



2018–2019 STUDENT HANDBOOK

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Letter from the President

Dear Student:

Welcome to Warren County Community College. WCCC is a vibrant, caring institution dedicated to your personal goals and success. WCCC enjoys an excellent reputation for quality programs, personalized service, and a commitment to the community it serves. We are pleased that you have chosen WCCC to meet your higher education goals.

This Handbook is designed as one of the references that you may use to learn more about College services and student-related policies. While this Handbook is extensive, it is not exhaustive. You are encouraged to contact the appropriate College officials for further assistance or visit the College's website at www.warren.edu. Office locations and phone numbers are found throughout the Handbook. Our dedicated faculty and staff pride themselves on a personal commitment to student success, so please never hesitate to ask one of us, including the president, for assistance!

Therefore, I invite you to contact me personally or to stop by my office if I can be of any assistance in your pursuit of your academic goals at WCCC!

Sincerely,

Dr. Will

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2018-2019 Academic Calendar

Fall 2018 Term

Labor Day, College Closed	Monday, September 3
Last day for 100% Refund.....	Tuesday, September 4
Classes Begin.....	Wednesday, September 5
Last Day to Add Classes	Tuesday, September 11
Last Day to Drop with 80% Refund	Tuesday, September 11
Last Day to Drop with 50% Refund*	Tuesday, September 18
In-Service Day- No Classes	Monday, October 8
Mid-term grades submitted by Faculty.....	Friday, October 26
Last day to Withdraw with "W" grade	Friday, November 9
No classes.....	Wednesday, November 21
Thanksgiving Holiday-College Closed	Thurs. Nov. 22- Sun. Nov. 25
Last Day to Withdraw (WP or WF).....	Wednesday, December 12
Classes End	Wednesday, December 19
College Closed	Monday, December 24 – January 1, 2019
Final Grades submitted by Faculty	Wednesday, January 2, 2019

Spring 2019 Term

Martin Luther King Day, College Closed	Monday, January 21
Last Day for 100% Refund	Tuesday, January 22
Classes Begin.....	Wednesday, January 23
Last Day to Add Classes	Tuesday, January 29
Last Day to Drop with 80% Refund	Tuesday, January 29
Last Day to Drop with 50% Refund*	Tuesday, February 4
In-Service Day- No Classes	Friday, March 15
Graduation applications due.....	Friday, March 15
Mid-term grades submitted by Faculty.....	Friday, March 15
Spring Break-No Credit Classes	Monday, March 18-
College offices/library open).....	Friday, March 22
Last day to Withdraw with "W" grade	Friday, April 5
College Closed	Saturday, April 20- Sunday, April 21
Last Day to Withdraw (WP or WF).....	Thursday, May 9
Classes End.....	Thursday, May 16
Graduation	Saturday, May 18
Final Grades submitted by Faculty	Friday, May 17

*No refunds after this point.

Summer 2019 – Check with Student Services for specific start and end dates.

Directory

Academic Affairs/Faculty	(908) 835-2310
Book Store	(908) 689-0190
Business Office	(908) 835-2328
Campus Operations	(908) 835-2330
Continuing Education	(908) 689-7613
Financial Aid	(908) 835-2456
Human Resources/Title IX Officer	(908) 835-2345
Information Technology	(908) 835-2320
Instructional Support Center	(908) 835-2354
Library.....	(908) 835-2336
Operator	(908) 835-9222
President's Office.....	(908) 689-7618
Security	(908) 835-2455
Student Services	(908) 835-2300

President's Office

Dr. William Austin (President)	
Jean Vasko (Sr. Confidential Executive Assistant to the President)	vasko@warren.edu

Full-time Faculty/Teaching Administrators

Dr. Lori Antonelli (Education).....	antonelli@warren.edu
Ralston Bartholomew (Science).....	rbartholomew@warren.edu
Brian Bradford (English)	bradford@warren.edu
Marilyn Brooks-Lewis (Business & Technology)	mbrookslewis@warren.edu
Tracy DiTolla, (Art & Advisement)	tditolla@warren.edu
Kerry Frabizio (English).....	kfrabizio@warren.edu
Dr. Jennifer Harrison (Sociology)	jharrison@warren.edu
Karen Hillyer (Communications).....	khillyer@warren.edu
Dr. Al Himsl (Science).....	himsl@warren.edu
Richard Homa (Computer Graphics/ Technology)	homa@warren.edu
Susan Howey (Mathematics)	howey@warren.edu
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John Peppas (Pathways & Business)	jpeppas@warren.edu
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Dr. Joseph Phillips (Mathematics)	phillips@warren.edu
Lori Podstupka King (History).....	lking1@warren.edu
Debra Schrek (Nursing)	dschrek@warren.edu
Sarah Terry (Mathematics & Economics)	sterry@warren.edu
Lisa Troy (Mathematics)	troy@warren.edu
BJ Ward (English)	ward@warren.edu
Dr. Nancy Wilson-Soga (Social Science)	soga@warren.edu

Academic Affairs

Elizabeth Uporsky (Administrative Asst.).....	euporsky@warren.edu
Jeanette Schinstine (Dual Enrollment Coordinator)	jschinstine@warren.edu
Patricia Stypolkowski (Exec. Dir. of Nursing)	pstypolkowski@warren.edu
Dr. Marianne Van Deursen (VP of Academics)	vandeursen@warren.edu
Tiffani Warren (Dean of Learning & EOF Director)	twarren@warren.edu

Advancement

Samir Elbassiouny
(Exec. Asst. to President for Advancement) selbassiouny@warren.edu

Student Services

Marvel Abaquita (System Administrator) mabaquita@warren.edu
Sharon Adams (Student Services Assistant)..... sadams@warren.edu
Jeremy Beeler (VP of Student Services) jbeeler@warren.edu
Meghan Cote (EOF Coordinator/Recruiter) mcote@warren.edu
Jacqueline Daly (Director of Financial Aid) jdaly@warren.edu
Ashleigh Fox (Financial Aid Assistant) afox@warren.edu
Rebecca Mellinger
(Academic Advisor & Disabilities Coordinator) rmellinger@warren.edu

Library, ISC and IT

Rose Lynch (ISC Coordinator) lynchr@warren.edu
Lisa Stoll (Coordinator of Library) lstoll@warren.edu
IT Help Desk support@warren.edu

Campus Operations/HR/Research

Dennis Florentine (Dean of Administration) dflorentine@warren.edu
Eileen Barto (Purchasing Technician) barto@warren.edu
Nikki Dadarria (Research Associate) ndadarria@warren.edu
Mohamed Elganar (Senior Custodian)..... melnagar@warren.edu
Sharon Hintz (Director of Human Resources/
Affirmative Action & Title IX Compliance Officer) hintz@warren.edu
Marie Jones (Campus Operations Assistant) mjones@warren.edu
Joshua Padilla (Senior Custodian) jpadilla@warren.edu
Melvin Warren (Coordinator of Public Safety) mwarren@warren.edu

Business Office

Barbara Pratt (VP of Finance & Operations) pratt@warren.edu
Michelle Guarriello (Accounting Tech. & Accts. Payable) mguarriello@warren.edu
Mindy Marinelli (Acct. Tech/Cashier) marinelli@warren.edu
Sara McGuire (Financial Analyst/Veterans Coord.)..... smcguire@warren.edu
JoAnn Schaible (Accountant) schaible@warren.edu

Continuing Education

Eve Azar (VP of Corporate & Continuing Ed) azar@warren.edu
Karen Boyle (Administrative Assistant) boyle@warren.edu
Dianne Czar (Coord. of Allied Health) czar@warren.edu
Barbara McFarlane (Administrative Assistant) bmfcarlane@warren.edu

Academic Advising

Academic Advisors are located in the Office of Student Services. Advisors are available to work with students to explain WCCC program requirements, career options and transferring, as well as the WCCC schedule and the registration process. Students are strongly encouraged to meet with an Advisor during their first semester to create an Academic Plan and to set academic and career goals. Regular meetings with the Advisor throughout your time at WCCC to refine the plan and/or goals are highly recommended. After the first semester, students making academic progress are able to register for the next semester of classes on-line through MY WARREN. Advisors within the Office of Student Services are available to assist you with the registration process on a “walk-in basis” anytime during hours of operation. The Office of Student Services may be reached at (908) 835-2300.

Course requirements for degree or certificate programs are included in the College Catalog. Students are responsible for being aware of the academic policies of the College as contained in this Handbook and the College Catalog, which are available on the web.

Academic Affairs

The Division of Academic Affairs coordinates faculty activities at the college. Students may visit this office to obtain contact information for instructors, leave assignments for instructors, file an academic complaint or obtain information regarding a course or a syllabus.

Accreditation

Warren County Community College is accredited by the Middle States Commission on Higher Education (MSCHE), located at 3624 Market Street, Philadelphia, PA 19104-2680. They can be reached at (267) 284-5000 or through www.msche.org. MSCHE is one of six regional accrediting agencies by the Council on Higher Education Accreditation (CHEA) and serves the US mid-Atlantic region.

Alcohol and Substance Abuse Policy

Warren County Community College will make every effort to provide a learning environment that is free of the problems associated with the unauthorized use and abuse of alcohol and other controlled substances. The College recognizes the dangers posed by the abuse of alcoholic beverages, prescription drugs and will follow and enforce all state and federal law governing possession, use and sale of alcoholic beverages, prescription and illegal drugs.

- A. Students and employees are prohibited from bringing onto the campus or using alcohol, offering or selling prescription or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use

- rule can be applied by direction of the President or designee in specific circumstances and in designated campus areas. Permission shall be received in writing from the President or designee in advance of any event.
- B. The Vice President of Student Services and Director of Human Resources shall provide appropriate material to be distributed to all students and employees explaining state and federal laws on the use, possession and sale of alcohol, prescription and illegal drugs on and off campus, at College activities and prepare educational programs on alcohol and drug abuse.
 - C. Students who violate state or federal law or the College alcohol or drug policy on campus or at College activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Grievance and Disciplinary Procedure and, where appropriate, referred to counseling.
 - D. Employees who violate state or federal law or the College alcohol and drug policy while on campus or at College activities off campus are subject to prosecution by local, state and/or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate reference to counseling.
 - E. The Vice President of Student Services and Director of Human Resources shall provide professional referral services for counseling and assistance programs for students and employees with alcohol and drug problems.
 - F. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$100,000 and students who are Pell Grant recipients must notify the College within five days of any criminal drug statute conviction for violation occurring on or off College premises while conducting College business or activities. The College shall, within ten days after receiving such notice, inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction. Appropriate disciplinary action shall be taken against such employee or students. Employee or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

Alumni Association

The mission of the Warren County Community College's Alumni Affairs Association is to cultivate a mutually beneficial relationship between the College and its alumni. It seeks to perpetuate a sense of pride in and commitment to the College by highlighting and promoting the advancement of WCCC graduates. If you are interested in serving on various committees and events being organized by the Office of Alumni Affairs, please contact Samir Elbassouny at (908) 835-2334.

