PASSAIC COUNTY COMMUNITY COLLEGE

Student Handbook

2019 - 2020
NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION POLICY AS TO STUDENTS AND EMPLOYEES

Passaic County Community College, as a public institution, adheres to federal, state and local laws and regulations regarding nondiscrimination and affirmative action including New Jersey Law against Discrimination, Age Discrimination in Employment Act, Titles VI and VII of the Civil Rights Act, Title IX of Education Amendments Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and the Americans with Disabilities Amendment Act. 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, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability or nationality. This policy applies to the administration of Passaic County Community College’s educational programs, activities, admission or employment practices.

Inquiries concerning matters related to Title IX or ADA/Section 504 Compliance 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/
Section 504 Compliance Officer (employees)
Office of Human Resources-Room E305
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
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Discrimination, Equal Opportunity, and Affirmative Action Policy as to Students and Employees</td>
<td>2</td>
</tr>
<tr>
<td>Welcome from the College President</td>
<td>5</td>
</tr>
<tr>
<td>PCCC Vision, Mission, and Values Statement</td>
<td>6</td>
</tr>
<tr>
<td>Navigating Passaic County Community College</td>
<td>7</td>
</tr>
<tr>
<td>Paterson Campus (location and buildings)</td>
<td>7</td>
</tr>
<tr>
<td>Passaic Academic Center (location and buildings)</td>
<td>9</td>
</tr>
<tr>
<td>Wanaque Academic Center (location and buildings)</td>
<td>9</td>
</tr>
<tr>
<td>Public Safety Academy (location and buildings)</td>
<td>9</td>
</tr>
<tr>
<td>College Bookstore</td>
<td>10</td>
</tr>
<tr>
<td>Food Services</td>
<td>10</td>
</tr>
<tr>
<td>Parking</td>
<td>11</td>
</tr>
<tr>
<td>General Information: Let’s Get Started</td>
<td>12</td>
</tr>
<tr>
<td>Student Identification</td>
<td>12</td>
</tr>
<tr>
<td>College Communication with Students</td>
<td>12</td>
</tr>
<tr>
<td>My PCCC Portal Account</td>
<td>13</td>
</tr>
<tr>
<td>In the Event of an Emergency</td>
<td>15</td>
</tr>
<tr>
<td>Emergency Notification System (PANTHER ALERT)</td>
<td>15</td>
</tr>
<tr>
<td>Inclement Weather Notification</td>
<td>15</td>
</tr>
<tr>
<td>Academic Information Everyone Should Know</td>
<td>15</td>
</tr>
<tr>
<td>Frequently Used Academic Words</td>
<td>15</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>18</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>19</td>
</tr>
<tr>
<td>Appealing Grades and Grievances</td>
<td>20</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>20</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>21</td>
</tr>
<tr>
<td>Student Services Is Here to Assist You</td>
<td>22</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>22</td>
</tr>
<tr>
<td>Bursar</td>
<td>22</td>
</tr>
<tr>
<td>Career and Transfer Services</td>
<td>23</td>
</tr>
<tr>
<td>Center for Student Success</td>
<td>23</td>
</tr>
<tr>
<td>Guided Pathways</td>
<td>23</td>
</tr>
<tr>
<td>Using the Student Planning Modules</td>
<td>24</td>
</tr>
<tr>
<td>Center for Violence Prevention</td>
<td>25</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>25</td>
</tr>
<tr>
<td>Disability Services</td>
<td>25</td>
</tr>
<tr>
<td>ADA and Section 504 Information and Grievance Procedures</td>
<td>25</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Reasonable Accommodations</td>
<td>26</td>
</tr>
<tr>
<td>Grievances and Appeals</td>
<td>28</td>
</tr>
<tr>
<td>Educational Opportunity Fund (EOF)</td>
<td>30</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>30</td>
</tr>
<tr>
<td>International Student Services</td>
<td>31</td>
</tr>
<tr>
<td>Public Safety</td>
<td>31</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>32</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act: FERPA</td>
<td>32</td>
</tr>
<tr>
<td>Student Advocacy</td>
<td>33</td>
</tr>
<tr>
<td>Veteran Services</td>
<td>33</td>
</tr>
<tr>
<td>TRiO-Student Support Services</td>
<td>33</td>
</tr>
<tr>
<td><strong>Student Involvement: Your Passport to Getting Involved</strong></td>
<td>34</td>
</tr>
<tr>
<td>Student Activities</td>
<td>34</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>34</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>34</td>
</tr>
<tr>
<td>Athletic Department</td>
<td>35</td>
</tr>
<tr>
<td><strong>Student Rights and Responsibilities</strong></td>
<td>36</td>
</tr>
<tr>
<td>Alcohol and Controlled Substances</td>
<td>36</td>
</tr>
<tr>
<td>Drug and Alcohol Abuse Prevention</td>
<td>36</td>
</tr>
<tr>
<td>Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol</td>
<td>37</td>
</tr>
<tr>
<td>Federal Penalties and Sanctions for Illegal Possession of Controlled Substances</td>
<td>39</td>
</tr>
<tr>
<td>Alcohol/Drug-Related NJ Laws and Penalties</td>
<td>41</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>46</td>
</tr>
<tr>
<td>Computer Use Integrity</td>
<td>47</td>
</tr>
<tr>
<td>Medical Financial Appeal Procedure</td>
<td>48</td>
</tr>
<tr>
<td>NJ Department of Health Immunization Requirements</td>
<td>49</td>
</tr>
<tr>
<td>Title IX</td>
<td>50</td>
</tr>
<tr>
<td>NJ Campus Sexual Violence Victim's Bill of Rights</td>
<td>61</td>
</tr>
<tr>
<td>Children on Campus Policy</td>
<td>63</td>
</tr>
<tr>
<td>Student Responsibilities and Conduct</td>
<td>63</td>
</tr>
<tr>
<td><strong>Moving on To Success</strong></td>
<td>73</td>
</tr>
<tr>
<td>Graduation</td>
<td>73</td>
</tr>
<tr>
<td><strong>PCCC Frequently Called Offices Directory</strong></td>
<td>74</td>
</tr>
</tbody>
</table>
Welcome from the College President

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 Career and Transfer Services, Disability Services, International Student Services, Student Advocacy, Testing and Veteran Services. 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 and houses Enrollment Services (Admissions, Financial Aid, and the Registrar), the Bursar and the Center for Student Success (Academic Advising and Tutoring). 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, all credit cards are accepted for collateral. 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: bookstore@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 - 2:00pm
(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 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 contact Public Safety at 973-684-5403
GENERAL INFORMATION – LET’S GET STARTED

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

**STUDENT IDENTIFICATION**

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

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

The PCCC Student ID card is obtained through Public Safety.
Main Campus – Paterson (973) 684-5403
Passaic Academic Center (973) 341-1600
Wanaque Academic Center (973) 248-3000

**COLLEGE COMMUNICATION WITH STUDENTS**

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

A PCCC Portal is created for students after they complete the placement portion of the enrollment process.

