Appointments can be made at the Center for Student Success, by calling 973-684-6395 or emailing ods@pccc.edu. The Coordinator of Student Disability Services, serving as a connecting link between students with disabilities and the college, provides disability related accommodations, information and referral services.

1. The college shall facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities.
2. The Americans with Disabilities Act (ADA) of 1990 focuses attention on disability access to facilities, programs and services. The Americans with Disabilities Act, specifically Title II, prohibits discrimination against individuals with disabilities in all services and programs offered by public entities such as Passaic County Community College. In addition, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities that receive Federal funding, including Passaic County Community College.

3. The College ADA Coordinator and the Dean of Student Affairs and Services will oversee compliance in the area of student accommodations.

4. Under the ADA, an individual with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities. An individual is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability. It is the college's intention and obligation to provide reasonable accommodation to qualified students with disabilities provided the accommodation does not create undue hardship on the financial or structural operation of the college.

5. The procedure for requesting accommodations: Under Section 504 and the ADA, the college will provide reasonable accommodations and make such modifications to its academic requirements as are necessary to ensure that the requirements do not discriminate on the basis of disability. If a student with a disability needs reasonable accommodation, it is the responsibility of the student to request such accommodation in writing, as well as to provide the College with documentation of the disability to the Office of Disability Services. (Medical reports of records, diagnostic evaluations, a letter(s) from a qualified medical professional or completion of the disability verification form are examples of such documentation). Students needing accommodations should contact the Office of Disability Services before registering for classes, or as early in the semester as they become aware of the need for accommodation. Whenever possible, Passaic County Community College will facilitate accommodations within 2 weeks or less, however, some accommodations may require up to six weeks’ notice to facilitate.

6. Evaluation and provision of accommodations: It is the responsibility of the student with a documented disability to inform the Office of Disability Services of his or her need for accommodation. When the request for accommodation is received, the disability services office will:
   a. Request documentation of the disability by a physician or other qualified health professional. (Disability verification forms, if needed, are available from the Office of Disability Services to facilitate this step.)
   b. Review the provided documentation to determine if the student is a qualified individual with a disability, on an individual case by case basis.
   c. Consult with the qualified student with a documented disability to determine the appropriate reasonable accommodation(s).
   d. Research available accommodations and resources.
   e. Consult with the Dean of Student Affairs, as necessary, in considering types of reasonable accommodations, ie, cost to the College.
f. Consider the preference of the student with a documented disability. The student’s preference will be given first priority, however, the college may provide an alternative, equally effective accommodation, giving consideration to price and convenience.

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.

VETERAN 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 973-684-6203 or veterans@pccc.edu.

THE CENTER FOR VIOLENCE PREVENTION (CVP) - Passaic County Community College's Center for Violence Prevention links the college community with education, services, support, and resources on issues of domestic violence, sexual assault, dating violence, and stalking on campus. The Center develops programs to prevent, address, educate, and raise awareness on a wide range of these issues.

Are you or someone you know experiencing gender based violence (domestic violence, sexual assault, dating violence, and stalking). If so, The Center for Violence Prevention is here for you. Contact us by phone (973) 684-8093, Email: ViolencePrevention@pccc.edu.

The Center for Violence Prevention is located on the Main Campus in Founders Hall Room E-201, and provides the following supportive services:

- Provide accessibility and referrals to services, and resources.
- Education through prevention education efforts around domestic violence, sexual assault, dating violence, and stalking.
- Regular trainings to students, and professional staff.

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 (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 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 with transfer to an EOF Program at one of the New Jersey four year Colleges’ and Universities is provided for 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 EOF Program, call 973.684.6112 or go to our website pccc.edu/eof for more information or to apply on-line.

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.

<table>
<thead>
<tr>
<th>Credits attempted</th>
<th>Percentage completed</th>
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<tbody>
<tr>
<td>12 - 24</td>
<td>50%</td>
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<tr>
<td>25 - 48</td>
<td>60%</td>
</tr>
<tr>
<td>49 – 72</td>
<td>70%</td>
</tr>
<tr>
<td>73 – 96</td>
<td>80%</td>
</tr>
</tbody>
</table>
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. **Don’t think you qualify for financial aid?** Apply for a CFS award!

In addition to awarding and monitoring state and Federal aid, the financial aid office administers scholarships from the PCCC Foundation. The foundation raises money each year to help offset the cost of tuition for PCCC students who do not qualify for aid or limited aid. Applications are available on the PCCC website: [www.pccc.edu/prospective/paying-for-college/financial-aid/forms](http://www.pccc.edu/prospective/paying-for-college/financial-aid/forms)

**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.


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 - Thursday 8:30am-7:00pm and Friday 8:30am-4:30pm during the Fall and Spring terms only.

Family Educational Rights and Privacy Act (FERPA)

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 (TRiO SSS) - Funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965, the TRiO SSS Program is an academic support program designed to support students through graduation and transfer to a four-year institution. The TRiO SSS Program provides services that are supportive of retention and success which includes academic coaching, career counseling, financial literacy, and financial aid counseling. TRiO participants benefit from one-on-one tutoring, individualized educational and transfer plans, and social and cultural enrichment activities. Also, eligible participants may apply for grant aid, childcare, and book vouchers. Since the TRiO SSS Program serves a limited number of students each year, emphasis is placed on student-staff interaction and on intensive monitoring of students’ academic performance and progress. To be eligible to participate in the TRiO SSS Program, applicants must meet the eligibility requirements including: low-income individuals, first-generation (parents did not earn a college degree), be a US citizen or permanent resident, and demonstrate academic need.
Office of Student Activities - The Office of Student Activities works closely with the Student Government Association (SGA) to be the bridge to student involvement, leadership and campus programming. We oversee programs and events at the Paterson Campus, Wanaque Academic Center and Passaic Academic Center. Our mission is to provide co-curricular programs and activities that enhance the student experience at Passaic County Community College. We provide students with educational, social, cultural and leadership development opportunities. For additional information stop by our office on the Paterson campus in E103, call 973.684.7191, or email osa@pccc.edu.

Student Government Association (SGA) - The Student Government Association is the official voice of the student body to the faculty, staff 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.

Student Government Association (SGA) works tirelessly to provide you, the students, with the best college experience possible, by ways of hosting events and leadership training seminars, amongst many other opportunities. Something else we do, is listen to students’ compliments, complaints, and every school-related issue in between. We are honored with the privilege of being the voice and the face of the student body and one of our most important goals is to improve student life for all students enrolled at PCCC.

Now that you know a small piece of what we do within the PCCC community, here are some benefits to becoming an active member:

1. Transferable leadership skills
2. Abundant networking opportunities
3. Increased student interactions
4. Enhanced time management and project management skills
5. Opportunities to go on retreats to places such as Washington D.C. or Hershey PA

For additional information contact The Student Government Association Office: Room E103, Phone: 973-684-5255, Email: SGA@pccc.edu

Student Programming Committee (SPC) - The student programming committee (SPC) is a student based sub-committee of the Student Government Association and is dedicated to improving student life at Passaic County Community College. The committee coordinates all major programs for the student body.