Anti-Harassment Policy

The College maintains a strict policy prohibiting harassment or discrimination based on sex, race, age, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, civil union status, veteran status, sexual orientation, gender, gender identity, genetic characteristics or information, and any other basis protected by applicable federal, state or local law. All such harassment is prohibited. The College's anti-harassment policy applies to all employees, students, executives, officers, Trustees, Foundation Directors, independent contractors, visitors to the College and third parties.

The College's anti-harassment policy applies throughout the campus, exterior locations, on-line and to all college activities. If harassment occurs by someone not employed by or enrolled at the College, the procedures in this policy should be followed as if the harasser were an employee of the College. If such is the case, the College will strive to be sensitive to such concerns.

No one at Warren County Community College should feel obligated to tolerate harassment in any form. Warren County Community College will act to eliminate harassment in the workplace and on the campus. Persons who engage in prohibited harassment are subject to disciplinary action, up to and including possible termination. Anyone who has witnessed or who is a victim of alleged harassment should immediately report the matter to the Title IX/Human Resources Office or the Student Services Office in accordance with the Complaint Procedure for issues of possible discrimination or harassment (see below).

The College recognizes that as an academic institution devoted to the pursuit of academic learning, there may be instances where exposure to sensitive topics relating to the above protected characteristics may occur, such as in art, sociology, history and other classes. The College maintains an open-door policy with respect to student and faculty concerns relating to such topics and strives to fulfill its academic mission in a professional manner.

All persons are prohibited from engaging in sexual harassment at Warren County Community College. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and exposure to visual, verbal or physical conduct of a sexual nature. Sexual harassment also exists when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive workplace or campus environment.

The following examples are a partial list of the types of conduct that may constitute sexual harassment (depending on the circumstances):

- Unwelcome/unwanted sexual advances
- Propositions or requests for sexual favors
- Repeated unwelcome requests for dates
- Derogatory comments based on gender
- Other sexually suggestive gestures or physical movements
- Off-color jokes or innuendos; obscene, lewd or suggestive language; or sexually oriented or explicit remarks (including questions, comments or gossip about sexual conduct, experiences, prowess or deficiencies)
- Inappropriate or sexually suggestive touching, such as grabbing, groping, fondling, kissing, brushing up against another's body, stroking someone's hair, or rubbing or massaging someone's neck or shoulders
- Posting, displaying or distributing any sexually oriented, sexually explicit or demeaning materials (such as posters, calendars, videos, photographs, graffiti, cartoons, figurines, e-mails, etc.)
- Standing too close, leering, staring or stalking; or other verbal or physical conduct that is of sexual nature or that is based on gender

Prohibited sexual harassment also includes any effort by a person in authority to use his or her position or authority to control, influence, or affect the career, academic status, grades, salary, employment, or terms and conditions of employment of an employee or student in exchange for sexual favors.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment is prohibited whether it involves a co-worker, student, instructor, supervisor, manager, trustee or by persons doing business with or for the College.

Report All Forms of Discrimination or Harassment

Everyone has a responsibility to maintain a workplace and campus free of any form of discrimination or harassment. Anyone who believes he or she has witnessed or is being subjected to discrimination or harassment on campus or at a College activity should immediately report the matter to the Office of Student Services or Human Resources/Title IX Office in accordance with the Complaint Procedure below, or in any other manner reasonably calculated to inform the College.

Complaint Procedure – Discrimination or Harassment

Maintaining a harassment-free workplace and campus requires the cooperation of all individuals. It is very important for all persons to report to the College any workplace or campus conduct they believe is improper regardless of the identity of the alleged harasser or whom the harassment is directed at.

To encourage persons to bring forward any concerns they may have about possible discrimination or harassment, the College prohibits retaliation against anyone who makes such a complaint or who is involved in the investigation of

such a complaint. Persons who believe they have suffered or witnessed retaliation must report the matter immediately to the Office of Student Services or Human Resources/Title IX Office. Anyone who engages in retaliation is subject to disciplinary action, up to and including possible termination.

The College's complaint procedure provides for an immediate, thorough and objective investigation of any discrimination or harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedial action.

Persons who believe they have been harassed or discriminated against in the workplace or on campus, including by persons doing business with or for the College, should provide a written or oral complaint to Human Resources/Title IX Office as soon as possible. The complaint should include details of the alleged incident(s), names of individuals involved, and the names of any witnesses. The Office of Student Services must immediately refer all harassment complaints to the Human Resources/Title IX Office.

Investigation Procedure

All complaints of possible discrimination and/or harassment will be treated seriously and promptly investigated, even if the alleged victim expresses a desire that the College not investigate. That is the law. The investigation will be as confidential as possible, consistent with the need to conduct an investigation. The College will immediately undertake or direct an effective, thorough and objective investigation of the discrimination and/or harassment allegations.

All complaints of harassment and discrimination should be promptly reported to the Human Resources/Title IX Office for investigation or referral to the President, Board of Trustees Chairperson or Vice Chairperson, as outlined here:

- Complaints of harassment against the President will be referred by HR to the Board of Trustees Chairperson and Vice Chairperson for investigation with qualified outside counsel.
- Complaints of harassment against a Board of Trustees member will be referred by HR/Title IX Officer to the President. The President will report the complaint to the Board of Trustees Chairperson or Vice Chairperson (in the event of conflict) for investigation with qualified outside counsel.
- Complaints of harassment against a College Official or a Human Resources Official will be referred by the Office of Student Services to the President for investigation with qualified outside counsel.
- All other complaints of harassment will be referred by Student Services to the Human Resources/Title IX Office for investigation.

All investigations shall be conducted as soon as is practicable, and reported for appropriate action, if any, pursuant to applicable personnel policies and student conduct codes. The investigator shall interview the complainant, the person alleged to have engaged in a violation of this policy and any other persons who

witnessed the alleged conduct or similar conduct forming the basis of the complaint. The investigator shall make written factual findings and credibility assessments, and then forward a report to the College attorney or Chairperson of the Board of Trustees (or Vice-Chair in the event of conflict) or President for legal counsel and evaluative assessment. A special emergency session of the Board may be convened to determine appropriate disciplinary and remedial action, if any, subject to applicable notice, personnel policies, procedures and regulations. All investigative materials are deemed confidential and are not subject to disclosure, except as otherwise required by law.

The investigation will be completed and a determination regarding the allegations will be made and communicated to the person who complained and the accused party.

Disciplinary or Other Remedial Action

If the College determines that discrimination or harassment has occurred, the College will take effective remedial action commensurate with the circumstances. Appropriate action may be taken to deter any future wrongful conduct, as well as future monitoring of any individuals alleged to have violated the policy.

If a complaint of discrimination or harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the accused party will be communicated to the person who complained.

False Claims of Harassment or Discrimination

Anyone who makes an intentionally false claim of harassment or discrimination will be disciplined according to College policy, up to and including termination.

No Retaliation

The College will not tolerate retaliation against any individual because he or she has made a good faith complaint of harassment or discrimination to the College or has filed a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state discrimination statutes or at other hearings regarding protected civil rights. The College also prohibits retaliation against someone closely related to or associated with the person exercising such rights. Examples of retaliation may include, but are not limited to, hostile conduct toward an individual who participated in protected activity. Such conduct includes, but is not limited to, verbal or body language which is threatening or expresses or suggests disapproval or hostility; failure to cooperate in workplace procedures; or sudden unfounded disciplinary action not based on actual job or academic performance. If you are unclear as to what kind of activity may be prohibited retaliation, contact Human Resources immediately.

The College's Complaint Procedures provides for an immediate, thorough and objective investigation of any claim of unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If you believe that you have been retaliated against because of your opposition to a practice you reasonably believe to be discriminatory or because of your participation in a hearing or proceeding regarding alleged unlawful discrimination, you should provide a written or oral complaint to Human Resources as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation which are reported to management will be investigated. The College will immediately undertake and direct an effective, thorough and objective investigation of the retaliation allegations. The investigation will be as confidential as possible, consistent with the need to conduct an investigation. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the person who complains and to the person(s) accused of retaliation.

If the College determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or participation in a proceeding related to alleged discrimination, the College will take effective remedial action appropriate to the circumstances. The College will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the person responsible for the retaliation will be communicated to the person who complained.

Bookstore

The College bookstore is operated by Follett Higher Education Group and is open from 9:00AM to 5:00PM Mondays through Thursdays, and 9:00AM to 3:00PM on Fridays. For the convenience of students, textbooks can be purchased on the web at www.warrencountyshop.com. The bookstore may be reached at (908) 689-0190.

The bookstore provides new, used and rental textbooks. In addition, e-Books are available for certain courses. Please consult MY WARREN for the text requirements for your course. Textbook receipts are required for all returns. Returns must be made within the timelines set by the bookstore.

Cafe

The Eagles Nest Café is available for breakfast, lunch, dinner and snacks. Menu options include sandwiches, hot entrees, beverages and desserts. The Café also handles catering options for groups on campus. Visit the Café for information on hours and catering options.

Campus Security Act and Right to Know Regulations/Crime Awareness

Consistent with the Federal Crime Awareness/Campus Security Act and current Student-Right-To-Know regulations, the Board of Trustees has adopted several policies regarding the reporting of crimes, crime prevention, and the availability of information. For more information regarding crime, security, availability of information and related matters, students are advised to contact the Office of Campus Operations at (908) 835-2330.

Campus Sexual Assault/Victim's Bill of Rights

Warren County Community College is committed to ending all forms of interpersonal violence. This policy covers the topics of sexual assault, domestic violence, dating violence and stalking in accordance with the Violence Against Women Act of 2013. Sexual assault, domestic violence, dating violence, and stalking are crimes and can be reported to the police, by calling the WCCC Security Department at 908-835-2455 or 911. Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by this federal law. The WCCC Anti-Harassment Policy (Policy 201.1) prohibits sexual harassment or sexual violence and provides reporting procedures. WCCC offers support to victims of interpersonal violence, including assisting victims in accessing resources on and off campus.

When incidents of sexual harassment and/or sexual violence, domestic violence, stalking, and dating violence occur and are reported to campus security authorities, WCCC will take immediate and effective steps to end sexual harassment and sexual violence, including but not limited to contacting the police. In addition, retaliation against individuals who report sexual harassment and/or sexual violence and/or who participate in college conduct hearings will not be tolerated and will be addressed through the College's judicial process. Retaliation includes, but is not limited to: intimidation, threats, coercion, and/or discrimination perpetrated directly, indirectly, and/or through third parties, which involves any type of media, social media, texting, emails, and/or other electronic communications, etc.

Questions about WCCC's Anti-Harassment Policy and Title IX procedures can be directed to the Human Resources Director / Affirmative Action Officer / Title IX Compliance Officer, at, 908-835-2356. The office is located in Room 125 on the Washington campus.