- **Accessing your MY PCCC Student Portal Account**
  - First Time Users
    - Go to [https://newweb.pccc.edu/newstudentlogin/](https://newweb.pccc.edu/newstudentlogin/) and complete the First Time Login Tutorial.
  - Returning Users
    - Go to [https://pccc.edu](https://pccc.edu)
    - Click on “MY PCCC ACCOUNT”
    - Click on “Student”
    - Login with your Login ID and Password
  - Password Reset for Returning Users
    - Go to [https://pccc.edu](https://pccc.edu)
    - Click on “MY PCCC ACCOUNT”
    - Click on “Password Change”
    - Follow the instructions

After logging in, students will have access to the following services:

- **PCCC Student Email Account (@students.pccc.edu)**
  - E-mail is the official form of communication for the college and students are responsible for the information sent to their Student Email Account (@students.pccc.edu).
  - Important Billing, Financial Aid, Registration, and Academic information will be sent to this email account.
  - It is recommended that students add this email account to their mobile devices.
    - Download the Microsoft Outlook App from the App Store or Google Play.
    - Add your PCCC Student email account and stay on top of your college communications.

- **Web Advisor/Self-Service:**
  - Students will find access to the following services when using WebAdvisor/Self-Service:
    - Class Schedule and Academic Planning
    - Registration and Grades
    - Financial Aid
      - Including award letters and documents needed for verification
    - Pay and View Bills
  - It is recommended that students download the Panther Go App from the App Store or Google Play Store. This app gives students access to the above services
on a mobile device. Go to http://pccc.edu/panthergo for download information.

- **Web Registration:**
  - Accessed through the WebAdvisor/Self-Service 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.
  - 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.
  - 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.

- **Other Services**
  - Blackboard: Faculty post course related information here for students to access
  - Panther Alert: Sign up to receive emergency notifications from the college
  - Student Orientation: Students should complete the online Student Orientation to become familiar with the College.

- **PCCC Help Desk for FAQs**
  - Students can access help articles at https://helpdesk.pccc.edu or call 973-684-6464.
  - The Help Desk assists the PCCC Community 24/7. Topics include the following and more:
    - Logging into portal and accessing an online class.
    - Password resets and accessing online support services.
    - Making an online payment and using web registration.
    - Completing an online application and the online FAFSA.

Accessing your student e-mail account (@students.pccc.edu) and
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.

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

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>15 week (19/FA)</th>
<th>12 week (19/F12)</th>
<th>Winterim (20/WT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day - College Closed</td>
<td></td>
<td>Sept 2</td>
<td>Sept 2</td>
<td>--</td>
</tr>
<tr>
<td>Classes Begin</td>
<td></td>
<td>Sept 4</td>
<td>Sept 25</td>
<td>Jan 2</td>
</tr>
<tr>
<td>Last Day to Drop without</td>
<td></td>
<td>Sept 17</td>
<td>Oct 4</td>
<td>Jan 4</td>
</tr>
<tr>
<td>Academic Penalty</td>
<td></td>
<td>Oct 29</td>
<td>Oct 29</td>
<td>Jan 11</td>
</tr>
<tr>
<td>Last Day to Withdraw with</td>
<td></td>
<td>Nov 26</td>
<td>Nov 19</td>
<td>Jan 17</td>
</tr>
<tr>
<td>Faculty Permission</td>
<td></td>
<td>Nov 27-Dec 1</td>
<td>Nov 27-Dec 1</td>
<td>--</td>
</tr>
<tr>
<td>Thanksgiving Recess – No</td>
<td></td>
<td>Dec 2</td>
<td>Dec 2</td>
<td>--</td>
</tr>
<tr>
<td>Classes</td>
<td></td>
<td>Dec 14-20</td>
<td>Dec 14-20</td>
<td>Jan 22</td>
</tr>
<tr>
<td>Final Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2020</td>
<td>15 week (20/SP)</td>
<td>12 week (20/S12)</td>
<td></td>
</tr>
<tr>
<td>M.L. King, Jr. Day – College</td>
<td></td>
<td>Jan 20</td>
<td>Jan 20</td>
<td>--</td>
</tr>
<tr>
<td>Closed</td>
<td></td>
<td>Jan 23</td>
<td>Feb 13</td>
<td>--</td>
</tr>
<tr>
<td>Classes Begin</td>
<td></td>
<td>Feb 5</td>
<td>Feb 24</td>
<td>--</td>
</tr>
<tr>
<td>Last Day to Drop without</td>
<td></td>
<td>Mar 16-20</td>
<td>Mar 16-20</td>
<td>--</td>
</tr>
<tr>
<td>Academic Penalty</td>
<td></td>
<td>Mar 21</td>
<td>Mar 21</td>
<td>--</td>
</tr>
<tr>
<td>Last Day to Withdraw with</td>
<td></td>
<td>Mar 25</td>
<td>Mar 25</td>
<td>--</td>
</tr>
<tr>
<td>Faculty Permission</td>
<td></td>
<td>Apr 11-12</td>
<td>Apr 11-12</td>
<td>--</td>
</tr>
<tr>
<td>Easter Weekend – No Saturday/</td>
<td></td>
<td>Apr 22</td>
<td>Apr 22</td>
<td>--</td>
</tr>
<tr>
<td>Sunday Classes</td>
<td></td>
<td>May 7-13</td>
<td>May 7-13</td>
<td>--</td>
</tr>
<tr>
<td>Final Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Session 2020</td>
<td>I (19/SU1)</td>
<td>II (19/SU2)</td>
<td>III (19/SU3)</td>
</tr>
<tr>
<td>Memorial Day - College Closed</td>
<td></td>
<td>May 25</td>
<td>May 25</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td></td>
<td>May 27</td>
<td>Jun 8</td>
<td>Jul 8</td>
</tr>
<tr>
<td>Last Day to Drop without</td>
<td></td>
<td>Jun 1</td>
<td>Jun 11</td>
<td>Jul 13</td>
</tr>
<tr>
<td>Academic Penalty</td>
<td></td>
<td>Jun 15</td>
<td>Jul 1</td>
<td>Jul 27</td>
</tr>
<tr>
<td>Last Day to Withdraw with</td>
<td></td>
<td>Jun 24</td>
<td>Jul 15</td>
<td>Aug 5</td>
</tr>
<tr>
<td>Faculty Permission</td>
<td></td>
<td>Jul 2</td>
<td>Jul 28</td>
<td>Aug 13</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

**APPELLING 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.
TUTORING SERVICES

Through additional reinforcement of classroom instruction, tutoring labs assist students in developing language, basic mathematical, reading and writing, technical, and critical-thinking skills. These skills are necessary for a successful academic career in higher education, as well as participation in the workforce.