Student Ambassador Program - The student ambassadors are a dedicated group of students that promote and increase student involvement on campus. They assist and represent the college at orientation, give admissions tours, participate in scholarship fundraising and all events sponsored by the Office of Student Activities. In order to be involved in the Student Ambassador Program, students must be currently enrolled as an undergraduate student and maintain a 2.5 GPA.
CLUBS AND ORGANIZATIONS - Clubs and Organizations are a great way to get involved on campus. There are a variety of clubs available to you and, if we don’t have what you are looking for, we will be more than happy to help you start a club. To be officially recognized, each club is required to have a constitution that is approved by the SGA and is in line with the policies and philosophies of the College. Each organization is responsible for planning activities, which include educational workshops, social events and community service projects. All activities must be approved by the organization’s advisor, Director of Student Activities, and the Dean of Student Affairs.

The Game Room (Panther’s Den): The game room is a student activities lounge located in the Gymnasium. It is equipped with wide screen televisions, audio video equipment and comfortable furniture. Services include a variety of board games, pool, ping pong, and air hockey. Clubs and organizations are encouraged to sponsor events in the game room.

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 973-754-7192, or email athletics@pccc.edu.

Recreation & Fitness Activity - The College offers several recreation and fitness activity during the regular school year. These programs are designed to meet the leisure needs of students, faculty and staff while promoting health and wellness. Co-ed activity is highly encouraged and recreational programs in volleyball, basketball along with soccer are very popular in the gymnasium. Participants can also make use of the campus fitness center provided they present a valid PCCC ID card.

The Fitness Centers:
1. Provides state-of-the-art fitness equipment, showers, lockers, and flat screen televisions.
2. Everyone must attend a fitness orientation and have a current activity waiver on file.
3. The Fitness at Paterson Center is open during the Fall and Spring semester Monday- Friday 10:00 am - 6:00 pm.
4. The Fitness Center at Wanaque is open during the Fall semester Monday - Thursday 10am- 4pm, Friday 10am – 3pm, evening hours to be added.
STUDENT RIGHTS & RESPONSIBILITIES

Alcohol and Controlled Substances
The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by student on their campus or any part thereof.

In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the College has formulated standards of conduct for its students which prohibit the following acts:

1. Unlawful possession, use, or distribution of illicit drugs and the possession, use or sale of alcohol by students on its property or as part of any of its officially recognized activities. The laws of the State of New Jersey pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the Drug and Alcohol Abuse Prevention Policy for students to purchase, manufacture, possess, consume, or sell such items on the campus.

2. Unauthorized and/or unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited in all College facilities and on all property of the College, and in all places where its student learn and/or employees work, including College vehicles. This campus prohibition applies to any person on College grounds, whether he or she is a member of the College community or not. This policy also applies to college sponsored student activities off-campus.

3. Student employees are prohibited from reporting to work and/or from operating or using any College equipment, machinery, or vehicle while under the influence of alcohol or controlled substances.

4. Students are prohibited from reporting to any curricular or co-curricular class/activity and/or from operating or using any College equipment, machinery, or vehicle while under the influence of alcohol or controlled substance.

5. Student violations of the Drug and Alcohol Abuse will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and student code of conduct.

Disciplinary Procedures - Violations of the policy shall result in any one of a combination of the following disciplinary sanctions: Warning; Disciplinary probation; Referral to an appropriate community drug/alcohol treatment program; Referral to law enforcement agencies; any other action considered necessary by college officials. Definitions and accompanying procedures of these sanctions pertaining to students can be found in the Student Code of Conduct. The Dean of Student Affairs should be notified of any violations by students.

Guidelines - In implementing this policy, the following guidelines will be followed:
1. All New Jersey laws pertaining to alcohol and drug use will be observed, including, but not limited to, legal drinking age, prohibitions against providing alcohol to minors, and restrictions against operation of a motor vehicle while under the influence of alcohol and/or drugs. Compliance with these laws will be assumed in what follows.

2. The laws of the State of New Jersey pertaining to the unlawful possession, use or distribution of illegal drugs and controlled substances shall be followed specifically. Violations will be referred to Public Safety and/or local law enforcement. If a person’s behavior violates a College regulation and the civil law simultaneously, the College may take disciplinary action independent of that taken by local authorities.

3. No advertising for beer or other alcohol will be accepted in any campus publication or for display on campus.

4. Neither the college nor any group of Passaic County Community College, whether officially or unofficially, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.

5. Passaic County Community College groups/clubs/athletic teams may not provide alcoholic beverages at any off-campus functions. No alcoholic beverages of any kind will be permitted at any on-campus function involving students, faculty, administrators, board members, alumni or other persons on Passaic County Community College. All members of the Passaic County Community College community are responsible for abiding by the Drug and Alcohol Abuse Prevention Policy and for the enforcement thereof.

6. Individuals and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of beer, wine, distilled spirits or other drugs. The College will not tolerate the endangerment or injury to any person, including to self, while under the influence of any alcohol or drugs.

7. Guests of students are bound by the same rules regarding alcoholic beverages and illegal drugs as are students. Violators will be asked to leave the campus and/or referred to local authorities.

8. It is a violation of the law, as well as Passaic County Community College’s Drug and Alcohol Abuse Prevention Policy, to be under the influence of, to possess, to distribute, to use or to sell illegal drugs or any other controlled substance or agent having the potential for abuse, except pursuant to a physician’s or dentist’s prescription, or to possess paraphernalia for drug use on College-owned or controlled property.

9. Violations may be referred directly to local authorities and/or action may be taken by the Dean of Student Affairs Office. The College will impose sanctions on students for violations of the Alcohol and Drug Abuse (consistent with local, state and federal law). Sanctions may include disciplinary warning, disciplinary probation, restitution, and revocation of privileges or restriction of activities, disciplinary suspension and disciplinary expulsion. The local authorities may impose legal sanctions that may include incarceration and/or fines for those found guilty of violating the local, state, and federal law.

**Drug and Alcohol Abuse Prevention** - Passaic County Community College refers students with alcohol and drug abuse problems to community based treatment and rehabilitation programs. The Center for Student Success annually conducts a Health Fair and periodically publishes written information, both of which emphasize the health risks associated with alcohol and drug abuse and drug and alcohol counseling, rehabilitation and reentry programs. In addition, the college
sponsors numerous educational programs throughout the year. They are specifically concerned with information and prevention of alcohol and drug abuse and are open to all members of the college community.

**Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol**

- **Alcohol**
  - Profound acute impact on cognitive functioning, i.e., loss of inhibitions, disruption of memory functions.
  - Profound chronic impact on cognitive functioning, e.g., permanent memory impairment, dementia.
  - Impaired coordination.
  - Increased risk of cancer, stroke, heart disease, heart conduction disturbances, stomach lesions, intestinal track injury and liver damage.
  - Sexual functioning disturbances.
  - Increased risk of accidents, including drowning, fires and falls.
  - Increased risk of violence.