NJ Victim's Bill of Rights

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.

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:
 - a) report crimes if the victim does not wish to do so
 - b) report crimes as lesser offenses than the victim perceives the crime
 - c) refrain from reporting crimes
 - d) refrain from reporting crimes to avoid unwanted personal publicity

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

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

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 receive 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
- to be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted

Campus Intervention Rights:

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

Violence Against Women Act of 2013

The following definitions will assist with interpreting the College's response to Crimes of Domestic violence, sexual violence and sexual assault:

Domestic Violence – Domestic violence, pursuant to New Jersey statutes includes one or more offenses, such as physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault or the infliction of fear of imminent physical harm, bodily injury or assault between family members, household members, residents sharing living space or dating relationships. Community members will be held accountable for actions involving any violations of the domestic violence statutes. When notified, the College will comply with any protective, restraining orders or other court orders.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the relationship is determined by consideration of length of relationship, type of relationship, and frequency of interaction.

Stalking – Course of conduct directed at a specific person that would cause a reasonable person to fear for safety of self or others or suffer substantial emotional distress. Stalking behaviors are sometimes characterized as persistent and frequent unwanted in-person contact, surveillance, and unwanted telephone or other electronic contact.

Consent – Voluntary, positive agreement between the participants to engage in specific sexual activity.

Victims often have difficulty reporting sexual violence for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, and/or fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents.

All College administrators, faculty, staff, and employees are compelled to report any alleged incidents to the Director of Human Resources /Affirmative Action Officer/Title IX Compliance Officer (HR Director) at (908) 835-2356. The office is located in Room 125 on the Washington campus. In the case of an immediate emergency, contact Campus Security at (908) 835-2455.

General Informational Guidelines for Victims of Sexual Violence

The following information provides guidelines to follow should sexual violence occur.

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence – The victim should not shower, bathe, or wash any part of your body. Do not use the toilet or douche. Do not change clothing, brush your teeth or gargle, or comb your hair.
- Seek medical attention. If you were sexually assaulted, your healthcare provider can provide additional guidance to assist you. You also can have evidence collected at a hospital emergency department. Evidence collection should occur as soon as possible.
- Request an advocate. An advocate will provide information about resources and options for reporting the crime, seeking medical care, counseling, and other services. Advocacy Services are free and confidential and are available 24 hours a day, 7 days a week. Advocates are available through the **Domestic Abuse & Sexual Assault Crisis Center of Warren County at 908-453-4181 or 866-6BE-SAFE [623-7233]**.
- Contact the police – Sexual assault, domestic violence, dating violence, and stalking are crimes. It is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the County Prosecutor.

Resources to Assist Victims

In the case of sexual assault, domestic violence, dating violence or stalking incident(s), a victim is encouraged to access the following support services:

1. **WCCC Campus Security at 908-835-2455 (Washington) or 908-878-0202 (Phillipsburg):** This office will immediately contact the local police. The local Police will take immediate and appropriate action to investigate any allegation of sexual assault and, if evidence exists, will take appropriate action to end the sexual violence and prevent its recurrence. **In cases requiring urgent measures, victims should contact the local police by dialing 9-1-1.** Ensure that the victim is in a safe and secure environment, and encourage him/her to preserve all physical evidence. Even if the allegation is deemed not subject to a criminal investigation, the College will initiate its policies and procedures regarding any complaints. Campus Security/Campus Operations and Student Services are available for consultation and/or support with

regard to questions concerning procedures and services that are available for sexual assault/violence victims. Campus Security are available to provide escort services to victims who are victims of sexual assault/violence, upon request of the victim.

2. **Medical Attention:** If the alleged abuse or assault occurred within the last seventy-two hours, encourage the victim to seek medical attention at a nearby hospital. Each hospital has the facilities and expertise to conduct medical-legal examinations, even if the victim prefers not to prosecute. This step is important, so that s/he receives proper assessment and treatment of any physical injuries sustained in the assault.
3. **Counseling/Advocacy Services:** The Domestic Abuse & Sexual Assault Crisis Center of Warren County is available to students to provide confidential counseling services at 908-453-4181 or 866-6BE-SAFE [623-7233].

Student Conduct Policies and Procedures

The crimes of rape, sexual assault, domestic violence, dating violence, and stalking, when perpetrated by students are in violation of this policy and WCCC Standards of Community Conduct (Policy 304.3). The WCCC Standards of Community Conduct applies at all college campuses/locations and may also address off campus student misconduct when a student's behavior affects a substantial college interest. Violations of college conduct policies are adjudicated in accordance with the Non-Academic Conduct Grievance Policy. These policies are contained in this Handbook, which can also be accessed under "Quicklinks" on the College's homepage (www.warren.edu).

The Office of Student Services is the primary office responsible for administering the judicial aspects of the WCCC Standards of Community Conduct and related policies. These policies articulate the behavioral standards and the due process employed by the College to respond to allegations of student misconduct. Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the College.

If you have additional questions, special needs, or wish to request a hard copy of the Student Handbook containing the College's policies and procedures, please contact the Office of Student Services at 908-835-2300.

Reporting A Claim of Sexual Assault/Sexual Violence or Domestic Violence

Should a claim of sexual assault be reported to Campus Security, that office will contact and refer the information to local law enforcement as necessary.

Students or members of the community may report a claim or allegation directly to the Director of Human Resources Director/Affirmative Action Officer/Title IX Compliance Officer Sharon Hintz (HR Director) at (908) 835-2356. Her office is located in Room 125 on the Washington campus.

Should students or members of the community report a claim of sexual assault/sexual violence to a WCCC employee or contractor, that individual has **an obligation to immediately report the matter to the HR Director/Title IX Compliance Officer**. If the HR Director is not available, the employee or contractor should report the matter to a College Administrator or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the HR Director for further investigation.

If there is reason to believe that a student has sexually assaulted another person and the College has sufficient information to file a student conduct referral, action will be taken within the student conduct system, regardless of whether the case is pursued by the victim or under state, criminal, or civil codes.

The HR Director/Title IX Officer, in conjunction with the Public Safety Coordinator, will lead the investigation with other college employees for any violations of sexual assault/sexual violence. These individuals will use appropriate resources, to document and investigate the matter. Once the investigation of a claim is complete, the case will be referred to the Vice President of Student Services for determination of any internal judicial process necessary in the matter. Possible college sanctions for rape, sexual assault, domestic violence, dating violence, and/or stalking include, but are not limited to: suspension, and/or expulsion from the College. Students found in violation of the College's Sexual Assault/Sexual Violence Policy also may be assigned developmental and educational interventions designed to promote greater awareness, improved decision-making, and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the Vice President for Student Services may implement an Interim Suspension of the student.

All reports of sexual assault/sexual violence will be treated with confidentiality and respect for the privacy of the reporting individual(s). Information concerning student conduct proceedings including the outcome of any student conduct hearing related to violence shall be available to the victim at the same time the information is provided to the alleged perpetrator.

In addition, retaliation against individuals who report sexual harassment and/or sexual violence and/or who participate in college conduct hearings will not be tolerated and will be addressed through the College's internal judicial process. Retaliation includes, but is not limited to: intimidation, threats, coercion, and/or discrimination perpetrated directly, indirectly, and/or through third parties, which involves any type of media, social media, e-mail, texting, and/or other electronic communications, etc. Issues of retaliation will be investigated by the Director of HR/Title IX Compliance Officer. Issues where there are immediate threats made

to a person or persons will be immediately referred to Campus Security and local law enforcement.

Right for Legal Protection

The rights of victims also include the right to obtain legal protections, including:

- Orders of protection;
- No contact orders; and
- Restraining orders.

Individuals who apply for or obtain a protective or restraining order that lists Warren County Community College campuses or other facilities as protected areas, should provide the Campus Safety Department with a copy of the related petition and declarations and/or the temporary or permanent protective or restraining order. The College shall accommodate the terms of the protective or the restraining order.

Information and Training

WCCC will offer periodic sexual violence information programs and training for primary and ongoing prevention and awareness to students and employees in compliance with the Violence Against Women Act. Questions about WCCC's Anti-Harassment Policy and Title IX procedures can be directed to the Human Resources Director / Affirmative Action Officer / Title IX Compliance Officer, at, 908-835-2356. The office is located in Room 125 on the Washington campus.

Career Development Services

An important function of a college education is to prepare students to create a career plan. Career planning helps students prepare for and explore career pathways. With proper planning and research, students will develop a career plan that is best suited to their goals both personally and professionally.

We offer:

- **FOCUS2 Career Assessments:** This-self-paced career guidance tool suggests careers for students to explore based on their responses. Students obtain the "access code" in the Office of Student Services to take the assessments online.
- Personal career advising to assist students in making appropriate college major choices, determining career options, and formulating plans.

Career planning requires time and may be accomplished by using a variety of resources and seeking input from many sources. The library may also be a good resource for you to conduct self-directed Internet research on colleges, careers, jobs internships, financial aid and scholarship programs. If you have any questions about the career development process, please feel free visit Student Services or call us at (908) 835-2300.

Change of Address/Name

Students who need to change their record to reflect a new address, email, telephone number, or name should complete a Change of Name/Address form with the Office of Student Services. Official documentation is required for a change of name (e.g. marriage certificate). Students also may update personal information on MY WARREN or print the form from the WCCC website.

Change of Major

Students wishing to change a major or declare a program of study must complete a Change of Major Form, which is available in the Office of Student Services and on the WCCC website. Although students are allowed to change their program of study at any time, they are encouraged to meet with an Academic Advisor to discuss any change in their academic plan.

Clubs and Organizations

The College encourages students to form and participate in clubs and organizations on campus that promote the development of career, academic, social and other interests. Student clubs and organizations are formed by and for students of Warren County Community College according to Board approved policies and procedures. Clubs and organizations must be recognized annually. Students may obtain the Student Club and Organization Guidelines in the Student Services Office. A list of recognized clubs is posted under the “Students” section of the website.

Complaint Procedure

Warren County Community College is committed to providing an environment that encourages open and effective communication and respect for all members of the college community. From time to time disputes may arise that need resolution. In these instances, WCCC encourages all students to first direct the concern to the individual or department/area with whom the concern resides. Students should stop by the Office of Student Services or the Office of Academic Affairs if they have a question as to who should be contacted about a concern.

Most concerns should be resolved through an open, honest dialogue between the persons involved. In cases where that may not be possible, the Student Complaint Procedure can assist in facilitating a resolution.