Tutoring services include open lab hours for students who need extra help in developmental and college-level courses. The services are available at the Paterson campus, the Passaic Academic Center, and the Wanaque Academic Center. In addition, computers are available to students for online labs and other skills review and exercises. Lab hours are posted each semester.

English Language Studies (ELS) Multi-Media Labs
Instruction in the ELS labs is provided by qualified tutors with experience in the teaching of English Language Studies. The tutors assist students in developing and improving their grammar, speaking, writing, listening comprehension and reading skills. Multi-media technology is used to enhance students’ oral and written competence in English.

The ELS Writing Center further supports students who need additional help to improve their writing skills. The ELS Writing Center also offers clinics and workshops throughout the semester to strengthen topics covered in the classes. Students can stop by for one-on-one and/or small group tutoring during the center’s drop-in times, which are available throughout the day, evening, and weekends. Moreover, students can make appointments to see a full-time instructor in the ELS Writing Center. Students are required to attend the labs at least once a week to fulfill their class requirements.

Developmental English
The Developmental English Lab provides tutoring and resources to help registered Developmental English students improve their reading and writing skills. The lab is equipped with computers for students to practice their reading and writing skills through computer-based programs. Study session workshops are offered to provide strategies to improve reading and writing efficiency by building students’ vocabulary and enhancing basic reading, writing, and study skills. Students register for designated lab sections and may also schedule appointments for individual or group tutoring.

Math Labs
Math labs are staffed by full-time administrators as well as qualified part-time tutors. The tutors’ efforts are supported by a variety of software and other educational resources, each directly related to the students’ course of study. Students in MA025A and MA025B work with their instructors, whereas students in developmental and college-level courses receive assistance with instructor-generated assignments and/or lab-produced assignments that reinforce the skills taught in the classroom.

College level Tutoring
The Center for Student Success at Passaic County Community College (PCCC) is dedicated to serving the needs of the college community by offering tutoring and learning support in a wide
variety of subjects. Tutors work one on one and with small groups to help students succeed in Math, English, Science, and the Humanities, as well as work on study and testing skills. College level tutoring is available on all campuses, and hours are posted each semester.

In-person writing support is also available to students taking college-level courses and Writing-Intensive (WI) courses. Computers are available to students in the Center. Writing 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 go to the Center for information and for writing practice. In addition, the Writing Center holds writing workshops on topics such as grammar that are open to all PCCC students at any level.

**Online Tutoring for PCCC Students**

In order to provide services for all students, PCCC has created a partnership with Tutor.com. Academic support is available online 24/7 in a wide variety of subjects, and access is available for all current students through their class BlackBoard platforms.

Students have the option to connect with a tutor on the spot, schedule an appointment in advance to work with a specific tutor in real time, or submit an assignment for review offline. Each student is provided with an allotment of five (5) hours per semester, but more can be added as needed.

**STUDENT SERVICES**

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@pcc.edu.

**BURSAR** - The Bursar’s Office is responsible for collecting tuition and fees, maintaining student accounts, and collecting payments for Alumni Memberships, replacement of 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.
CAREER AND TRANSFER SERVICES - Career and Transfer Services offers a wide variety of career development services, career assessments, transfer guidance, professional development workshops, job placement assistance, career and transfer fairs, and online resources to assist you with your career needs. Career and Transfer Fairs are offered during the fall and spring semesters to connect students to employers, four-year universities and scholarship opportunities. The staff is available to help students explore their career options and transfer opportunities. Encourage students to contact the staff to help them explore all of their career and transfer needs by stopping into Career and Transfer Services located on the Paterson Campus (M244), email tmoore@pccc.edu (Career) and EHarrison@pccc.edu (Transfer).

THE CENTER FOR STUDENT SUCCESS - 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 Center for Student Success 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.

GUIDED PATHWAYS

In fall 2015, PCCC embarked on a new initiative, Guided Pathways to Success.

Guided Pathways is national movement that engages colleges in the systematic redesign of their academic programs and support services to provide students with clear roadmaps and support from entry to completion. Pathways refers to broad categories of majors that are accompanied by targeted support services and interventions to keep students on track toward graduation, transfer and/or attainment of career credentials. (Completion by Design, 2016)

The goal at PCCC is to address issues affecting student retention and completion through enhanced support services and advisement.

The implementation of Guided Pathways is directed by the Four Pillars:
Clarify the Path – Create clear curricular pathways to employment and further education.
• Simplify students’ choices with program maps developed by faculty and advisors that show a clear pathway to completion.
• Establish transfer opportunities through alignment of courses with transfer and industry partners.
Enter the Path – Help students choose and enter their pathway.
• Redesign the College Success course to help students explore academic and career options
• Implement accelerated remediation to ensure students succeed in college-level courses as soon as possible.
• Develop multiple measures to assess students’ needs
Stay on the Path – Help students stay on their path.
• Support students through ongoing, proactive advising. Faculty and Professional staff will:
  o Help students explore transfer and career opportunities
o Assist students with developing an academic plan to map out current and future semesters
o Monitor students’ progress
o Develop systems/procedures to identify students at-risk, and intervene with necessary support when they go off-track.

- Embed academic and non-academic supports throughout programs to promote student learning and persistence.
- Provide targeted, contextualized extracurricular programming
- Ongoing development of technological tools for students to easily track their progress.

**Ensure Learning** – Ensure that learning is happening with intentional outcomes.
- Establish program-level learning outcomes aligned with the requirements of transfer and career opportunities.
- Integrate group projects, internships, and other applied learning experiences to enhance instruction and student success in courses across programs of study.
- Ensure incorporation of effective teaching practices throughout the pathways.
- Develop faculty-led improvement of teaching practices.