- **Amphetamines (Speed, Ups, Pep Pills, Meth)**
  - Elevated heart rate, blood pressure and respiration rate.
  - Decreased appetite.
  - Effects at high doses include: cognitive confusion, physical disorganization, inability to relax and sleep, teeth-grinding, dry mouth, muscle twitching, convulsions, fever, chest pain, irregular heart beat and lethal overdose.

- **Barbiturates, Sedatives, Tranquilizers (Yellow Jackets, Reds, Red Devils, Ludes, PCP or Angel Dust)**
  - Difficulty concentrating, maintaining coordination and staying awake.
  - Reduces cognitive and motor functioning.
  - Increases accident risks.
  - Effects at high doses include: slurred speech, staggering, decreased ability to reason and solve problems, difficulty in judging distance and time, double vision, amnesia, depressed breathing, coma, brain damage and respiratory failure, especially when mixed with alcohol.

- **Cocaine (Coke, Crack, Blow)**
  - Increase heart rate, blood pressure, breathing rate, and body temperature.
  - Constriction of blood vessels.
  - Pupillary dilation.
  - Effects at high doses include: cognitive confusion and physical disorganization, perspiration, chills, elevated heart rate, nausea, vomiting, hallucinations and possible death from convulsions and respiratory arrest.

- **Hallucinogens (LSD or Acid, Mesc, DMT, DET)**
Alterations of sensory, emotional and cognitive functioning.
- Elevated heart rate, blood pressure, and body temperature.
- Pupillary dilation, nausea, muscle weakness, dizziness, tremors and exaggeration of normal reflexes.
- Risk of accidents, disorientation, wide mood swings, flashbacks.
- Possible psychosis.

**Heroin (H, Horse, Smack)**
- Reduces cognitive and physical prowess.
- Blocks hunger.
- Dull aggression.
- Blocks menstrual cycle.
- Reduces sex drive.
- Constricts pupils.
- Induces drowsiness and sedation.
- Causes constipation, itchy skin.
- Increases accident risk.
- High risk of respiratory collapse with overdose.

**Inhalents (Poppers, Snappers, Rush, Glue)**
- Initial excitement, sedation and confusion.
- Prolonged or regular use could cause bone marrow depression, cerebral damage, liver and kidney disorders, irregular heartbeat and blood pressure, and respiratory disorders.

**Marijuana**
- Risks of short term memory problems, lung damage, major slowdown in cognitive functioning, loss of alertness and productiveness.
- Possible psychosis with chronic use.

**Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:**

**Federal Trafficking Penalties**

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 - 4999 gms</td>
<td><strong>First Offense:</strong></td>
<td>5 kgs or more</td>
<td><strong>First Offense:</strong></td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>Not less than 5 yrs,</td>
<td>mixture</td>
<td>Not less than 10 yrs,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and not more than 40</td>
<td></td>
<td>and not more than life.</td>
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<tr>
<td></td>
<td></td>
<td>yrs. If death or</td>
<td></td>
<td>If death or serious</td>
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<td></td>
<td></td>
<td>serious injury, not</td>
<td></td>
<td>injury, not less than</td>
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<tr>
<td></td>
<td></td>
<td>less than 20 or more</td>
<td></td>
<td>20 or more than life.</td>
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<td></td>
<td></td>
<td>than life. Fine of not</td>
<td></td>
<td>Fine of not more than</td>
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<td></td>
<td></td>
<td>more than $5 million</td>
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<td>$10 million if an</td>
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<td></td>
<td>if an individual, $25</td>
<td></td>
<td>individual, $50</td>
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<td></td>
<td></td>
<td>million if not an</td>
<td></td>
<td>million if not an</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28-279 gms</td>
<td><strong>First Offense:</strong></td>
<td>280 gms or more</td>
<td><strong>First Offense:</strong></td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>Not less than 5 yrs,</td>
<td>mixture</td>
<td>Not less than 10 yrs,</td>
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<tr>
<td></td>
<td></td>
<td>and not more than 20</td>
<td></td>
<td>and not more than life.</td>
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<tr>
<td></td>
<td></td>
<td>yrs. If death or serious</td>
<td></td>
<td>If death or serious</td>
</tr>
<tr>
<td></td>
<td></td>
<td>injury, not less than</td>
<td></td>
<td>injury, not less than</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 or more than life.</td>
<td></td>
<td>20 or more than life.</td>
</tr>
<tr>
<td>Fentanyl (Schedule IV)</td>
<td>40 - 399 gms</td>
<td>400 gms or more</td>
<td>100 gms or more</td>
<td>100 gms or more</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>mixture</td>
<td>mixture</td>
<td>mixture</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms</td>
<td>100 gms or more</td>
<td>1 kg or more</td>
<td>1 kg or more</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms</td>
<td></td>
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</tr>
</tbody>
</table>
### PENALTIES

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD (Schedule I)</td>
<td>1 - 9 gms mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 - 49 gms pure or 50 - 499 gms mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10 - 99 gms pure or 100 - 999 gms mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Schedule I &amp; II drugs (and any drug product containing Gamma Hydroxybutyric Acid)</td>
<td>Any amount</td>
<td><strong>First Offense</strong>: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine $1 million if an individual, $5 million if not an individual. <strong>Second Offense</strong>: Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>1 gm</td>
<td><strong>First Offense</strong>: Not more than 10 years. If death or serious injury, not less than 10 yrs, Fine not more than $500,000 if an individual, $2.5 million if not an individual. <strong>Second Offense</strong>: Not more than 20 yrs. If death or serious injury, not less than 30 yrs, Fine not more than $1 million if an individual, $5 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>Other Schedule III drugs</td>
<td>Any amount</td>
<td><strong>First Offense</strong>: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. <strong>Second Offense</strong>: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>All other Schedule IV drugs (except Flunitrazepam)</td>
<td>Any amount</td>
<td><strong>First Offense</strong>: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. <strong>Second Offense</strong>: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>1 gm or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Schedule V drugs</td>
<td>Any amount</td>
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<td></td>
</tr>
</tbody>
</table>

### Federal Trafficking Penalties - Marijuana

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>• Not less than 10 years, not more than life</td>
<td>• Not less than 20 years, not more than life</td>
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<tr>
<td></td>
<td></td>
<td>• If death or serious injury, not less</td>
<td>• If death or serious injury,</td>
</tr>
<tr>
<td>Drug</td>
<td>Penalty Details</td>
<td></td>
<td></td>
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<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>• Not more than 5 years, not more than 40 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If death or serious injury, not less than 20 years, not more than life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fine not more than $5 million if an individual, $25 million if other than an individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>• Not more than 10 years, not more than life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If death or serious injury, mandatory life</td>
<td></td>
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<tr>
<td></td>
<td>• Fine not more than $8 million if an individual, $50 million if other than an individual</td>
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<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>• Not less than 5 years, not more than 40 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If death or serious injury, not less than 20 years, not more than life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fine not more than $5 million if an individual, $25 million if other than an individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>• Not more than 5 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fine not more than $1 million other than individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>• Not more than 10 years</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Fine $500,000 if an individual, $2 million if other than individual</td>
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<td></td>
</tr>
</tbody>
</table>

**Note:** These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply. The charts were taken from United States Department of Justice, Drug Enforcement Administration, Drugs of Abuse. These charts summarize trafficking penalties under Federal law for various types of drugs.