Definition of Student Complaint

A complaint is a student initiated complaint about the treatment of the student by an employee or contractor of the College. The Student Complaint Process can be used when the concern **does not** fall into one of the current complaint/appeal categories:

- a) Complaints regarding intimidation, harassment, bullying, inappropriate sexual contact or sexual assault: Any of these claims should be **immediately** forwarded to the Director of Human Resources/Title IX Compliance officer.
- b) Appeal of Financial Aid: An appeal of financial aid is done through the formal Financial Aid Appeal Form and Process.
- c) Request for a grade change or grade reconsideration: This is done through the Grade Change Request Form and Process.
- d) Request for a late refund, forgiveness of charges or medical withdrawal. This is done through the Special Considerations Form and Process.
- e) Complaints about Federal, State or local statutes, rules, regulations or requirements that are beyond the scope of something that can be resolved by the College.

A complaint may not be submitted on behalf of another person unless the complainant is incapacitated and unable to complete the form.

Procedure

- 1) The student shall complete a Student Complaint Form and direct it to the Vice President of Finance and Operations. The form must be signed and include an e-mail address for subsequent follow up. In order that a timely resolution can be made in this matter, the form should be submitted within 5 business days of the incident or activity.
- 2) The Vice President or designee shall submit an acknowledgement to the Complainant within 3 business days and indicate either a) a resolution to the process or b) the next step in the process for a resolution and a projected timetable.
- 3) Once a resolution to the process provided, the complaint will be considered addressed and closed.

Copyright Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to

five years and fines of up to \$250,000 per offense. The full Copyright Policy can be found at www.warren.edu under Student Disclosure Information.

Disability Services

The Disability Services Office is committed to assisting students with disabilities reach their personal and educational goals by ensuring equal access, providing reasonable accommodations and support services to participate fully on campus.

Students may request support from the Disability Services Office as soon as they apply to the College. We recommend students start this process before the beginning of the semester to allow sufficient time for review and advisement. Requests for academic accommodations are reviewed in the order in which they are received and may take up to two weeks.

If you have any special needs (learning, psychological and/or physical) that may prevent you from meeting requirements for study at WCCC under standard conditions, you may request appropriate academic accommodations. To receive an accommodation, written documentation of your disability should be submitted to the Disability Services Coordinator, who will review these documents to determine accommodations that are appropriate and consistent with medical documentation for your studies at WCCC.

The documentation that you submit should include the following:

- 1) professional evaluation and diagnosis of the disability
- 2) description of how the disability affects your ability to learn
- 3) suggested learning strategies that may assist you in compensating for the disability

The evaluation and supporting documents must be completed by a professional who is qualified to diagnose the particular disability (learning consultant, psychologist or physician). Students with disabilities that have a transient impact may be asked to provide updated documentation.

A student already enrolled in courses may request academic accommodations at any time during the academic year or as soon as a disability is diagnosed.

It is the student's responsibility to request academic accommodations each semester by submitting a copy of that semester's schedule to the Disability Services Coordinator. All information provided to WCCC regarding the nature of your disability and need for academic accommodations is kept confidential. This information is filed separately from your general academic records and cannot be shared with instructors or any other individual without your written consent to do so. For further information, please contact Rebecca Mellinger, Disability Services Coordinator, in the Student Services Office, Room 117, 475 Rte. 57 W,

Washington, NJ 07882 or (908) 835-2625. The full College policy, #308 Services for Students with Disabilities, is available through the Office of Student Services.

Distance Learning

Distance Education credit courses rely on technology to deliver course content when the learner and instructor are not in the same place at the same time. Distance Education courses may be synchronous (in real time; simultaneous) or asynchronous (when students and instructor access the classroom at different times). Distance education is distinct from hybrid courses, where the instructor and students have a regular meeting schedule (usually once a week) but rely on technology to deliver a portion of the course content. Students access distance education courses using the eLearning platform through MY WARREN.

In accordance with Federal Regulations, the College has established procedures to protect student privacy and prevent any academic misconduct. These are as follows:

- a) Students and instructors are only permitted access to classes for which they are enrolled.
- b) Users must submit both a unique user ID and a password in order to access their distance education classes.
- c) Instructors or academic administrators can monitor student use and disable a user's access to a class in the case of any suspected violation of academic policies or procedures.
- d) An instructor may specify in-person assessment(s) for distance education or hybrid courses, as long as these requirements are made clear in the section syllabus. All in-person assessments must be proctored by the instructor or an authorized college representative. No additional fees shall be charged to students for the proctoring of distance education or hybrid course assessments.

WCCC verifies that a student is actively attending a distance education course prior to the disbursement of federal financial aid. Because distance education courses do not include face-to-face contact between a professor and a student, it is necessary for the college to establish standards for determining attendance for purposes of financial aid disbursement. Attendance in on-line class shall be defined as active participation in course assignments, including the completion of papers, on-line postings and exams. Merely logging into an on-line educational system **does not** constitute attendance.

Students enrolled in a distance education class who have not completed a single course assignment/exam for the class, shall receive an NF grade (Failure to Withdraw/Never Attended). Students who have stopped actively participating in the class prior to the end of the semester shall be awarded an XF grade (Failure to Withdraw/Stopped Attending) and have a "last date of attendance" (or LDA) date

recorded by the instructor. This LDA shall reflect the date the student's last assignment or exam was received by the instructor.

Any instructor or administrator concerned about the sharing, tampering or access to usernames, passwords, or distance education courses by unauthorized individuals shall report concerns immediately to the Vice President of Academic Affairs or his/her designee. This includes concerns regarding possible student fraud, plagiarism and/or other conduct specifically prohibited by college policy.

To see if Distance Learning is right for you, take the *Distance Learning Skills Survey* by visiting www.warren.edu and selecting the 'Distance Learning' *Quicklink*. Students who are self-directed and highly motivated are most likely to succeed in online courses. Orientation training is offered at the beginning of each semester to assist students using the on-line software. Distance education students are encouraged to contact the Vice President of Academics, Marianne Van Deursen, at vandeursen@warren.edu or by phone at (908) 835-2430 for individual assistance with user access or navigation within the eLearning platform. Contact an Advisor in Student Services to discuss if distance learning is right for you by calling 908.835.2300

Domestic Violence

Domestic violence pursuant to New Jersey statutes is defined as one or more offenses, such as physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault or the infliction of fear of imminent physical harm, bodily injury or assault between family members, household members, residents sharing living space or dating relationships (See Board Policy 309.1). Community members will be held accountable for actions involving any violations of the domestic violence statutes.

Warren County Community College will not tolerate domestic violence including harassment of any employee or student while on our campuses and other facilities. This includes physical, verbal and non-verbal threats, threatening behavior, related actions against WCCC employees, students, visitors, guests or other individuals by anyone on WCCC property that may result in physical or emotional injury or otherwise place one's safety and productivity at risk.

Any employee or student who threatens, harasses or abuses someone at the institution or uses college resources such as work time, workplace phones, fax machines, mail, email or other means to threaten, harass, or abuse someone may be subject to disciplinary action which may include dismissal and/or expulsion. Disciplinary action may also be taken against students or employees who are arrested, convicted or issued a permanent injunction as a result of domestic violence when such action has a direct connection to the student's performance or the employee's duties at the College.

EMERGENCY CIRCUMSTANCES

The safety of individuals on campus is essential. Should a student or employee believe that there is an immediate threat, s/he should **call the local 9-1-1 operator** and report an emergency situation. To contact emergency **from an internal college phone, the user should dial 8-9-1-1**. There are emergency phones in the Washington Campus parking lot that connect directly with the WCCC Security staff. Should an individual use one of these phones, the WCCC Security Staff shall contact the local police and report any emergency.

RESTRAINING ORDERS

Individuals who apply for or obtain a protective or restraining order that lists Warren County Community College campuses or other facilities as protected areas, should provide the Campus Safety Department with a copy of the related petition and declarations and/or the temporary or permanent protective or restraining order. The College shall accommodate the terms of the protective or the restraining order.

REPORTING AND CONFIDENTIALITY

Domestic violence victims, as well as perpetrators are encouraged to report their situation and ask for assistance. Any employee or student having knowledge of abuse from a victim or perpetrator should immediately report the matter to the Director of Human Resources / Affirmative Action Officer / Title IX Compliance Officer. If the HR Director is not available, the employee or contractor should report the matter to a College Executive or the Director of Safety and Security. That individual will gather the initial information and refer the matter to the HR Director for further investigation. The matter will be investigated and adjudicated in accordance with the College's policies and procedures.

The College will provide resource and referral information. Work schedule or academic schedule adjustments or leave may also be provided if necessary for assistance with domestic violence situations. WCCC shall make available information and programs to students and employees for the awareness on issues of domestic violence.

All reports of domestic violence will be treated with confidentiality and respect for the privacy of the reporting individual(s). There will be no reprisals taken against an employee or student solely for being a victim of domestic violence or reporting such an incident to a College official.

Dropping/Adding Courses

Students wishing to add a course after the fall and spring semesters begin may do so during the first week of class by meeting with an Academic Advisor in the Student Services Office. Students may also drop courses during the first two weeks of the semester. Courses dropped during the drop period will not appear anywhere on the student record. Refunds are available in accordance with the academic calendar. Please refer to the summer course schedule or call Student Services for further information about adding or dropping courses in the summer sessions.

Emergencies

Security is available at the main entrance of the Washington campus and the PEC. In the case of an emergency, please contact Security immediately. To contact campus security, dial 908-835-9222 ext. 0. Security may also be directly dialed at (908) 835-2455. Phones are available in all classrooms and emergency call boxes are on the Washington campus parking lots. If you assist anyone on campus in an emergency, you must inform Security or Campus Operations.

Emergency Notification System

WCCC has an automated emergency alert system referred to as RAVE. This is a self-enrollment system that permits students to receive text and email alerts in the event of an emergency or when the College has a delayed opening or closes due to inclement weather. To enroll, go to www.getrave.com/login/warren and enter the requested information. To activate your registration, you may be directed to a link you receive in your email account or enter a code received by you via text message. Please visit the College's website for more information on RAVE, security and the College's annual security report at www.warren.edu.

FERPA

College students are considered adults under F.E.R.P.A. and therefore determine who will receive information about them. Student academic information such as grades or academic standing (GPA, academic transcript, etc.) will be given to the student, regardless of age or financial situation. Students may opt to release information in writing to parents or other individuals as specified.

If you have questions concerning FERPA or the WCCC policies on collection, retention and dissemination of student records, contact the Office of Student Services at 908-835-2300 or e-mail the Registrar at registrar@warren.edu.

Financial Aid

WCCC participates in federal and state financial aid programs that help remove the economic barriers that may prevent a student from attending college. There are three basic types of financial assistance:

- Grants (including scholarships) – funds that do not have to be repaid;
- Loans – funds that have to be repaid with interest;
- Work-study – employment on campus to earn money to help pay for educational expenses.

The Financial Aid Office is located in Student Services (Room 117) on the first floor of the College's main building. This office is open Monday through Thursday 9AM – 5PM and 9AM – 3PM on Friday. Alternatively, you may contact the Financial Aid Office at (908) 835.2396 or via email at finaid@warren.edu.