**PCCC Pathways**
The academic programs at PCCC are grouped in Pathways, based on similarity of courses and career outcomes. Changing majors within a given pathway facilitates a seamless transfer of core courses, and a minimum of unused credits. PCCC majors have been grouped into the following seven pathways:
- Education and Public Safety Studies
- Business and Culinary Arts
- Humanities, Media Studies and Performing Arts
- Social and Behavioral Sciences and Human Services
- Health Science and American Sign Language
- Technical Studies

**Using the Student Planning Module**
The Student Planning Module (SPM) is the latest technology at PCCC that allows students to plan their course schedule, register for classes, and monitor their progress to graduation.

In the College Success course or the Center for Student Success students will learn about the features of the SPM and how to plan courses for the next two or more semesters. Students can also use this tool to register for courses and view their final grades.

To use the SPM:
- Log into your PCCC portal account
- Select Web Advisor/Self Service
- Self Service
- Student Planning
- Plan/Schedule
THE CENTER FOR VIOLENCE PREVENTION - 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, harassment, stalking and other instances of power-based violence on campus. The Center develops programs to prevent, address, educate, and raise awareness on these issues. The Center for Violence Prevention is located on the Main Campus in Founders Hall Room E-201 and provides the following supportive services to students, staff, and faculty: (1) Accessibility and referrals to services and resources in and out of Passaic County; (2) Education through prevention education efforts around domestic violence, sexual assault, dating violence, harassment, and stalking; and (3) Regular trainings, group discussions, awareness events on campus. Contact us by phone (973) 684-8093 or email: ViolencePrevention@pccc.edu.

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. The Center also received a 3-Star rating in Grow NJ Kids. 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.

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 Director of Student Disability Services serves as a connecting link between students with disabilities and the college, provides disability related accommodations, information and referral services. The Office of Disability Services is located on the Paterson Campus (M245).

THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT: INFORMATION AND GRIEVANCE PROCEDURE

Passaic County Community College (PCCC) recognizes the human dignity of each member of the College community and expects all employees and students to promote respect and dignity for others so that all employees and students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the College’s employment opportunities and educational programs and activities.

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, state and local government, public accommodations, commercial facilities,
transportation, and telecommunications. To be protected by the ADA, one must have a disability. An individual with a disability is defined by the ADA as someone who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

**Section 504, Rehabilitation Act** prohibits discrimination on the basis of disability in programs receiving federal financial assistance and in the employment practices of federal contractors. The Act requires the provision of reasonable accommodation for individuals with disabilities, allowing them an equal opportunity to access and participate in work and education related programs and activities.

Individuals with concerns or questions about the ADA or Section 504 of the Rehabilitation Act should contact:

**Non Students**  
Alexandra Conte  
Assistant Director, Human Resources  
Room # E305, Paterson Campus  
973-684-6108  
aconte@pccc.edu

**Students**  
Darleen McGrath Florance  
Director, Office of disability Services  
Room # M244, Paterson Campus  
973-684-6395  
ods@pccc.edu

If you feel that your needs are not being appropriately addressed, contact the following:

Jose Fernandez  
Associate Vice President Human Resources  
Title IX/ADA/Section 504 Coordinator  
Room # 305, Paterson Campus  
973-684-6705  
jfernandez@pccc.edu

**Reasonable Accommodations**

Passaic County Community College is committed to providing access to its programs for people with disabilities. The Office of Disability Services (ODS) is dedicated to the equality of educational opportunity and the Office of Human Resources (HR) is committed to the equality of workplace opportunity. Both are steadfast to the creation of a campus environment that is free of discrimination and bias in matters affecting people with disabilities. The ODS and HR, in compliance with federal and state laws, ensures that no qualified individual with a disability is excluded from participation in, or be denied the benefits of, services, programs, or activities at Passaic County Community College. It is the College's intention and obligation to provide reasonable accommodation to qualified individuals with disabilities provided the accommodation does not create undue hardship on the financial or structural operation of the college.
**Students:** If you are a student with a disability and need an accommodation or the faculty member of a student who has requested or may need an accommodation, please contact:

Darleen McGrath Florance, Director, Office of Disability Services  
Memorial Hall (M244), Paterson, NJ  
**Phone:** 973-684-6395  
**Email:** ods@pccc.edu

**Employees/ Visitors:** If you are an employee or a visitor with a disability and need an accommodation, or you are a supervisor of an employee who has requested or who may need an accommodation, please contact:

Alexandra Conte, Assistant Director of Human Resources,  
Room # E305 Paterson Campus  
**Phone:** 973-684-6108  
**Email:**aconte@pccc.edu

---

**PROCEDURE FOR REQUESTING REASONABLE ACCOMMODATIONS**

It is the responsibility of the individual to request such accommodation in writing, as well as to provide the College with documentation of the disability. **Students** will provide documentation to the Office of Disability Services. **Non Students** will provide documentation of the disability to the Office of Human Resources.

- (Medical reports of records, diagnostic evaluations, a letter(s) from a qualified medical professional 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. **Employees** needing accommodations should contact the Office of Human Resources as soon as they become aware of the need for accommodation. Depending on the complexity of the accommodation request, accommodations may require up to six weeks to facilitate.
- **IMPORTANT** - Accommodations are not retroactive.

---

**EVALUATION AND PROVISION OF ACCOMMODATIONS**

When the request for a reasonable accommodation is received, the designated office will:

1. Request documentation of the disability by a physician or other qualified health professional.
2. Review the documentation provided to determine if the individual is a qualified individual with a disability, on an individual case by case basis.
3. Engage in an interactive process with the qualified individual with the shared goal of identifying a reasonable accommodation that will allow the individual to access and participate in the programs or activity of interest.
4. Research available accommodations and resources.
5. Consult with the ADA/Section 504 Coordinator, as necessary, in considering types of reasonable accommodations.
Consider the preference of the individual with a documented disability. The individual’s preference will be given first priority, however, the College may provide an alternative, equally effective accommodation, giving consideration to budgetary limitations and convenience.

GRIEVANCES AND APPEALS

PCCC has established a procedure for filing complaints under the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act (“Section 504”). The College (PCCC) strives to maintain the highest standards of integrity and fairness in its policy of nondiscrimination on the basis of disability. As a result, the 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. Individuals who believe they have been discriminated against on the basis of disability may file complaints pursuant to the procedures below. This may include, but is not limited to, issues related to academic or work accommodations, 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, the College is closed or upon mutual agreement by the individual filing the complaint and the ADA/Section 504 Coordinator.