### Alcohol/Drug Related New Jersey Laws and Penalties

**Driving While Intoxicated**

<table>
<thead>
<tr>
<th>Statute</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Motor Vehicles while Under the Influence of Intoxicants</strong></td>
<td><strong>First Offense</strong></td>
</tr>
<tr>
<td><em>(N.J.S.A. 39:4-50)</em></td>
<td>Under New Jersey Law (P.L. 2003, CHAPTER 314), if BAC is 0.08% or higher, but less than 0.10%, the penalties are a fine of $250-$450; up to 30 day jail term; license fee for 3 months; minimum of six hours per day for two consecutive days in an Intoxicated Driver Resource Center; insurance surcharge of $1,000 a year for three years.</td>
</tr>
<tr>
<td>A person is said to be legally intoxicated in New Jersey if their blood alcohol concentration is at or above 0.08%. A person may also be arrested and charged with driving while intoxicated (DWI) if the individual is determined to be under the influence of alcohol or drugs, regardless of the blood alcohol concentration level. A person can also be charged with or convicted of DWI</td>
<td>If BAC is 0.10% or higher, but less than 0.10%, the penalties are a fine of $300-$500; up to 30 day jail term; license fee for 7-12 months; minimum of six hours per day for two consecutive days in an Intoxicated Driver Resource Center; insurance surcharge of $1,000 a year for three years.</td>
</tr>
<tr>
<td>If BAC is 0.15% or higher, installation of an ignition interlock device during the license suspension period and for a period of 6-12 months after</td>
<td></td>
</tr>
</tbody>
</table>
for "allowing" an intoxicated driver to operate their vehicle.

Second Offense
There are additional fines and charges of at least $500-$1000; loss of license for 2 years; from 48 hours - 90 day jail term; 48 hours detainment in an Intoxicated Driver Resource Center; insurance surcharge of $1,000 a year for three years; installation of an ignition interlock device for a period of 1-3 years after license is restored.

Third Offense
There are additional fines and charges of at least $1,000; loss of license for 10 years; a 180-day jail term; insurance surcharge is $1,500 per year for three years; installation of an ignition interlock device for a period of 1-3 years after license is restored.

These fines and charges do not include court and legal fees.

First Offense
If a person is found driving while their license is suspended due to a conviction of Driving While Intoxicated; they will pay a fine of $1,000; loss of license for a at least 12 months, no more than 30 months; 10-90 days of jail time; and revocation of registration certificate for the period driver’s license is suspended (N.J.S.A. 39:3-40.1)

Second Offense
Fine of $1,250; loss of license for 12-30 months; 10-90 days of jail time; and revocation of registration certificate for the period driver’s license is suspended (N.J.S.A. 39:3-40.1)

Third Offense
Fine of $1500; loss of license for 12-30 months 10-90 days of jail time; and revocation of registration certificate for the period driver’s license is suspended (N.J.S.A. 39:3-40.1)

A person can also be convicted of DWI without the results of a breathalyzer test. In that case, they will suffer all the additional fines and penalties.
| Underage Driver who has Consumed Alcohol (N.J.S.A. 39:4-50.14) | Any person under the legal age to purchase alcoholic beverages who operates a motor vehicle with a blood alcohol concentration of 0.01% or more, but less than 0.08%, by weight of alcohol in his blood, shall forfeit his right to operate a motor vehicle over the highways of this State or shall be prohibited from obtaining a license to operate a motor vehicle in this State for a period of not less than 30 or more than 90 days beginning on the date he becomes eligible to obtain a license or on the day of conviction, whichever is later, and shall perform community service for a period of not less than 15 or more than 30 days.

In addition, the person shall satisfy the program and fee requirements of an Intoxicated Driver Resource Center or participate in a program of alcohol education and highway safety as prescribed by the chief administrator. |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Alcoholic Beverage Containers</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In the Car (N.J.S.A. 39:4-51a)</strong></td>
<td>Anyone found to have an open or unsealed container holding alcoholic beverages in a car faces a fine of $200 for a first offense and a fine of $250 or 10 days of community service for a second offense.</td>
</tr>
<tr>
<td><strong>On the Streets</strong></td>
<td>Penalties for possessing and consuming alcoholic beverages in public vary from town to town.</td>
</tr>
<tr>
<td>Passaic - Amended 7-11-1985 by Ord. No. 865-85 by Ord. No. 822-84 (Section 3-14 of Chapter III of the Revised General Ordinances of the City of Passaic, 1975)</td>
<td>Passaic - No person shall, within the limits of the City of Passaic, consume any alcoholic beverage or have in his possession any unsealed alcoholic beverage container with an alcoholic beverage therein or discard any alcoholic beverage container while in or on a public street, lane, roadway, avenue, pathway, sidewalk, public parking place, whether publicly or privately owned, park, playground, recreation area or any other public or quasi-public place or in any public conveyance or upon any land owned or occupied by any federal, state, county or municipal government or upon outdoor facilities owned or operated by the Board of Education of the City of Passaic. Unless otherwise provided by Title 33 of the New Jersey Statutes Annotated, any person who shall violate or fail to comply with the provisions of this Article shall, upon conviction, be subject to the penalties provided in Chapter I, General Provisions, Article II, General Penalty.</td>
</tr>
<tr>
<td>Paterson – Adopted 12-18-1979 by Ord. No. 79-111 as Ch. 18, Art. 8, of the 1979 Revised General Ordinances of Paterson</td>
<td>Paterson - No person shall consume alcoholic beverages on any of the public streets, sidewalks, parking lots, roadways, pathways, playgrounds,</td>
</tr>
</tbody>
</table>
parks or quasi-public areas or any other public property whatsoever within the city at any hour of the day or night unless a special permit is issued therefore in accordance with applicable statutes.

Unless another penalty is expressly provided by New Jersey Statute, any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine in the amount of $50. Fines for violation of § 113-22 are payable at the Violations Bureau without a court appearance. Costs of court of $30 will be imposed, consistent with New Jersey Court Rule 7:11-4, for all such payments. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Wayne - Any person or persons who consume an alcoholic beverage in a public area without a permit or discard an alcoholic beverage container upon public property or otherwise, as described hereinabove, upon conviction thereof, shall be subject to a fine not exceeding $500 or imprisonment for a term not exceeding 90 days, or both.

Wanaque - No person shall consume or offer to another for consumption alcoholic beverages in or upon any public street, road, alley, sidewalk, park or playground or in, on or upon any land or building owned or occupied by any federal, state, county or municipal government or subdivision or agency thereof or upon land or buildings owned or occupied by any federal, state, county or municipal authority or in, on or upon any place to which the public at large is generally invited.