Student Eligibility and Requirements

To receive financial assistance, a student must meet the following conditions: complete the FAFSA application; have financial need; have a high school diploma or GED; be registered for classes at WCCC; working toward a degree in an eligible program; be a US Citizen or eligible non-citizen; maintain Satisfactory Academic Progress (SAP) (see below "Satisfactory Academic Progress policy"); not be in default of a Federal student loan; be register with the Selective Service, as required.

The Financial Aid Application Process

WCCC encourages all students to file for financial aid, even if you think you may not qualify. The FAFSA application is free and should be done as early as possible before the semester begins so that financial assistance can be in place prior to the payment due date. You must apply annually for assistance. See filing information below:

1. Apply for a FSA User ID and password from the Department of Education at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. Parents of dependent students must also apply for the FSA User ID and password.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA at www.fafsa.gov. WCCC's Federal School Code is **016857**. There is also a Spanish version of the FAFSA available at https://fafsa.ed.gov/es_ES.
3. Once you have registered for classes, you will receive information on how to view the status of your financial aid on WCCC's **Easy Access Grant Loan Entry (EAGLE)** System. Your financial aid award is posted on EAGLE in lieu of an award letter. EAGLE also allows you to track your aid status and has links to download forms and other information.
4. You may be asked to submit additional information to complete the application process. Sometimes this is in the form of additional financial information. Please provide any requested information to WCCC's

Financial Aid Office as soon as possible. Your financial aid award will not be processed until your application is complete.

5. To receive notification of your financial aid eligibility by the semester payment deadlines, please complete the FAFSA by the following dates:

Semester	Application due by
Fall	July 1
Spring	November 1
Summer	May 1

State of New Jersey (HESAA) – April 15 – NJ TAG Grant Deadline

Students who apply after these dates may have to make payment or enter a payment plan with the College. Therefore, it is very important to complete your FAFSA as early as possible. For more general assistance with the FAFSA process, please go to the federal link “Help with Completing the FAFSA” (<https://fafsa.ed.gov/help.htm>).

Award Notification

A student is considered for financial assistance once he/she has been admitted to WCCC, registered and all financial aid documents have been received. Eligible students will be notified of their award via the EAGLE system. Awarded financial aid is credited to the student’s account each semester, with the exception of Federal Work-Study, which is paid biweekly to the student. Please report any outside scholarships, employer reimbursements or other educational support to the Financial Aid Office as soon as possible. Some students may receive assistance in excess of their college cost (tuition, fees and books). The portion that exceeds the college costs will be issued to the student after the tenth week of classes accordingly.

Bookstore Advance Policy

WCCC provides students with a “bookstore voucher” to its campus bookstore approximately five business days before the start of each semester until approximately five business days after the start of the semester. The maximum voucher amount for an academic term is \$800 for full-time students and \$400 for half-time students. In order to be eligible for a bookstore voucher, a student’s financial aid must exceed the student’s projected tuition and fee charge by at least the voucher amount. Bookstore vouchers will only be issued to students who have completed their financial aid file requirements (including any verification documentation). Any abuse to bookstore purchases will result in a pre-approval process from the Financial Aid staff at WCCC.

Satisfactory Academic Progress

Each semester a student must meet qualitative and quantitative standards of academic progress to remain eligible for financial aid. This is referenced to as making Satisfactory Academic Progress (SAP). This means that a student must

meet a minimum GPA and also be making appropriate credit progression toward a degree. Please see the Financial Aid Office or visit the Financial Aid “Quicklink” under www.warren.edu for more information on academic expectations.

Refund of Unearned Financial Aid and Repayment Policy

Students who withdraw from school or stop regular attendance will have their financial aid award adjusted according to federal and state regulations. If a student officially or unofficially withdraws, the financial aid will be adjusted and any unearned funds will be returned by WCCC to the appropriate federal or state funding source. Students will be held responsible for any amounts due to the College as a result of the return of these funds.

Rights and Responsibilities

Students accepting financial aid have certain rights and responsibilities and must comply with any rules, regulations and conditions governing such awards. Failure to read the WCCC Catalog, WCCC Student Handbook, Financial Aid Applications or any other publication pertaining to financial aid does not excuse the student from compliance. Further information regarding rights and responsibilities may be obtained in the Student Services Office.

Types of Aid Available at WCCC

Federal PELL Grant - A federal grant program based on financial need and awarded based on the PELL Grant formula, cost of attendance and enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG) - A supplemental federal grant program awarded to students that demonstrate exceptional financial need per the Director of Financial Aid.

New Jersey Tuition Aid Grant (TAG) - A grant program based on financial need for New Jersey residents attending New Jersey colleges. HESAA awards the TAG grant based on information provided from the FAFSA application and additional information provided by the student.

New Jersey STARS Program - A scholarship program that provides tuition to students attending their local community college who graduated in the top 15% of their high school class. WCCC contacts eligible students during their senior year regarding possible program eligibility. STARS who graduate from WCCC with at least a 3.25 GPA may continue to receive the NJ STARS II at a qualifying 4-year NJ college.

Educational Opportunity Fund (EOF) Program - A grant program based on exceptional financial need and awarded to first-generation undergraduate students.

WCCC Foundation Scholarship - Special scholarships available each semester through a separate application process. See the Student Services Office for additional information.

Federal Work-Study - Part-time employment on-campus or in community service positions to help meet educational expenses. Students must meet specific guidelines for eligibility for work-study positions.

Federal Direct Subsidized Loan - This loan is based on financial need and the government pays the interest for the student during the following periods: while the student is enrolled at least half-time; during the six month grace period after the student stops attending; and during periods of authorized deferment.

Federal Direct Unsubsidized Loan - This loan is not based on financial need and is available to all students regardless of income. The student is responsible for the interest which accrues while in school, grace and deferment periods. Interest payments may be made while in school or can be deferred until repayment.

Veterans' Benefits - A comprehensive "Veteran's Guide to Getting Started at WCCC" (located under Quick Links > Veteran's Benefits on www.warren.edu) helps guide students through the process of using various military benefits at WCCC. Please contact Sara McGuire, VA Certifying Official at (908) 835-2327 for additional information on veterans' benefits.

Grading System

Letter grades are assigned and grade reports are available on MY WARREN within three weeks of the end of each semester. The grading system approved by the faculty is as follows:

Grade	Evaluation	Quality Points Per hour
A.....	Superior.....	4.0
B+.....	Very Good.....	3.5**
B.....	Good.....	3.0
C+.....	Above Average.....	2.5**
C.....	Average.....	2.0
D.....	Below Average.....	1.0
F.....	Failing.....	0.0
W.....	Withdrawn.....	*
WP.....	Withdrawn Passing.....	*
WF.....	Withdrawn Failing.....	0.0
WM.....	Withdrawn Medical.....	*
WA.....	Withdrawn Active Military.....	*
XF.....	Failure to Withdraw/Stopped attending.....	0.0
NF.....	Failure to Withdraw/Never Attended.....	0.0
I.....	Incomplete.....	*
AU.....	Audit.....	* P
Passing.....		* TR
Transferred in from another college.....		*

* carries no quality point value

** prior to the Fall 2007 semester, B+ grades were valued at 3.4 and C+ grades were valued at 2.4 quality points per hour.

Graduation

Students planning to graduate must complete a graduation application. Graduation applications may be obtained in the Office of Student Services or on the WCCC website. A commencement ceremony is held every May. Students who are within two courses of degree completion and are completing those courses in the summer are allowed to participate in commencement.

ID Cards

All students are required to obtain a WCCC Student ID Card. ID cards are available at the library. To obtain a student ID Card, a current printed schedule and an additional form of identification is required.

Immunization Requirements

The State of New Jersey requires that all full-time, degree-seeking students attending New Jersey colleges be immunized or provide proof of exemption for the following: two doses of measles-containing vaccine, one dose of live mumps virus vaccine, one dose of live rubella virus vaccine and one dose of Hepatitis B. In accordance with the law, degree-seeking students will not be allowed to register beyond their first semester if they have not completed the New Jersey immunization requirement.

Students born prior to 1957 will be exempt from the measles, mumps and rubella vaccine requirement after submitting proof of age. Students may also be exempt from all immunization requirements by submitting a written statement explaining how immunization conflicts with your religious beliefs. Lastly, if there is a medical reason that you cannot be immunized, you may be exempt from the immunization requirements by submitting a letter from a physician explaining your medical condition.

Incomplete Grades

An “I” grade may be given when a student is unable to complete course requirements due to illness or circumstances beyond the control of the student. A student wishing to petition for an “I” grade in a course must provide the instructor with a written explanation as to why an incomplete grade is justified. If an “I” grade is approved, all incomplete work must be made up 30 days after the end of the semester. An “I” grade which has not been changed by the end of this period automatically becomes an “F”. All responsibility for the elimination of an incomplete grade lies entirely with the student.

Instructional Support Center

The ISC offers instructional support to students experiencing academic challenges or wishing to improve academically. Tutoring services are available for course(s) in which students are currently enrolled, and are free of charge to all WCCC students. Please call (908) 835-2354, e-mail Rose Lynch, Coordinator of the Instructional Support Center at lynchr@warren.edu, or stop by the ISC (room 106, located across from the library) to schedule an appointment. Go to www.warren.edu, click on the Tutoring Tab under Quicklinks to visit the ISC’s webpage for information regarding hours of operation, Accuplacer refresher sessions, testing services, and schedule tutoring appointments.

Intimidation & Bullying Policy

The College maintains a strict policy prohibiting intimidation, or bullying. This policy applies to all students of the College. In accordance with 18A:3B-68, the College defines intimidation and bullying as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by

any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors:

- a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College; or
- c. create a hostile educational environment for other students at the College; or
- d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Students who engage in prohibited intimidation or bullying are subject to disciplinary action, up to and including possible expulsion from any academic or continuing education program, the College, and all its events and activities.

Library

The WCCC Library is an essential academic resource serving all of your research needs. Library materials include a book collection that supports the College's curricula; an extensive collection of electronic full-text databases that can be accessed both on and off campus; and DVDs. The Library's computers are available to any student during hours of operation. In addition, the library staff provides a wide variety of information services, including reference, interlibrary loan, and information literacy training for classes and/or individual users.

The library is open Monday through Thursday from 8 AM until 8 PM, Friday from 8 AM until 4 PM, and closed Saturday and Sunday. Please contact us at 908-835-2336 if you have any questions about the Library's services, electronic databases/collections, policies, or hours of operations outside of the regular semesters. You can also visit the library's website at warren.libguides.com/library.

Lost and Found

The front security desk serves as the College's main Lost and Found. The security desk will maintain lost items for one month. Students should report all lost items immediately upon discovery.

Missing Person Policy

Consistent with the Higher Education Opportunity Act of 2008, the Board of Trustees has a policy and procedure in place to handle reported missing persons (Policy 514.5). Anyone seeking to report a missing person should contact the Coordinator of Campus Safety at (908) 835-2465.