Informal Grievance Procedure

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 (Darleen McGrath Florance) or the Office of Human Resources (Alexandra Conte).

1. To be timely, the individual must initiate this informal discussion with the ODS or HR within two (2) weeks of the alleged act that gave rise to the complaint.
2. 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.
3. If the conference is unsuccessful or the individual does not wish to voluntarily attempt to resolve the grievance with an informal process, that individual may file a formal grievance.
4. ODS or HR will document all informal grievance conferences by memorializing the date, time, persons present, issues in dispute, and agreements reached.
5. Copies will be submitted to the ADA/Section 504 Coordinator within five (5) business days of the conclusion of any conference.

Formal Grievance Procedure

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 to the ADA/Section 504 Coordinator.

1. To be timely, the written complaint must be filed within two (2) weeks after the results of the informal process has been submitted; or if the individual does not choose to
participate the informal process, within two (2) weeks of becoming aware of the need for an accommodation.

2. The complaint may be written using the information in the ADA/Section 504 Grievance Resolution form or by completing the Grievance Resolution Form, which is available in the Office of Student Affairs (A231), Human Resources (E305) or online at www.pccc.edu/ods.

3. The form must be completed and must be returned to ADA/Section 504 Coordinator.

4. 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 Form and forward a copy of the form to ADA/Section 504 Coordinator.

5. Within twenty (20) business days of the receipt of the written complaint, the ADA/Section 504 Coordinator will work with all parties involved to resolve the grievance and notify the individual and all interested parties in writing of the decision.

**Investigation/Determination**

An investigation, as may be appropriate, shall follow the filing of a complaint.

1. The ADA/Section 504 Coordinator or designee will conduct a thorough, non-adversarial investigation, affording all interested persons an opportunity to submit evidence relevant to the complaint.

2. Notification will be sent to all parties 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.

3. The investigative process will include, but not be limited to, interviews of all interested parties and witnesses and the collection of pertinent documents, written statements and other evidence.

4. A written determination as to the validity of the complaint and a description of the resolution if any, shall be issued by the ADA/Section 504 Coordinator or designee and a copy forwarded to the complainant and all other interested parties no later than two (2) weeks after the filing of the complaint.

5. The ADA/Section 504 Coordinator shall maintain the files and records for PCCC relating to the complaints filed.

6. 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. The College will ensure that any agreed upon resolutions are implemented in a timely and equitable manner.

Inquiries or complaints that involve potential violations of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act may also be referred to the **U.S. Department of Education’s Office for Civil Rights**, which can be reached at:

New York Office  
Telephone: 646-428-3900  
Office for Civil Rights  
FAX: 646-428-3843; TDD: 800-877-8339  
U.S. Department of Education  
Email: **OCR.NewYork@ed.gov**  
32 Old Slip, 26th Floor  
New York, NY 10005-2500
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 subject the responsible person to disciplinary action. An individual who has participated in the grievance process in any capacity (for example, a neutral witness not associated with either party) is protected from retaliation and may file a grievance under these procedures with the ADA/Section 504 Coordinator if they have been retaliated against.

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 and meet all program requirements. 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>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 24</td>
<td>50%</td>
</tr>
<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>
<tr>
<td>97 +</td>
<td>90%</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)

**INTERNATIONAL STUDENT SERVICES** - assists 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.

**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 The Center for Student Success and the Academic Chairs 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, 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.
STUDENT ADVOCACY – The Office of Student Advocacy seeks to help students address and overcome any non-academic barriers that may impede their college success. This includes: mental health issues, homelessness, food insecurity, family and relationship issues, substance abuse, stress management, legal issues, and more. The Coordinator of Student Advocacy will provide crisis counseling, resources, assistance, and referrals for students struggling with life issues outside of the classroom. Faculty and staff may refer a student to the Coordinator at any time. Additionally, the Coordinator will provide ongoing support for the college community in implementation and usage of the SOAR program. The SOAR program (Student Outreach, Assistance, and Resources) is an online portal that will provide students and whomever they identify as family members, 24/7 access to specialized counselors, financial and legal experts, community resources, and other professionals with expertise in various life areas. A student may reach out to SOAR by calling 1-800-977-7728. The only identification needed is to say you are a student from PCCC. SOAR operators will conduct a brief screening and then connect the student to the appropriate service. Students may also text SOAR at 858-224-2094 or email SOAR at info@acisoar.com. For additional information stop by the office on the Paterson Campus in M247, call 973-684-5554 or email ltravers@pccc.edu.

TRiO – Student Support Services (SSS) Funded by the U.S. Department of Education, SSS is one of the eight Federal TRiO Programs. TRiO SSS is a post-secondary academic program designed to support students through graduation and transfer to a four-year institution. The TRiO SSS Program at PCCC provides services that are supportive of retention and success and includes academic tutoring, assistance with information on the full range of student financial aid programs, individualized educational and transfer plans, assistance in completing financial aid applications; and, in applying for admission to, and obtaining financial assistance for enrollment in four-year programs. Also, eligible participants may apply for grant aid, childcare, and book vouchers. PCCC students are eligible to participate in the Program who meet the following requirements: “is a citizen or national of the United States or meets the residency requirements for federal student financial assistance; is enrolled at PCCC or accepted for enrollment at PCCC; has a demonstrated need for academic support; is low-income; is a first generation college student (an individual both of whose parents did not complete a baccalaureate degree or in the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree); OR an individual with disabilities.”

VETERAN SERVICES – The office of Veteran Services 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 services disabled or deceased veterans with their educational benefits. 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 questions please contact the Veteran Services Coordinator at 973-684-6203 or veterans@pccc.edu.
Student Involvement: Your Passport to Getting Involved

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 one of our offices on the Paterson campus in E103 or Wanaque Academic Center, 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.

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. SGA listens to students’ compliments, complaints, and every school-related issue in between.

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

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.

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 presently competes in the following Division III intercollegiate conference/regional play: Men’s and Women’s Basketball, and Women’s Volleyball. To become eligible students must submit **official transcripts** and **valid physical form** prior to playing season, be full-time with **12 or more credits** and **maintain a 2.0 G.P.A. or better per semester**. 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 NJCAA Post-Season Tournaments. 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, ping-pong 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 Center at Paterson Campus is open during the Fall and Spring semester Monday- Friday 1:00 pm - 6:00 pm.
4. The Fitness Center at Wanaque Campus is open during the Fall and Spring semester Monday - Thursday 10:00 am - 5:00 pm
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 Free Workplace and Drug Free School and Campus 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, suspension and removal from the College; 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.