No person shall have in his possession or possess any alcoholic beverages on, in or upon any public street, road, alley, sidewalk, park or playground or in, on or upon any land or building owned or occupied by any federal, state, county or municipal government or subdivision or agency thereof or upon land or buildings owned or occupied by any federal, state, county or municipal authority or in, on or upon any place to which the public at large is generally invited, unless the same is contained within a closed or sealed container.

Nothing in the aforementioned subsections shall be
construed to prohibit the consumption or sale of alcoholic beverages within any premises licensed for the plenary retail consumption of intoxicating liquors or in any place for which a special permit for a social affair has been issued by the Division of Alcoholic Beverage Control pursuant to its rules and regulations.

<table>
<thead>
<tr>
<th>Alcohol and the Under-aged</th>
<th>The purchase and consumption of alcohol is a right extended by the state of New Jersey. The legal age of purchase and consumption of alcoholic beverages in the state of New Jersey is twenty-one.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession or Consumption of Alcohol in Public places by the Underaged (N.J.S.A. 2C:33-15)</td>
<td>Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, place of public assembly, or motor vehicle is guilty of a disorderly person’s offense and shall be fined not less than $500. If the offense occurs in a motor vehicle, it will also result in a six month loss of license.</td>
</tr>
<tr>
<td>Purchase of Alcohol by/for the Under aged (N.J.S.A. 33:1-81)</td>
<td>An underage person who purchases or attempts to purchase alcohol, or lies about their age or a person of legal age who purchases alcohol for an underaged person faces a conviction of a disorderly person's offense, which incurs a fine of not less than $500 and loss of license for 6 months to one year. In addition, underage persons may be required to participate in a state-sponsored alcohol education program.</td>
</tr>
<tr>
<td>Serving an Alcoholic Beverage to a Minor (N.J.S.A. 2C:33-17)</td>
<td>Anyone who purposely or knowingly offers or serves or makes available an alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices that person to drink alcohol or makes real property owned, leased or managed by him available for the consumption of alcohol by under aged persons is committing a disorderly persons offense and is subject to up to 6 months in jail; $1,000 fine; and a permanent criminal charge on your record, if convicted.</td>
</tr>
<tr>
<td>Transfer of ID (N.J.S.A. 33:1-81.7)</td>
<td>Someone who is underage and uses another person's ID card to obtain alcohol, or someone of legal age gives their ID card to an underage person so that they can obtain alcohol, faces a fine of up to $300 or up to 60 days in jail.</td>
</tr>
<tr>
<td>False ID (N.J.S.A. 2C:21-2.1)</td>
<td>A person who knowingly sells, offers, or otherwise transfers or intends to transfer a document that simulates a driver's license or other document issued by a government agency and that could be used to verify a person's identity or age is guilty of a crime of the third degree. There is a fine of $1,000 if convicted with possible jail term of 4 years (or sometimes more).</td>
</tr>
<tr>
<td>Bartender Liability (N.J.A.C.13:2-23.1)</td>
<td>If a bartender either serves a minor or a visibly</td>
</tr>
<tr>
<td><strong>Host/hostess liability (N.J.S.A 2A: 15-5.6)</strong></td>
<td>A host or hostess who provides alcoholic beverages to a visibly intoxicated guest can be held liable for injuries inflicted on a third party if that guest is involved in a motor vehicle accident.</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

### Select New Jersey Drug Laws

#### N.J.S.A 2C:35-10. Possession, Use or Being Under the Influence, or Failure to Make Lawful Disposition

<table>
<thead>
<tr>
<th><strong>Simple possession, use or being under the influence of:</strong></th>
<th><strong>Marijuana:</strong> 0-18 months in jail and a fine of $500 to $15,000 and mandatory loss of driver's license for 6 months to 2 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Cocaine/Crack:</strong> 3-5 years in jail and a fine of $1,000 to $25,000, and mandatory loss of driver's license for 6 months to 2 years.</td>
</tr>
<tr>
<td></td>
<td><strong>Speed:</strong> same as cocaine.</td>
</tr>
<tr>
<td></td>
<td><strong>Psilocybin and LSD:</strong> same as cocaine.</td>
</tr>
<tr>
<td><strong>Use or possession with intent to distribute:</strong></td>
<td><strong>Marijuana:</strong> 0-10 years in jail and a fine of $750 to $100,000, and mandatory loss of driver's license for 6 months to 2 years.</td>
</tr>
<tr>
<td>---</td>
<td><strong>Cocaine:</strong> 3-20 years in jail (with a 3-5 year* mandatory sentence with no parole if amount exceeds 5 oz.) and a fine of $1,000 to $300,000, and mandatory loss of driver's license for 6 months to 2 years.</td>
</tr>
<tr>
<td></td>
<td><strong>Speed:</strong> 3-10 years in jail and a fine of $1,000 to $100,000, and mandatory loss of driver's license for 6 months to 2 years.</td>
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<td></td>
<td><strong>Psilocybin and LSD:</strong> 3-5 years in jail and a fine of $2,000 to $300,000, and mandatory loss of driver's license for 6 months to 2 years.</td>
</tr>
<tr>
<td>In addition to the foregoing fines, every defendant convicted of any drug offense or who goes into a drug diversionary program must pay a mandatory penalty ranging from $500 to $3,000 and a mandatory $50 laboratory charge.</td>
<td></td>
</tr>
<tr>
<td><strong>Use or possession of drug paraphernalia:</strong></td>
<td>Up to 6 months in jail, mandatory fine of $500 to $1,000 and a mandatory loss of driving privileges for 6 months to 2 years.</td>
</tr>
<tr>
<td><strong>It is unlawful for any person to deliver drug paraphernalia to a person under 18 years of age.</strong></td>
<td>Imprisonment for 5-10 years and a fine of up to $300,000</td>
</tr>
</tbody>
</table>

*Note: *The * indicates a mandatory minimum sentence with no parole if the amount exceeds a certain threshold.*
### Some New Offenses and Stiffer Penalties that Can Affect the College Student

<table>
<thead>
<tr>
<th>New Offenses</th>
<th>Stiffer Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designer Drugs - These drugs, for example, Ecstasy and the look-alike, are now included in the list of controlled dangerous substances.</td>
<td>• There is a penalty of mandatory loss or postponement of driving privileges of at least 6 months upon conviction of many drug offenses, for example, possession of drug paraphernalia such as pipes, sifters, spoons.</td>
</tr>
<tr>
<td>Criminal Homicide - If a person dies as a result of a drug given by another, the giver of the drug can be charged with criminal homicide.</td>
<td>• Especially harsh penalties are established to impose stern punishment for persons involved in illegal manufacture of drugs.</td>
</tr>
<tr>
<td>Drug-Free School Zones - There is a special provision in this Act if you are on any school property (elementary or secondary) or within 1000 ft. of any school property or school bus or on any school bus and are convicted of distributing, dispensing or possessing with intent to distribute a controlled dangerous substance, you will be sentenced to a term of imprisonment and a fine up to $100,000 depending upon amount of the substance you possess. During part of this term of imprisonment you would not be eligible for parole.</td>
<td>• If a person distributes a drug to a minor (under the age of 17) or a pregnant female, there is now a stiffer penalty.</td>
</tr>
<tr>
<td></td>
<td>• The Act provides for forfeiture provisions where the state may confiscate a motor vehicle in which any controlled dangerous substance is found, no matter how small the amount.</td>
</tr>
</tbody>
</table>

*Law enforcement officers are instructed to enforce all offenses strictly.*

### 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.

### 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 current 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; and, if granted, a medical withdrawal is a one-time only occurrence.