MY WARREN

MY WARREN is the College's web portal. Each student is assigned a MY WARREN account upon application to the College. MY WARREN can be used to view semester schedules, check mid-term and final grades, register for future semesters, check on degree progress, access distance learning classes, view your business account and make payments online. Students making satisfactory academic progress may also use MY WARREN to register for subsequent semester courses. Please contact Student Services at (908) 835-2300 for additional information on this system.

Parking Permits

Parking permits are required to be displayed for all vehicles parked in the WCCC parking lot. Student should visit the Library at the time of registration to obtain a parking permit.

Payment

Payment is due on the date indicated on your tuition invoice. Failure to make payment in a timely manner may result in your classes being dropped and additional charges assessed for the reinstatement of classes. Students who register for classes after the invoice due date must make payment arrangements with the Business Office within 24 hours. For more information on payment matters, including payment plan options, please contact the Business Office at (908) 835-2328 or businessoffice@warren.edu.

Students who find it necessary to drop or withdraw from a course may be entitled to a refund of tuition and fees if they meet the following criteria:

- A 100% refund is granted to any student who drops a class(es) prior to the first day of the semester.
- Refunds of 80% are provided during the first week of classes
- Refunds of 50% are provided during the second week.
- No refund is granted after the first two weeks of classes; however students may still withdraw from classes without penalty in accordance with the deadline published in the academic calendar.
- A student who is removed from the College for disciplinary reasons will receive no refund of tuition or fees.

See the Academic Calendar for Specific dates for refunds.

Repeat Grade Policy

Any credit-bearing course taken at WCCC may be repeated by enrolling in the same course during a future semester.

When a course is repeated, the highest grade earned will be computed into the cumulative quality point average. The original grade(s) will continue to appear on the transcript marked as a repeated grade, but will not be included in QPA computations.

Students may retake a course more than once. However, if they have successfully completed the course with a passing grade, they are only eligible to repeat a course once using federal financial aid. Students should contact the Financial Aid Office to determine financial aid eligibility for repeated courses.

Security of Financial Information

Consistent with various federal and state guidelines, the Board of Trustees has a policy and procedures in place to secure student financial information (Policy 501.6). Anyone seeking to report any concerns about possible misuse of financial information or who believes that they may be a victim of identity theft should contact the Vice President of Finance and Operations at (908)835-2355.

Students' Rights, Responsibilities & Academic Conduct

The primary responsibility of the College community is to create conditions that provide beneficial educational experiences and an atmosphere of civility for the rights and opinions of individuals or groups as long as such expression does not infringe upon the rights of others. The purpose of the statement is to list the provisions necessary to secure and respect conditions conducive to the freedom to learn.

Standards of Academic Conduct

- A. Students are expected to attend every class meeting.
- B. Students are expected to be prepared for every class meeting and to make up any missed assignments.
- C. Students are obligated to extend to one another and to faculty civility and courtesy as members of the College community.
- D. Students have an obligation to conduct their academic activities honestly and conscientiously. They should:
 1. Follow the content and procedures as outlined in the course syllabus.
 2. Receive grades based on fair, unbiased evaluation instruments without regard to race, color, sex, sexual orientation, religion, age, military status, national origin, disability, marital status or other protected classification.
 3. Submit work on time as determined by the instructor.

4. Give appropriate recognition by name for their contributions to published materials. See course syllabi for specific policy on plagiarism.
5. Respect the confidentiality of information regarding other students that is contained in any college records. Such information shall not be released, except by the College Registrar with the student's consent, or as otherwise required by law.
6. Refrain from reference during examinations or other academic evaluative processes to other individuals or materials not authorized by the instructor.

In addition, they shall not:

7. Possess, purchase, sell, or use any materials intended to be part of or the whole of an examination or other evaluation process unless authorized to do so by the instructor.
8. Act as substitutes for other students in any evaluative process.
9. Avail themselves of aid in any manner expressly prohibited by the instructor in the research, preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
10. Aid other students in a manner expressly prohibited by the instructor in the research, preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
11. Present as their own academic work ideas or work of another person without proper acknowledgment of sources.

Violation of these rules can lead to a failure for a course and/or expulsion from the College.

Academic Appeals Procedure

The WCCC Statement of Rights and Responsibilities is an outline of the minimum expectations necessary to maintain a quality learning environment. It is expected that whenever a disagreement arises, both parties will attempt to solve their differences informally before recourse to the grievance procedure. The following is the exclusive procedure for all student grievances:

If a grievance is academic in nature, involving conduct within the classroom or pertaining directly to the learning experience (for example, complaints about instructors, courses, grades or requirements), the following steps must be taken:

1. If a complaint is of a sexual, discriminatory or harassment nature, it must be immediately referred to Human Resources. It will follow the procedures specified in Board policy 201.2.
2. As related to all other academic complaints, the student should make every possible effort to resolve an academic complaint by discussing it with the instructor or other people directly concerned.

3. Complaints not settled between the student and instructor shall be forwarded in writing to the appropriate Vice President or designee within thirty (30) calendar days of the close of the semester in which the issue is reported. For credit bearing programs, the appropriate Vice President is the Vice President of Academic Affairs. For continuing education programs, the appropriate Vice President is the Vice President of Corporate and Continuing Education. "Close of the semester" shall mean the date the grade was submitted for the course.
4. The Vice President will consult the instructor before giving the student an informal judgment or may advise the student on an alternate strategy to handle the matter. The Vice President will respond to the student within seven (7) working days. A "working day" is a day the College is open for regular business.
5. Complaints not resolved between the student and Vice President shall be submitted in writing to the President within fourteen (14) working days after decision by the appropriate Vice President is delivered. The President will meet with the student to review the complaint and write a response within four weeks of the date the complaint is received by the President. The President will review the matter and render a final decision. The decision will be in written form and will become part of the student's record, as appropriate.

Standards of Community Conduct

The following standards and regulations are designed to protect the rights, privileges and property of all individuals associated with the College. Misconduct in any of these categories is subject to disciplinary action.

- A. Any and all laws of the State of New Jersey, County of Warren, and Township of Washington that provide for the protection of persons; for the protection of personal, real or public property, or provide for the regulation of motor vehicles, shall apply and be in effect on College property and such laws shall be strictly enforced.
- B. Students who violate the law may incur penalties prescribed by civil authorities, but College authority is never used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the authority of the College be asserted.
- C. The campus shall regularly be open and available for use by the public daily, including designated hours during the weekend.
 1. No one will be permitted into any classroom, office, library, building or campus grounds before opening time or after closing time without proper authorization.
 2. No unauthorized vehicles will be permitted on the campus after closing.
 3. The schedule and regulation shall be in effect unless special conditions exist. Notice of the special conditions and scheduled changes shall be given by the President or his designated agent.

- D. Use, possession, manufacture, distribution or sale of illegal or controlled substances (as defined by federal, state and local statutes) on College property or at College sponsored events is prohibited.
- E. Possession, use or distribution of alcoholic and intoxicating beverages on College property is prohibited. Use of such beverages outside of the law at College events on and off campus is prohibited. See the College Substance Abuse Policy for greater specificity.
- F. Gambling on College property as defined in the State Criminal Code shall be prohibited and enforced in accordance with state law.
- G. Use, possession or concealment of any firearms, fireworks, explosives, dangerous chemicals or any other material or weapon considered deadly or dangerous on College property is prohibited.
- H. Endangering or infringing upon the personal safety, personal rights or personal property of any member of the campus community is prohibited. I. Threatening, intimidating, coercing or using physical force in a manner which causes another member of the campus community to be injured or fearful of physical harm is prohibited, including assault, battery and sexual offenses.
- J. Any form of intimidation or harassment toward any member of the College community is prohibited.
- K. Slandering or libeling another member of the College community is prohibited.
- L. Displaying indecent or obscene conduct (in violation of federal, state and local statutes) to another member of the College community is prohibited.
- M. Willful defacement, destruction or misuse of public and private properties is prohibited.
- N. Theft, larceny or embezzlement of public and private property, including issuance of bad checks is prohibited.
- O. Interfering with regular College operations including, but not limited to, teaching and classroom activities, administration, meetings and public discussions, disciplinary procedures, College activities, and fire, police or emergency services is prohibited.
- P. Dishonesty such as cheating, plagiarism or otherwise intentionally furnishing false information to the College is prohibited.
- Q. Unauthorized use of computers, or computer services and time is prohibited.
- R. Forging, altering or misusing any College document or instrument of identification is prohibited.
- S. Using the College name for soliciting funds or other activities without prior permission is prohibited.
- T. Operating a vehicle in a reckless fashion on College property is prohibited. All traffic or vehicle regulations shall be strictly enforced.
- U. Violating the College standards of conduct while participating as a student at off-campus sites or at events where the student is representing the College or engaging in any behavior or practice that is determined by College faculty,

- staff or auxiliary staff to be injurious or hazardous to other persons is subject to involuntary withdrawal from the program and disciplinary action.
- V. Failure to comply with direction of College officials when those officials are acting in performance of their duties and are requesting the student behave in accordance with College policies and regulations.
 - W. Any type of cyber-harassment, including electronic stalking, bullying, and/or sexual exploitation.
 - X. Student organizations are collectively responsible for any action committed by members on behalf of their organization that violate College policy. Disciplinary action against student organizations is separate from actions taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated College policy.
 - Y. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to College premises or at College events is prohibited.
 - Z. Students are required to comply with the reasonable and lawful directions of College officials and College security.
 - AA. Making, attempting to make, or transmitting an audio or video recording of private, nonpublic conversations and/or meetings on College premises without the knowledge and consent of all participants subject to such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.
 - BB. Violating other published College regulations or policies.

Non-Academic Conduct Grievance Procedure

If a grievance is non-academic in nature (all matters that are not related directly and specifically to academic concerns) and cannot be resolved informally between the parties involved, the grievant may request that the Dean of Students (Dean) take action to resolve the matter. If the complaint is of a sexual, discriminatory or harassment nature, it must be immediately referred to Human Resources. Academic matters must go to the appropriate Vice President.

In developing responsible student conduct, disciplinary proceedings play a substantially secondary role to informal resolution including counseling, guidance and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for its students and through regulation of the use of College facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, procedural safeguards are provided to protect the student from unfair imposition of serious penalty. In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her and that s/he be given a fair opportunity to refute them.

The Dean has responsibility for non-academic discipline of students enrolled at the College. The Dean is authorized to take disciplinary action when a student

violates the College Standards of Community Conduct, standards that govern acceptable behavior while present on College-owned facilities and properties or at College-sponsored events.

Any member of the College community who observes a student in such violation is to inform the Dean and submit a written statement. The Dean will initiate an informal investigation of the reported violation, in which case the facts regarding the student's conduct will be reviewed, resolution of the problem determined and a decision rendered. If a student is found to have committed an offense, appropriate disciplinary measures will be imposed by the Dean. The student will be informed in writing of the charges and related evidence, the decision rendered, and the right to a formal hearing before the Student Review Hearing Board.