Drug and Alcohol Abuse Prevention - Passaic County Community College refers students with alcohol and drug abuse problems to community based treatment and rehabilitation programs.
Student Affairs 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 mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>5 kgs or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28-279 gms mixture</td>
<td></td>
<td>280 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl (Schedule IV)</td>
<td>40 - 399 gms mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>400 gms or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td></td>
<td>100 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms mixture</td>
<td></td>
<td>1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1 - 9 gms mixture</td>
<td></td>
<td>10 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 - 49 gms pure or 50 - 499 gms mixture</td>
<td></td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10 - 99 gms pure or 100 - 999 gms mixture</td>
<td></td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td></td>
</tr>
</tbody>
</table>

**PENALTIES**

- **Other Schedule I & II drugs** (and any drug product containing Gamma Hydroxybutyric Acid)
  - Any amount
    - **First Offense:** 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.
    - **Second Offense:** 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.

- Flunitrazepam (Schedule IV)
  - 1 gm
    - **First Offense:** Not more than 10 years. If death or serious injury, not less than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.
    - **Second Offense:** 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.

- **Other Schedule III drugs**
  - Any amount
    - **First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.

- **All other Schedule IV drugs** (except Flunitrazepam)
  - Any amount
<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&lt;br&gt;• If death or serious injury, not less than 20 years, not more than life&lt;br&gt;• Fine not more than $10 million if an individual, $50 million if other than an individual</td>
<td>• Not less than 20 years, not more than life&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine not more than $20 million if an individual, $75 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100 kg to 999 kg mixture; or 100 to 999 plants</td>
<td>• Not less than 5 years, not more than 40 years&lt;br&gt;• If death or serious injury, not less than 20 years, not more than life&lt;br&gt;• Fine not more than $5 million if an individual, $25 million if other than an individual</td>
<td>• Not less than 10 years, not more than life&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine not more than $8 million if an individual, $50 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants</td>
<td>• Not more than 20 years&lt;br&gt;• If death or serious injury, not less than 20 years, not more than life&lt;br&gt;• Fine $1 million if an individual, $5 million if other than an individual</td>
<td>• Not more than 30 years&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1 to 49 plants; less than 50 kg mixture</td>
<td>• Not more than 5 years&lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years&lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or less</td>
<td>• Not more than 5 years&lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years&lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or less</td>
<td>• Not more than 5 years&lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years&lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</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 (As of 12/1/19)

### Driving While Intoxicated

<table>
<thead>
<tr>
<th>Statute</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Motor Vehicles while Under the Influence of Intoxicants (N.J.S.A. 39:4-50)</td>
<td><strong>First Offense</strong>&lt;br&gt;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; loss of license 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.&lt;br&gt;&lt;br&gt;<strong>If BAC is 0.10% or higher, but less than 0.10%</strong>, the penalties are a fine of $300-$500; up to 30 day jail term; loss of license 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.&lt;br&gt;&lt;br&gt;<strong>If BAC is 0.15% or higher</strong>, installation of an ignition interlock device during the license suspension period and for a period of 6-12 months after license is restored.&lt;br&gt;&lt;br&gt;<strong>Second Offense</strong>&lt;br&gt;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.&lt;br&gt;&lt;br&gt;<strong>Third Offense</strong>&lt;br&gt;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.&lt;br&gt;&lt;br&gt;These fines and charges do not include court and legal fees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driving While License is Suspended due to DWI (N.J.S.A. 39:3-40)</th>
<th>First Offense&lt;br&gt;Driving While License is Suspended due to DWI (N.J.S.A. 39:3-40) Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>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)</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Fine of $1,250; loss of license for 12-30 months; 10-</td>
</tr>
</tbody>
</table>
| Refusal to Take the Breathalyzer Test (N.J.S.A. 39:4-50.4a (2) (a)) | First Offense
Every motorist who operates a motor vehicle in New Jersey deems consent to submit to a chemical breath test to determine blood alcohol content. N.J.S.A. 39:4-50.2 (Implied Consent Statute).
 |
| --- | --- |
|  |
| 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) |
| First Offense
Fine no less than $300, no more than $500; loss of license for 7-12 months; referral to Intoxicated Driver Resource Center; other mandatory fines under N.J.S.A. 39:5-41 |
| Second Offense
Fine no less than $500, no more than $1,000; loss of license for two years; referral to Intoxicated Driver Resource Center; other mandatory fines under N.J.S.A. 39:5-41 |
| Third Offense
Fine of $1,000; loss of license for ten years; referral to Intoxicated Driver Resource Center; other mandatory fines under N.J.S.A. 39:5-41 |
<p>| 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 specified for the DWI conviction. |
| 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. |
| Open Alcoholic Beverage Containers |
| In the Car (N.J.S.A. 39:4-51a) 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. |
| On the Streets Penalties for possessing and consuming alcoholic beverages in public vary from town to town. |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Ordinance Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passaic</td>
<td>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>
</tr>
<tr>
<td></td>
<td>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 1, General Provisions, Article II, General Penalty.</td>
</tr>
<tr>
<td>Paterson</td>
<td>Adopted 12-18-1979 by Ord. No. 79-111 as Ch. 18, Art. 8, of the 1979 Revised General Ordinances of Paterson</td>
</tr>
<tr>
<td></td>
<td>No person shall consume alcoholic beverages on any of the public streets, sidewalks, parking lots, roadways, pathways, playgrounds, 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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Wanaque</td>
<td>Adopted 7-28-1976 by Ord. No. 3-0-76</td>
</tr>
<tr>
<td></td>
<td>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,</td>
</tr>
</tbody>
</table>
Alcohol and the Under-aged - 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.

| Possession or Consumption of Alcohol in Public places by the Underaged (N.J.S.A. 2C:33-15) | 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. |
| Purchase of Alcohol by/or the Under aged (N.J.S.A. 33:1-81) | 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 under aged 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. |
| Serving an Alcoholic Beverage to a Minor | Anyone who purposely or knowingly offers or
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(N.J.S.A. 2C:33-17)</strong></td>
<td>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><strong>Transfer of ID (N.J.S.A. 33:1-81.7)</strong></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><strong>False ID (N.J.S.A. 2C:21-2.1)</strong></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><strong>Bartender Liability (N.J.A.C.13:2-23.1)</strong></td>
<td>If a bartender either serves a minor or a visibly intoxicated customer, the bartender can be held liable for that customer's injuries as well as injuries to a third party due to the negligent driving on the part of the customer.</td>
</tr>
<tr>
<td><strong>Host/hostess liability (N.J.S.A2A: 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>
</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>Simple possession, use or being under the influence of:</th>
<th>Marijuana: 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>Cocaine/Crack: 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. Speed: same as cocaine.</td>
</tr>
<tr>
<td></td>
<td>Use or possession with intent to distribute:</td>
</tr>
<tr>
<td></td>
<td>Marijuana: 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>Cocaine: 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>
</tbody>
</table>
### Speed
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.