- 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. Medical documentation must be faxed from the medical professional no later than three (3) weeks from the date of the initial meeting with the Coordinator/designee, or the request is automatically denied.
- 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.
- If applicable, 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 cannot be waived through this process.

If the request is denied, the student may return to the RCSP Coordinator to discuss their appeals process.

Forms that need to be completed in order to request a medical withdrawal can be obtained from the Main Offices at Wanaque (973.248.3000), at Passaic (973.341.1600), and from the Office of Student Affairs on the Main Campus (973.684.6309) in A231.

N.B.: Any student receiving financial aid must meet with a financial aid counselor to discuss how a medical withdrawal will impact current and future financial aid.

It is advisable that the student meet with an academic advisor, faculty advisor, or student development specialist to learn how a medical withdrawal will affect the student’s academic planning grid. Additionally, the student should meet a financial aid counselor to learn about pending financial aid.

Students in need of a Medical Withdrawal must schedule a meeting through the Office of Student Affairs in A231 on the Main Campus by calling (973) 684-6309, or emailing: studentaffairs@pccc.edu.

**NJ DEPARTMENT OF HEALTH 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, mumps and 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.

Proof of immunizations includes:

- An immunization transcript or school immunization transcript signed by a licensed physician showing exact dates and dosages of vaccinations for MMR (measles, mumps and rubella), and Hepatitis B vaccines. (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, and Hepatitis B may be submitted in place of vaccination.

**Exemptions:**

1. Students age 31 years old or older
2. Certain medical conditions in which immunization poses a health risk.
3. Clearly proscribed and documented religious exclusions.

All forms need to be submitted to the Office of Student Affairs in A231 on the Main Campus, or emailed to studentaffairs@pccc.edu. For additional information call 973.684.6309.
TITLE IX: Information and Grievance Procedure for Reporting Sex Discrimination, Sexual Harassment, and Sexual Misconduct

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”) and regulations published to effectuate Title IX, Passaic County Community College hereby gives notice of its nondiscrimination policy as to students and employees.

Continuing its policy to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability. This policy applies to the administration of Passaic County Community College’s admission, employment, educational, scholarship, loan, athletic, and other programs and activities. Passaic County Community College also complies with Title VII of the Civil Rights Act of 1964 and 1990, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990, in addition to the New Jersey Law against Discrimination and the New Jersey Anti-Bullying Bill of Rights Act.

Inquiries concerning matters related to Title IX at Passaic County Community College may be referred to the following person, who has been especially designated by the College to oversee the continued application of the College’s nondiscriminatory policies:

José A. Fernández
Associate Vice President of Human Resources
Title IX Coordinator
Office of Human Resources
Telephone: (973)684-6705

Inquiries, concerns, or complaints may also be referred to:

For Title IX
Office for Civil Rights, New York Office
U. S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500
Telephone: (646) 428-3800 Facsimile: (646) 428-3843
Email: OCR.NewYork@ed.gov

For Non-Title IX Matters
Inquiries, concerns, or complaints may also be referred to:
U.S. Department of Health and Human Services
Director of the Office for Civil Rights
200 Independence Avenue, S.W.
Washington, DC 20201
II. Title IX: Information for Students and Employees

Passaic County Community College is committed to maintaining an environment that is free from sexual misconduct, sexual harassment and other forms of discrimination and in which all PCCC community members are treated with the respect and dignity necessary to realize their full potential. Sexual misconduct, sexual harassment and other forms of discrimination by anyone is unacceptable and will be addressed in a timely fashion and with serious consequences by the College, up to and including termination of employment or dismissal from the College.

Passaic County Community College is committed to responding promptly and effectively to all reports of sexual misconduct, harassment or other discrimination. The College will take appropriate action to eliminate sexual misconduct and harassment, prevent its recurrence, remedy its effects on the PCCC community and, if necessary, discipline behavior that violates College policy.

As used in this statement, “sexual misconduct” is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined within this document.

A. Reporting Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, and/or Stalking

Students and employees should contact the Title IX Coordinator, Deputy Title IX Coordinator, or Title IX Designee, to:

- seek information or training about your rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct, notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct.

B. The College’s Responsibilities under Title IX to Address Sexual Violence, Dating Violence, Domestic Violence, and/or Stalking

- A college has a responsibility to respond promptly and effectively to reports of sexual misconduct.
- If a college knows (or reasonably should know) about possible sexual misconduct it must quickly investigate to determine what occurred and then take appropriate steps to resolve the situation.
- A criminal investigation into allegations of sexual misconduct does not relieve a college of its duty under Title IX to resolve reports promptly and effectively.
- A college must ensure that the person who experienced the sexual misconduct is safe, even while an investigation is ongoing.
III. Options for Assistance Following an Incident of Sexual Misconduct

A. Immediate Assistance

An individual who has been the victim of a crime, such as sexual assault or violence, is encouraged to get to a safe place and contact call 911 or Public Safety (973-684-5403) immediately. Even if the individual does not wish to report the criminal conduct to the College or to local law enforcement, he or she should still consider going to a hospital, both for his/her own health and well-being and so that evidence can be collected and preserved.

A victim of sexual assault should not shower, bathe, douche, brush his/her teeth, drink or change clothing, as evidence may be destroyed that will be needed in the event the crime is prosecuted. Medical providers can also facilitate and provide the following: (1) Emergency or follow-up medical services. The medical examination has two goals: first, to treat the full extent of any injury or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to collect and preserve evidence as part of a “rape kit” or sexual assault examination for potential use in a criminal prosecution (provided only by a trained professional in a hospital) (2) HIV and STD testing and (3) Pregnancy testing. Any evidence collected will be critically important should the individual decide to make an official report at a later time.

Upon receiving a report of sexual misconduct, the College will provide the victim, or the victim’s counselor or advocate, with a list of local community resources:

- PCCC Center for Violence Prevention 973-684-8093
- Passaic County Women’s Center: 973-881-1450;
- Passaic County Prosecutor’s Office Sexual Assault Response Team (SART) and the Sexual Assault Nurse Examiner (SANE): 973-881-4800;
- New Jersey Domestic Violence Hotline: 800-572-SAFE or
- National Domestic Violence Hotline: 800-799-SAFE

For additional information please go to www.pccc.edu/titleIX or contact the Office of Student Affairs at studentaffairs@pccc.edu

NJ Campus Sexual Violence 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.
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.