1. Non-Academic Disciplinary Sanctions: Any of the following measures can be imposed on a student for violation(s) of the College Standards of Community Conduct, depending on the severity of the violation. Notices of disciplinary action taken will be filed in the student's records. The notice will be removed from the academic file when the terms of the sanction are fulfilled, or at the end of the semester following the ruling. In cases where the decision involves separation from the College, the Vice President for Finance and Campus Operations (CFO Vice President) and the President will be notified and the notification will be filed permanently in the student's record.

- a. **Reprimand:** The student will receive verbal or written notice of infractions of specified standards of conduct and warning that future misconduct will result in more severe disciplinary actions.
- b. **Restitution:** The student will be held accountable for College property that s/he has damaged or destroyed, removed and not returned.
- c. **Probation:** The student will be subject to a time period of restrictions after which institutional authorities will determine if his/her behavior has improved. During this time, the student will not be permitted to represent the College in any activity or run for or hold any office in a student group or organization. Additional restrictions or conditions may also be imposed. Notification will be sent to appropriate College offices.
- d. **Withdrawal:** The student will be given the opportunity to withdraw from the institution and no entry will be made in his/her official records other than 'withdrawal.' S/he may return to school at the end of the time period as specified in writing.
- e. **Temporary Interim Suspension:** The student will be suspended immediately and temporarily pending hearing. Temporary interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to him/herself or to others or to the stability and continuance of normal College functions. A student suspended on a temporary interim basis shall be given an opportunity to

appear personally before the Dean or a designee within five school days from the effective date of the temporary interim suspension. A hearing shall then be held on the following issues only:

- The reliability of the information concerning the student's conduct, including the matter of his/her identity.
 - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to him/herself or to others or to the stability and continuance of normal College functions.
- f. **Suspension:** The student will be dismissed from the College for a specified period not to exceed one year. Suspension can result in expulsion if terms of the suspension are violated.
- g. **Expulsion:** Permanent dismissal of the student from the College.
- h. **Other Disciplinary Sanctions:** Other sanctions may be imposed instead of or in addition to the above, including community service or counseling.

2. Student Review Hearing Procedures for Non-academic Matters: The purpose of the Student Review Hearing Board (Review Board) is to assist WCCC institutional authorities to arrive at a decision and resolution regarding student behavior that has been reported to be in violation of WCCC Standards of Community Conduct. A student has the option to select to have a hearing before the Review Board.

After receipt of written decision from the Dean regarding the matter, the student may choose to exercise the right to a hearing before the Review Board. To do so, s/he must submit a written request to the Dean within seven (7) school days from the date that the Dean issued his/her written decision. The Dean shall forward to the student within seven (7) school days of receipt of the student's request, a written statement that includes the charged infraction and related evidence, time and place of the hearing, and rights of the student to representation. "School days" are days that classes are in session and does not include interterm, spring or holiday breaks. The Review Board shall only meet on school days.

The Student Review Hearing Board will consist of seven (7) members including three faculty or lecturers, two students and two administrators, appointed by the CFO Vice President. The Review Board will assume responsibility for its procedural operation that will include appointing a chair and secretary. The Review Board will execute the proceedings insuring fairness, truth, justice and due process. The Board will render a judgment in writing to the CFO Vice President for final action.

The following structure will be used in these proceedings:

- a. A hearing must be held no sooner than (14) fourteen days or later than thirty days after the request has been received. The Dean shall notify all parties of

the time/place for the hearing and will provide all parties with a copy of the written charge.

- b. The hearing is meant to be a non-adversarial proceeding. Parties to the hearing may invite witnesses, advisors and/or personal legal counsel to be present. It is important to note that review hearings are informal in nature and aimed at providing due process. Review hearings are not to be construed as court proceedings. Legal advisors may not participate in the hearing except to advise their clients.
- c. Having heard evidence and asked questions, the Review Board will meet in closed session to render a decision. The decision will be based only on the evidence presented in the hearing. A majority vote by the board is required to render a decision.
- d. Review Board decisions must be provided in writing to the CFO Vice President. The Vice President will direct the Dean to notify the student and other parties in writing of the Review Board's decision within ten days of the hearing date. If the decision involves suspension or dismissal from the College, the President will be notified.

The Review Board's decision will be final unless within three (3) school days after receipt of the decision, either party files a letter with the Vice President, requesting an appeal of the Board's decision. Appeal of the Board's decision will be reviewed by the President, whose decision will be final.

Technology Use Policy

Computing resources are valuable, and their abuse can have a far-reaching negative impact on the entire campus. The same standards that apply in the non-computing environment apply in the computing environment. In providing computing resources, WCCC has the responsibility of informing its users (faculty, staff and students) of the rules and procedures regarding their usage. Users are responsible for understanding these rules so that they can abide by them.

Policies regarding conduct generally address issues such as treatment of other individuals, theft, destruction of property or vandalism, and access (i.e. who can use what and when). The WCCC Technology Use Policy is intended to address these elements as they relate to the rapidly changing technology of computing, network, and information resources. Because technology changes so quickly, no policy dealing with it can hope to remain current in all its details. The policies delineated here should be considered examples, and not an exhaustive list of prohibited behavior. Unauthorized use has at least two meanings regarding computer issues. First, it can mean that an individual is not authorized to use a machine, network, or other resource, for any purpose. Second, it can mean that although an individual is authorized to use a particular resource, certain activity is prohibited.

As with all other organizations, standard, responsible systems administration requires close monitoring by WCCC network administrators of the usage of College computing and telecommunications systems. E-mail is not guaranteed to be private or confidential. All electronic communications are College property. When necessary to investigate violations of these and other College policies, the College will examine the contents of "personal" directories, e-mail folders, and other resources accessible to users. Such examinations are not done frivolously. They are conducted only by the Office of Information Technology, under the direction of the Vice President of Finance and Operations, unless directly ordered otherwise by the College President.

I. Introduction

It is important for all users to practice ethical behavior in their computing activities since they have access to many valuable resources and their computing practices can adversely affect the work of other users. Most users act responsibly, but the few who do not, either through ignorance or by intent, have the potential for disrupting all users' work. Warren County Community College (WCCC) has the responsibility of securing its computing systems to a reasonable and economically feasible degree against unauthorized access while making them accessible for legitimate and innovative uses. This responsibility includes informing users of an expected standard of conduct and the punitive measures for not adhering to them.

The following list constitutes a code of computing practice for users. Disciplinary action for violating the code shall be governed by the applicable provisions. Violations can also result in criminal prosecution under State and/or Federal law. Every student, employee, instructor or other person using the College's telecommunications and computing systems agrees to abide by the tenets set forth in the following policy.

II. Access

- A. Users may only use computer accounts that have been authorized for their use.
- B. Users must identify their computing work with their own names so that responsibility for the work can be determined and users can be contacted in unusual situations, e.g., the return of misplaced output.
- C. Users must use their computer accounts only for the purposes for which they were authorized.
- D. Users must not attempt to modify system facilities.
- E. Users must not attempt to subvert the restrictions associated with their computer accounts.
- F. Users are responsible for the usage of their computer accounts. They should maintain secure passwords for systems that support them and take precautions against others obtaining access to their computer resources. Manual password resets shall require proof of identity. Each user is

responsible for all transactions made under the authorization of his or her system account.

III. Use

WCCC's computing and telecommunications facilities, including hardware, software, wired and wireless networks, are provided for the use of students, staff and faculty in fulfilling their needs that relate to the mission of the College. Other usage is not acceptable. This includes, but is not limited to:

- A. Unauthorized entry into a file to use, read or change the contents, or for any purpose.
- B. Unauthorized transfer of a file.
- C. Unauthorized use of another individual's identification and password.
- 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 or receive what may be deemed under the circumstances to be obscene or inappropriate.
- F. Interference with normal operation of the College's computing system.
- G. The development and/or use of self-replicating code or viruses.
- H. Solicitation for charity or other organizations/persons without the approval of the College.
- I. Activities related to the promotion or running of a personal for-profit venture or other activities.
- J. Using foul, abusive or harassing language on the network or any electronic communication.
- K. Promoting and sending chain letters, mass mailings or personal advertisements.
- L. Sending electronic communications or email that hides the identity of the sender, misrepresents the College or represents the sender as someone else.
- M. Harassing or bullying students and/or employees at the College or other organizations.
- N. Sexual, racial, ethnic, religious or any other harassment of any individual or group of individuals.
- O. Access to websites, list serves, software and other resources that do not provide a scholarly treatment of pornography, hate speech, or activity, which otherwise would be deemed a violation of existing law. When the scholarly merit of such materials is in question, the judgment of the College administration will be final.
- P. Misuse, damage or loss of technology equipment owned by WCCC.
- Q. Use of technology equipment without appropriate safeguards to protect sensitive college data.
- R. Use of the systems in a way that violates Copyright policies or laws (see Policy 404 for additional information)
- S. Any other uses prohibited by WCCC policies and/or state or federal statutes or regulations.

All electronic communications are considered College property. Certain communications may be considered public and therefore subject to the State's Open Public Records Act. As a result, the College reserves the right to examine, monitor and regulate communications and network usage of employee and student accounts.

The College also reserves the right to manage the network to ensure that the educational mission of the WCCC can be served. This may mean, include the blocking or throttling down of network service to individually paid subscription services or gaming sites.

Nothing above or herein is intended to violate "Academic Freedom." Under "Academic Freedom," material otherwise not appropriate for use on the College's technology or networks will be exempt from this policy. However, the College shall not protect or indemnify employees who access materials that are considered illegal and monitored by law enforcement officials (example: child pornography sites). To avoid any misunderstanding, it is required that any instructor consult with the Academic Vice President prior to the use of questionable, controversial or potentially offensive print or digital materials.

IV. Individual Rights, Privileges and Responsibilities

- A. Members of the WCCC community have the right to be free of harassment. Usage of the College's computing and telecommunications systems to violate this basic right is strictly prohibited and will be treated with the utmost gravity.
- B. The College understands that providing network connectivity and advanced technology often facilitates personal and recreational usage of those systems. However, the use of the College's computing and telecommunications systems for activities not directly related to learning (for students) or performing of work duties (for staff and faculty) is a privilege. While these activities are not encouraged, they are tolerated so long as they:
 - 1) do not infringe on the rights of other users to use the College systems for bona fide academic or work-related activities
 - 2) do not interfere with the accomplishment of one's work responsibilities
 - 3) do not violate any other portion of these technology use policies
- C. The use of the College's wireless access for the purposes of streaming third party, non-academic content is strongly discouraged. The College reserves the right to restrict non-academic content to ensure adequate bandwidth for instructional needs. The College offers no guarantee of access to third-party, non-academic content through personal devices. Wireless access privileges may be revoked at any time for failure to comply with any of the above listed requirements.
- D. As a function of accepted and responsible system management, network administrators may conduct examinations of any or all files on the network to monitor compliance with these usage policies and to insure the effective

and appropriate functioning of WCCC computing and telecommunications systems. This is a legal right of the College and any other organization that provides similar systems for the execution of its mission.