### Psilocybin and LSD
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.

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.

| Use or possession of drug paraphernalia: | Speed: 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. |
| It is unlawful for any person to deliver drug paraphernalia to a person under 18 years of age. Any person, 18 years or older, who uses, solicits or directs a juvenile (17 years or younger) to manufacture or distribute drugs is guilty of a second degree crime | Psilocybin and LSD: 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. |
| Some New Offenses and Stiffer Penalties that Can Affect the College Student | |
| **New Offenses** | **Stiffer Penalties** |
| Designer Drugs - These drugs, for example, Ecstasy and the look-alike, are now included in the list of controlled dangerous substances. | • 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. |
| 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. | • Especially harsh penalties are established to impose stern punishment for persons involved in illegal manufacture of drugs. |
| 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. | • If a person distributes a drug to a minor (under the age of 17) or a pregnant female, there is now a stiffer penalty. |
| • 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. | • 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.
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, 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. 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 or 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 non-students.

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 Financial Appeal Procedure** - This procedure is designed for a student requesting a financial accommodation due to extenuating medical circumstances that has occurred during the current semester and prevents 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 financial appeal 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 appeal – 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 could be 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. **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.**
• 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.
• 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.
• **NOTE – The decision of the College is final**

Students pursuing a Medical Appeal 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 8:57-6.1 et seq) 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

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sex discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools. Sexual harassment, sex discrimination, and sexual misconduct are prohibited under the Passaic County Community College “TITLE IX POLICY: SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT”, Board Policy B108 (Appendix A of this document).

I. Title IX Compliance Team

For Complaints Against Students, Faculty, Staff and Visitors
If you have a complaint against a Passaic County Community College student, employee (faculty or staff member) or visitor to the College for sexual harassment, sex discrimination, or sexual assault, you should contact:

Jose A. Fernandez
Title IX Coordinator, Affirmative Action Officer
(Associate Vice President for Human Resources)
Room E305
Telephone: 973-684-6705
Email: jferandez@pccc.edu

For Public Safety Issues or Emergency Situations
If your complaint includes a Public Safety issue or emergency situation, you should contact:

Glenn Brown
Title IX Designee
(Director of Security)
Room E100
Telephone: 973-684-5402
Email: gbrown@pccc.edu
Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education’s Office for Civil Rights, which can be reached at:
New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843; TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

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 Colleges 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 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 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.

C. Reporting and Disclosing Sexual Misconduct

A “responsible employee” is a College employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence, dating violence, domestic violence, and/or stalking or other student misconduct, or who a student could reasonably believe has this authority or duty.

A complete list of “Responsible Employees” at Passaic County Community College is available at www.pccc.edu/titleix.

When a victim tells a responsible employee about an incident of sexual violence, dating violence, domestic violence, and/or stalking, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to the Passaic County Women’s Center at 973-881-1450.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence, dating violence, domestic violence, and/or stalking, shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee will provide support to the victim; they cannot encourage or decide that a victim should get confidential services or file a complaint with law enforcement.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the Director of Security or Designee, who is designated as a Campus Security Authority under the Clery Act, may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.
A victim who wants to maintain confidentiality, needs to understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited, however, when appropriate, designated individuals will assist the victim in accessing College and/or Community Resources that can provide specialized, individual support.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

III. Title IX Grievance Process for Students, Employees and Visitors

Because sexual misconduct may involve a wide range of behaviors, the way in which a given case is best handled will vary. The grievance process below describes how the College will proceed with a complaint of sexual misconduct:

1. Students and employees should report complaints and incidents of sex discrimination, sexual harassment, and sexual misconduct to any of the Responsible Employees identified in Appendix B of this document. Complainants should complete a Title IX Complaint Form (available at www.pccc.edu/titleix) to assist in providing information necessary for a thorough investigation of the complaint.

2. All grievances and complaints will be investigated. The Title IX Coordinator and/or appropriate designee will conduct an initial intake interview to obtain information about the complaint. The preliminary inquiry will take place to determine if there is reasonable cause to charge the accused individual(s) with a violation.

3. If reasonable cause is determined, a comprehensive investigation will then be conducted, including the gathering of information, documents, and relevant facts, as well as interviews of the complainant, accused individual, witnesses, and other persons relevant to the complaint.

4. In addition to filing a complaint with the College, complainants have the right to file a criminal complaint with law enforcement authorities. A College complaint and a criminal complaint may be filed simultaneously.

5. The Title IX Coordinator may attempt to arrive at a mediated resolution of the grievance, but not for allegations of sexual assault or violence.

6. The evidentiary standard used in determining the outcome of the complaint is “the preponderance of evidence,” meaning that it is more likely than not that a violation of the Title IX policy occurred.

7. The due process rights of both the complainant and the respondent will be protected. Both parties will receive written notification of their rights and options to accessing
services both within the institution and in the community, interim measures, and an explanation of the procedures for institutional disciplinary actions.

8. The complainant and accused individual may present evidence and witnesses related to the complaint. Both the complainant and the accused may have an emotional support person present at interviews during any stage of the grievance process, but that individual may not participate in the proceeding.

9. A determination of the outcome of the complaint will be issued by the Title IX Coordinator and communicated in writing to both the complainant and accused. Any individual found to be in violation of the College’s Title IX policy will be subject to sanctions up to, and including, discharge or expulsion from the College.

10. Unless exceptional circumstances are present, the grievance process, including the determination and communication of the outcome, will be completed within 60 days of the filing of the complaint.