**Gender Violence Definitions**
• **Accused:** a person against whom a complaint is brought, or who is alleged to have committed a violation

• **Complainant:** a person that makes a complaint or alleges that a violation has occurred

• **Consent** must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

• **Dating Violence:** Violence committed by a person who (A) is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the relationship, (iii) the frequency of interaction between the persons involved in the relationship.

• **Domestic Violence:** Offenses of violence, harassment, terroristic threats, stalking, and burglary committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common or of one of the parties is pregnant, anticipates having a child in common, by any person who is a present or former household member, or any person with whom the victim has had a dating relationship.

• **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

• **Hostile Environment** exists when *sex-based harassment* is sufficiently serious to deny or limit the student’s or employee’s ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in a College’s program or activity (e.g., administrators, faculty members, students, and
campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student or employee who was harassed. But the College will also need to find that a reasonable person in the student’s or employee’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for a student/employee or students/employees, the College considers a variety of factors related to the severity persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student’s education.

- **Incapacitation** is when an individual, whether due to alcohol, drugs or physical or mental disability or is unconscious, unaware or otherwise physically helpless is incapable of giving effective consent. For example, an individual who is mentally impaired, passed out or asleep cannot give consent to sexual contact. An individual is considered incapacitated when he or she lacks the physical and/or mental ability to make informed rational judgments. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings or the inability to communicate for any reason.

- **Retaliation**: acts or attempts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment or intent to prevent participation in PCCC’s reporting or adjudication procedures under this Policy. Retaliation may include continued abuse or violence, other harassment, slander or libel acts committed by a Complainant, Accused or third party and acts committed at the direction of a Complainant, Accused or third party.

- **Sex-Based Harassment** includes sexual harassment and gender-based harassment. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

- **Sexual Assault** is actual or attempted sexual contact with another person without that person’s consent.

  - **Non Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes but is not limited to intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- **Non Consensual Sexual Intercourse** any sexual intercourse, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Intercourse includes but is not limited to vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact).

- **Rape** is the penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

- **Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent; Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and, Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

- **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, unwelcome touching, patting or other physical contact, and sexual exploitation when submission is made either explicitly or implicitly a condition of employment, the basis of employment decision, the basis of academic determinations, or has the purpose or effect of interfering with the victim’s work performance or academic performance. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

- **Sexual Misconduct**: As used in this policy, sexual misconduct is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined within this document.

- **Sexual Violence**: Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol or an intellectual or other disability that prevents the student from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
Unwelcome Conduct is conduct that is considered “unwelcome” if the student or College employee did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student or employee may have welcomed some conduct does not necessarily mean that a student or employee welcomed other conduct. Also, the fact that a student or employee requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

For additional information please go to www.pccc.edu/titleIX or contact the Office of Student Affairs at studentaffairs@pccc.edu

**Student Responsibilities and 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 supportive, 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 experiences that 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, text messaging or other forms of audible or electronic devices. This provision is not designed to be used as a means to punish classroom dissent. The respectful expression of a disagreement with the teacher’s views 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 an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined in www.pccc.edu/TitleIX. Additionally, this term also refers to any act of a sexual nature. Examples include but are not limited to: use of any substance to
incapacitate an individual; lewd or obscene conduct (public urination, sexual acts performed in public, surreptitiously taking and or distributing pictures of another person in a gym, locker room, or restroom, streaking, possession or distribution of pornographic material; possession or distribution of any obscene materials, as defined by the standards of the College community).

N. The term “Sexual Harassment” refers to any unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, unwelcome touching, patting or other physical contact, and sexual exploitation when submission is made either explicitly or implicitly a condition of employment, the basis of employment decision, the basis of academic determinations, or has the purpose or effect of interfering with the victim's work performance or academic performance. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

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, sexual misconduct, assault, destruction/damage/vandalism of property and kidnapping/abduction.

Q. The term "Stalking" is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

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 any sanction 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 Student Code of Conduct:
1. Assault or attempted assault, which may include sexual assault, rape, acquaintance rape, domestic violence, dating violence, physical abuse or injury of any individual. (For complete definitions refer to www.pccc.edu/TitleIX).

2. Threat, verbal assault or abuse or physical obstruction of any College community member. This includes verbal or physical disruption or obstruction of teaching, and/or of any individual, office or authorized College activity.

3. Stalking, purposely and repeatedly following another person and engaging in acts over a period of time (no matter how short) evidencing a continuity of purpose with the intent of annoying or alarming that person or placing that person in reasonable fear for his/her safety.

4. Discriminate, bully, intimidate, harass an individual or group on the basis of race, gender identity or expression, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability.

5. Engaging in any reckless, tumultuous, or unlawful act or disruptive behavior on-campus, or while attending an off campus, college-sponsored event and/or online.

6. 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.

7. Making excessive tumultuous noise which includes but is not limited to profanity or offensive language.

8. 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.

9. Use of cellular telephones, text messaging, or other forms of electronic devices during a classroom lecture, exam or College-sponsored program, unless previously approved by the instructor or other authorized administrator.

10. 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.

11. Use, possession, distribution or manufacture of narcotic or other controlled substances except as permitted by law.

12. 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.

13. Smoking on College premises is prohibited.

14. Gambling on College premises or during functions sponsored by the College.

15. 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.

16. Engaging in any form of sexual harassment and/or sexual misconduct.

17. Misrepresentation of oneself or misrepresentation of an organization as being an agent authorized to act for or on behalf of the College.

18. 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.

19. Violation of federal, state, or local laws on College premises or at PCCC sponsored or supervised activities.

20. 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.

21. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of, College premises, which includes both indoor and outdoor space.

22. Violation of published College policies, rules, or regulations.

23. 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.

24. Abuse of the Judicial process, 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 commit an abuse of the Student Code of Conduct;
25. Severe hygiene problems which interfere with the learning environment of others.
26. Violation of state, local, or campus fire policies, including:
   a. Failure to evacuate a college-owned building during a fire alarm;
   b. Improper use of college fire safety equipment;
   c. Tampering with or improperly engaging a fire alarm in a college building.

B. 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 - (Non Sexual Harassment, Sexual Misconduct and/or
   Stalking violations)
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 privileges
      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 complainant 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.

1. 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.

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:

was the original hearing conducted fairly in light of the alleged violation and information presented and in conformity with PCCC regulations and/or procedures;

a. 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;

b. was the sanction(s) imposed appropriate for the violation of the Student Code of Conduct which the student was found to have committed;

c. 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. Conduct Procedures - (Sexual Harassment, Sexual Misconduct and/or Stalking violations)

Charges of sex discrimination, sexual harassment and sexual misconduct will be treated seriously and pursued in accordance with established College procedures (www.pccc.edu/TitleIX).

VIII. 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.
STUDENTS WITH DISABILITIES
GRIEVANCES AND APPEALS

ADA Section 504/Title II grievance procedures provide for the prompt and equitable resolution of complaints pursuant to and in accordance with 34 C.F.R § 104.7(b) and 28 C.F.R § 35.107(b).

The Americans with Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities of a public entity. Passaic County Community College strives to maintain the highest standards of integrity and fairness in its policy of nondiscrimination on the basis of disability. Passaic County Community College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the ADA and Section 504 of the Rehabilitation Act of 1973. Individuals who believe they have been discriminated against on the basis of disability by Passaic County Community College may file complaints pursuant to the following procedures.

ADA Grievance Procedure

PCCC has established a procedure for filing complaints under the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act (“Section 504”). Under this procedure an individual may file a complaint regarding any alleged violation of the ADA or Section 504. (This may include, but is not limited to, issues related to academic adjustments, different treatment based on disability, disability related harassment or retaliation, physical accessibility, etc.) Any of the time frames set out below may be extended for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the student filing the complaint and the ADA/Section 504 Coordinator.

Informal grievance resolution process - The College encourages informal resolution of concerns and complaints. If a qualified individual with a disability has a concern or complaint regarding any of the matters set forth in the first paragraph above, the individual may first, voluntarily, attempt to resolve the problem through an informal discussion with the Office of Disability Services (ODS). To be timely, the individual must initiate this informal discussion with the ODS within fifteen (15) business days of the alleged act that gave rise to the complaint. If the grievance is satisfactorily resolved at the conclusion of the conference, the matter will be considered closed with no need for advancement to formal grievance process. If the conference is unsuccessful and the individual does not wish to voluntarily attempt to resolve the grievance with an informal process, that individual may file a formal grievance.

ODS will document all informal grievance conferences by memorializing the date, time, persons present, issues in dispute, and agreements reached. Copies will be submitted to the Dean of Student Affairs and Services within five (5) business days of the conclusion of any conference.

Formal grievance resolution process - In the event an individual is dissatisfied with the informal grievance resolution, or does not wish to voluntarily attempt to resolve the grievance with an
informal process, the individual may file a formal complaint by contacting and filing a written complaint with the, the Dean of Student Affairs and Services. To be timely, the written complaint must be filed within fifteen (15) days after the ODS has submitted the results of the informal process; or if the individual does not choose to pursue the informal process, within thirty (30) business days of the alleged discriminatory action. The written complaint must be completed using the ADA/504 Grievance Resolution Form, which is available in the Office of Student Affairs, Office of Disability Services and the main offices of the Academic Centers. Untimely filing and/or not using the appropriate form may constitute a waiver of the claim. If an accommodation and/or assistance in filling out the grievance form are needed, please contact Office of Disability Services or the Office of Student Affairs for assistance.

The form must be completed and must be returned to the Office of Student Affairs. If another type of communication is used to notify the college of a possible grievance, the individual filing the grievance will be given an opportunity to complete the ADA/504 Grievance Resolution Form and forward a copy of the ADA/504 Student Grievance Resolution form to the Office of Student Affairs (A231) on the main campus. The student must keep a copy of his/her completed complaint form. Within twenty (20) business days of the receipt of the written complaint, the Dean will work with all parties involved to resolve the grievance and notify the individual and all interested parties in writing of the decision. Any or all of the parties involved may have a person accompany them during any discussions.

An investigation, as may be appropriate, shall follow the filing of a complaint. The Dean of Student Affairs and Services or his/her designee will conduct the investigation. These rules contemplate non-adversarial, but thorough, investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint. Notification will be sent to the aggrieved party and all parties named in the complaint that the formal grievance process has been initiated. By the same notification, the parties will be advised that an investigation of the allegations will be conducted, the nature of the investigation and the expected time of completion.

The investigative process will include, but not be limited to, interviews of all interested parties and witnesses and the collection and indexing of pertinent documents, written statements and other evidence. The notes or transcriptions of the interviews and the evidence collected will be compiled in a record to which the investigator’s findings and conclusions will be attached. The record will remain confidential (to the extent allowable by law).

A written determination as to the validity of the complaint and a description of the resolution if any, shall be issued by the Dean of Student Affairs and Services or his/her designee and a copy forwarded to the complainant and all other interested parties no later than 20 business days after filing.
The Dean of Student Affairs and Services shall maintain the files and records for Passaic County Community College relating to the complaints filed. The complainant may request an appeal of the case if s/he is dissatisfied with the resolution. The request for an appeal should be made within 10 business days to the College ADA Coordinator—Associate Vice President of Human Resources, pursuant to the procedures below.

If the college determines that discrimination occurred, it will take steps to prevent recurrence, and to correct the effects of the discrimination on the complainant or others, if appropriate. Passaic County Community College will initiate any agreed upon resolutions in a timely and equitable manner.

**Appeal to College ADA Coordinator** - In the event that the individual is dissatisfied with the written decision of the Dean of Student Affairs and Services or his/her designee, he or she has the right to file a grievance with the ADA Coordinator. Within ten (10) business days after the Dean of Student Affairs and Services has issued the written notice concluding the resolution process, an individual wishing further action on the incident must submit a copy of his/her completed grievance resolution form, and any additional information to the ADA Coordinator. The ADA Coordinator reserves the right to refuse to investigate Grievance Appeals filed more than (10) business days after the date of the written decision of the Dean of Student Affairs and Services.

Upon receipt of a grievance, the ADA Coordinator or his/her designee shall investigate the matter and inform in writing the student, all parties named in the complaint, and the Dean of Student Affairs and Services of the outcome of the investigation. Investigation will ordinarily involve interviewing relevant individuals and reviewing reasonably available documents. Upon completion of the investigation, the ADA Coordinator will issue the aggrieved individual, and all other interested parties, a written determination which will specify findings and, if appropriate, the resolution of the matter. Such written determination shall ordinarily be issued within twenty (20) business days of the date of the request for review. Circumstances which may prolong the response of the ADA Coordinator include the intervention of a semester break and such other circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.

The Dean of Student Affairs and Services shall maintain files and records relating to all grievances. The right of the individual to an equitable and timely resolution of a complaint filed shall not be impaired by the person’s pursuit of other remedies such as the filing of a complaint with the responsible federal or state department agency. All records regarding decisions and actions taken regarding the grievance will be housed in the Office of Student Affairs.

**Retaliation** - The College prohibits retaliation against any individual for filing a grievance under this process or against any other individual participating in the investigation of a grievance. Any such retaliation is against state and federal laws and Passaic County Community College Policy.
Retaliation may be subject to disciplinary action. Students or any individual who has participated in the grievance process in any capacity (for example, a neutral witness not associated with either party) are protected from retaliation and may file a grievance under these procedures with the Dean of Student Affairs and Services Office if they feel they have been retaliated against.

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

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.

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.

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 students.pccc.edu email account. If you have any questions regarding the graduation process, please email registrar@pccc.edu.
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) 684-5508
Admissions (973) 684-6868
Athletics (973) 754-7192
Bookstore (973) 247-9406
Bookstore Fax (973) 247-9408
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) 684-6178
Office of Student Activities (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) 304-6025

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) 248-3021