11. The outcome of the grievance may include sanctions up to, and including, the following actions.
   A. For students: verbal warning, written warning, written reprimand, suspension from the College, and/or expulsion from the College. In addition, mandatory counseling, mandatory training, and/or a “no contact” directive may be imposed.
   
   B. For employees: verbal warning, written warning, written reprimand, suspension without pay, and/or termination from employment. In addition, mandatory counseling, mandatory training, and/or a “no contact” directive may be imposed.

12. The complainant or accused individual may appeal the determination of the complaint to a committee of the Board of Trustees of Passaic County Community College if it is reasonably believed that:
   
   a. a procedural error occurred; or
   b. new information sufficient to alter a decision because such information was not known to the person appealing at the time of the original interview; or
   c. a sanction is substantially disproportionate to the findings.

   A written appeal must be submitted to the Director of Board Affairs / Assistant to the President within 5 business days of the communication of the outcome of the complaint. The Board of Trustees committee will consider the appeal and render a decision within 15 business days of the receipt of the appeal by the Director of Board Affairs / Assistant to the President. A determination of the outcome of the appeal will be issued in writing to both the complainant and accused individual. The decision of the Board of Trustees will be final and conclude the grievance process.
IV. Prohibition against Retaliation
Any person who participates in the Title IX reporting and investigation process, either as a complainant, witness, or other party, may do so without fear of retaliation. Retaliation by any College employee or student is prohibited and grounds for disciplinary action, up to and including discharge or expulsion from the College.

V. Prevention and Education
In addition to online Title IX training for student and staff, the College hosts a number of public awareness events including information on safe and positive options for bystander intervention and information on risk prevention. During these events, if students or employees disclose incidents of sexual violence or misconduct, these expressions are not considered notice to the College of sexual violence, dating violence, domestic violence, and/or stalking for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for additional campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.

VI. Amnesty
The College encourages reporting and seeks to remove any barriers to reporting by making the reporting procedure transparent and straightforward. PCCC recognizes that an individual, particularly a student, who has been drinking or using drugs at the time of the incident, may be reluctant to make a report of sexual misconduct or harassment for fear of being charged with other college policy violations. An individual who reports sexual misconduct either as a complainant or a third party witness, will not be subject to disciplinary action by the College for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

VII. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request of confidentiality.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students and employees. The College will weigh any request for confidentiality against the College’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim.

The College has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual misconduct.
When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual nature or other violence against the victim or others, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action even though the victim has requested confidentiality.

If the College determines that it cannot maintain a victim’s confidentiality, the Title IX Coordinator will inform the victim as soon as practical after making that determination and will, to the extent possible, only share information with people responsible for handling the College’s response.

The College will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. **Retaliation against the victim will not be tolerated.**

**VIII. Options for Assistance Following an Incident of Sexual Misconduct**

**1. 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 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 may 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 with a list of local community resources:

- 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

2. Interim Measures

Interim measures are those services, accommodations, or other assistance that the College puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. We want students, employees and visitors to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational and employment opportunities. We also want students and employees to understand their reporting options and how to access available interim measures. The College encourages victims of sexual misconduct to report those incidents to the Title IX Coordinator. The College recognizes that sexual violence, dating violence, domestic violence, and/or stalking is traumatic and may leave victims feeling overwhelmed and confused. This document seeks to provide clear guidance regarding available resources and who can help in securing them.

The College shall also ask victims what measures are sought. The College determines which measures are appropriate for a particular victim on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational and employment opportunities. If the victim or advocate identifies an interim measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances where interim measures affect both a victim and the alleged perpetrator, the College will minimize the burden on the victim wherever appropriate.

The following list of possible interim measures will be considered by the College when appropriate:

- Academic accommodations to address the possible adverse effects of sexual misconduct on a victim’s academics, it may be possible to secure time-limited academic accommodations, such as rescheduling an exam or an assignment or transferring to another section of the lecture or lab or more long term academic accommodations, such as incompletes for the course, withdrawing the campus or taking a leave of absence.
The College will work with victims to identify what interim measures are appropriate in the short term, and will continue to work collaboratively throughout the College’s process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures are necessary to keep the victim safe.

IX. 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, terrorist threats, stalking, and burglary committed by a current or former spouse of the victim; a person with whom the victim shares a child in common or where one of the parties is pregnant or anticipates having a child in common; 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 student/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 individual’s ability to participate in work or education related activities and programs.

- **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: Prostitution 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 ones communicated via 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.

### 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 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.
Children on Campus Policy (Board Policy F103)

Children shall not be brought onto the grounds of the College unless they are participating in special activities or courses sponsored by the College. Children may not attend classes with their parent or guardian. Children may not be left unattended in any College facility at any time nor left with any staff or faculty member. At no time are children allowed in labs, construction/repair sites, or other areas where potential hazards exist. There may be occasions when brief visits to the College by children of students may be appropriate. Children may visit College offices and facilities, other than classrooms and lab, when accompanied by their parent or guardian for limited periods of time when their parent or guardian is conducting routine business at the College.

In the event a child is found to be unsupervised on college grounds, the College will attempt to contact the child’s parents or guardians. In the event that the College is unable to contact the child’s parents or guardians, then the College will contact law enforcement.

Employees are prohibited from bringing children to the College during the employee’s scheduled work hours.

Any student infraction of this policy shall be reported to the Dean of Student Affairs and Services for discipline in accordance with the Student Code of Conduct.

Employees who violate this policy may be directed to leave work to attend to their children and shall be subject to discipline in accordance with current policies.

For purposes of this policy, children are defined as individual under the age of 16.

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.

l. After the hearing, the Judicial Affairs Committee shall determine by majority vote whether the student has violated each section of the Student Code of Conduct that the student is accused of violating. The Judicial Affairs Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct. The Committee will make a written recommendation to the Dean of Student Affairs about possible appropriate sanctions, if any violations of the Student Code of Conduct are found.

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.
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 Catalog 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. 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 application. The Graduation application can be obtained at the Center for Student Success, 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 to bring to your appointment with your department chairperson.

2. Submit the graduation application to the Registrar’s Office before registering for your final semester.

3. Once the graduation application is 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 graduationapp@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 and Transfer Services (973) 684-5568
Center for Student Success (973) 684-5524
Center for Violence Prevention (973) 684-8093
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
Learning Resource Center (973) 684-5877
Disability Services (973) 684-6178
Student Activities (973) 684-7191
Student Advocacy (973) 684-5554
Veteran Services (973) 684-6203
**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