- E. The College regards electronic mail and voice communications as vehicles for the delivery of information and not as mechanisms for the retention or archiving of such information. It is the responsibility of the individual sender and/or receiver of such messages to determine which information should be retained or archived. Records retained by an individual, even if they are retained on an electronic medium, are subject to College policies, State and Federal laws.

V. Software

- A. Warren County Community College licenses the use of most computer software applications from external vendors. The College does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce or modify it.
- B. Users agree not to copy, disclose, transfer, or modify, without written permission, any computer software or documentation that the College provides its users. The sole exception to this policy is software clearly marked as belonging to the public domain.
- C. Media containing licensed software and the accompanying documentation is to be used in College office areas, classrooms, and computing labs, and is not to be removed from such designated areas.
- D. All use of software provided by WCCC and all use of the College's computer and telecommunications equipment is governed by the College's license agreements, this policy statement, and applicable Federal and State law. Users agree to comply with all such restrictions.

VI. Secure Device Policy

Warren County Community College issues various types of technology equipment to employees in order to ensure that college services can be effectively provided to students and the Warren County community. This equipment may include laptop, notebook and tablet computers or other technology devices. Employees issued these devices are permitted to use the equipment off campus solely for work-related activities.

In order to best secure student and employee data, all college-owned computing equipment containing confidential data leaving College property shall be protected with encryption technology. The College shall maintain procedures for the securing equipment in accordance with the accepted industry encryption standards.

VII. Enforcement

- A. Complaints against any user for violation of these policies shall be the subject of full and immediate investigation and may result in the suspension or revocation of computing and telecommunications privileges or other sanctions in accordance with College policy.
- B. Users wishing to make a complaint or report violations of these policies

should contact the Vice President of Finance and Operations.

- C. Revocation of access may be done at any time by system administrators to protect users' rights and privileges and to safeguard College resources.
- D. If violations of these Technology Use Policies occur, those responsible for such abuse will be held accountable and may be subject to disciplinary action.
- E. Violations to these policies will be forwarded to the Vice President of Finance and Operations at (908) 825-2355 for disposition and action. The Vice President may, at his or her discretion, involve other individuals to assist in resolution of the matter. When deemed necessary, the College may consult or turn the matter over to the appropriate legal authority.
- F. Any employee who abuses the privilege of the College-facilitated access to email, the internet or the use of hardware or software may be subject to disciplinary action up to and including termination of employment.

Tobacco Products

It is the judgment of the Warren County Community College that the use of any tobacco product is not in the best interests of the health of students and employees. Hence the Board of Trustees has determined that it shall maintain a tobacco-free environment. The use of all tobacco products, including electronic cigarettes, is prohibited in all buildings and vehicles leased, owned, or maintained by Warren County Community College. Further, tobacco product use is only permitted in specific outside designated areas.

Transcripts

A transcript is a detailed record of your academic history at Warren County Community College issued by the Registrar. All coursework, either attempted at WCCC or at a sponsored institution, is listed for each semester, along with grades. Official or unofficial transcripts can be mailed directly to institutions, organizations and individuals, as requested by the student. Students may also pick up their transcripts in person. Transcripts are sealed in a College envelope and stamped with the Registrar's signature.

There is no fee for transcripts. Transcripts are processed each Friday afternoon. Students who have a hold on their records cannot have their transcript released until their financial obligations to the College have been met. Transcript Request Forms are available in the Office of Student Services or on the web under Quicklinks, Forms. Forms can be dropped off, mailed, emailed or faxed to (908) 689-5824. If you have any further questions regarding transcripts, please contact the Office of Student Services at (908) 835-2300.

Transfer Planning

The highest credential awarded at a community college is the Associate's degree. If a student's academic goals include the achievement of a Bachelor's degree or higher, it is wise to begin carefully planning. Many students elect to complete general studies or liberal arts coursework at WCCC and transfer these courses into a baccalaureate program at a four-year college/university. This is a very cost-effective way to meet educational goals.

The comprehensive state-wide transfer agreement provides for the seamless transfer of academic credits from a completed Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a baccalaureate degree program at one of the four-year public colleges and universities in New Jersey.

The following summary highlights the key points of the agreement:

- The law applies to A.A. and A.S. degree graduates only
- Major-to-major transfer will work best under the law
- It is valid only for New Jersey public institutions
- The law does not guarantee admission to the four-year college
- Admission requirements and deadlines set by the four-year college must be adhered to.

Your Responsibilities

- Choose your WCCC transfer major carefully as parallel majors work best
- Select your transfer school as soon as possible
- Check your transfer school's program requirements
- Satisfy any pre-requisite courses required by the four-year college

Resources

Some resources to assist you with the transfer process are as follows:

1. Transfer Advisor located in Student Services
2. The NJ Transfer website www.njtransfer.org
3. Your intended transfer college's website and catalog
4. Transfer workshops periodically held by the college

This statewide transfer law provides a huge benefit to WCCC graduates. We encourage you to use this new law to your advantage when planning your academic future. Please stop by or call Student Services at (908) 835-2300 if you have any questions.

Students are also able to transfer credits out of state. Students should complete the following steps:

- Identify the institution that offers the program of interest. Check with the Office of Student Services to see which colleges may have special articulation agreements with WCCC or view agreements on our website.
- Obtain a list of required coursework.

- Speak with a transfer counselor at those institutions about transfer admission requirements and the most appropriate program of study to follow at WCCC for transfer into their degree program. Share this information with an advisor at WCCC. Refer to these materials when selecting a major and coursework for each semester.
- Complete a transcript request form, which is available in the Office of Student Services and on the WCCC website.

Such planning can save time and money. It can eliminate worry and anxiety over transferability of credits, and help you prepare better academically for your future. Advisors in the Office of Student Services are available to assist you on a “walk-in” basis Monday through Friday.

Weapons Policy

Warren County Community College prohibits the use or possession of any weapons as defined in N.J.S.A. 2C:39-1 in all campus buildings on all College properties and at all College sponsored events. The prohibition of the use and possession of weapons as defined below applies to students, employees, independent contractors and visitors/members of the public, including those who have a valid permit to carry a concealed weapon. Violators of this policy may be removed from campus, arrested, expelled, suspended, placed on probation or given a lesser sanction for good cause consistent with due process. Individuals shall be held accountable through the criminal justice system and/or the College judiciary process. Prohibition may not apply to authorized law enforcement personnel pursuant to N.J.S.A. 2C:39-6, if an exemption applies to carry a weapon on campus.

All state and federal statutes and local ordinances regarding the possession of firearms and weapons, including imitation firearms, both legal and illegal apply on all College property and at College-sponsored events and any applicable statutes, laws, regulations and ordinances are hereby incorporated by reference as if set forth here at length. Under New Jersey statute weapons mean, “anything readily capable of lethal use or of inflicting serious bodily injury.” The term includes, but is not limited to: air guns, spring guns or pistols or weapons of a similar nature in which the propelling force is from an elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air or ignited by compressed air and ejecting a bullet or missile, knives, clubs, night sticks, metal knuckles, firearm silencers, armor piercing ammunition, zip guns, chemical substances, i.e. pepper spray over 3/4 oz. (See N.J.S.A.2C:39-6(i) setting out permissible conditions for carrying chemical substances for personal self-defense.)

In accordance with state statute N.J.S.A 2C: 39-5(e)(1), any person who knowingly has in his/her possession any firearm in or upon any part of the buildings and grounds of any college or university, without authorization of the governing officer of the institution is guilty of a crime of the third degree, regardless of

whether one possesses a valid permit to carry the firearm or a valid firearms purchaser identification card.

Please see Campus Operations or Campus Security for more details regarding the College's weapons policy.

Weather Cancellations

When snow, sleet, high wind, or other conditions are considered serious enough to affect personal safety in going from or to classes or College facilities, the College will delay classes, cancel classes or close completely. In these instances, a message will be placed on the main College number (908) 835-2355. WCCC also has an automated emergency alert system (RAVE Alert). Students self-enroll into this system if they are interested in receiving emergency information (including weather closings). Information on RAVE is found on the website and in the Library. **Note:** When a delayed opening is announced, classes beginning after the delayed opening time will meet at their regularly scheduled time. No shifting of class times are done when delayed openings are announced.

WCCC Website

The WCCC website is <http://www.warren.edu>. The website may be used to access email, MY WARREN, the financial aid system (EAGLE) and online classes. The website may also be used to access various forms, including, but not limited to: change of name/address, change of major, transcript request, add/drop, and withdrawal.

Withdrawing From Courses

After the second week of classes, students may withdraw from courses. Students withdrawing beginning the third week of class should consult the Academic Calendar to determine the last day to withdraw without academic penalty, which is typically during the ninth or tenth week of class. Students withdrawing from courses will receive a grade of 'W' on their student record. This grade does not affect the grade point average, but indicates that the student withdrew before an adequate determination of his/her academic progress could be made for that class. Students withdrawing after the withdrawal period will be assigned a withdraw-passing (WP) grade or a withdraw-failing (WF) grade by the instructor. Students who do not drop or withdraw from a class but never attend the class will be assigned a grade of NF (never attended). Students who stop attending class will be assigned a failing (XF) grade. A grade of WF, NF or XF will affect the grade point average exactly as a failing (F) grade.

Students experiencing health or emergency medical problems preventing them from continuing with coursework need to complete and submit a Special Consideration Form available in the Office of Student Services. Additional documentation may be requested. The Special Consideration Committee will determine if the student is eligible to receive a withdraw-medical (WM) grade. This grade does not affect the grade point average, but indicates that the student

received a medical withdraw before an adequate determination of his/her academic progress could be made for that class. All requests for medical withdrawals and tuition credit will be approved or denied based on the circumstances involved and the supporting documentation from the attending physician. Medical withdrawals must be submitted no more than two semesters beyond the semester in which the student wishes to request a medical withdraw from WCCC. Questions about dropping or withdrawing from classes may be directed to the Office of Student Services at (908) 835-2300. Drop/Add and Withdrawal periods are prorated during the summer session.

Glossary of Useful Terms

Academic Course Load: The number of credit hours in which a student is enrolled during a semester.

Add: The process of adding a course to your schedule.

Associate Degree: The degree typically awarded by a community college following the completion of a two-year program of study or approximately sixty-four credits.

Audit: The process by which a student can attend a class on a no-grade, non-credit basis. A student must elect to audit a class prior to the beginning of the semester.

Commencement: Graduation ceremonies

Co-requisites: Courses that you are required to take while enrolled in another related course.

Course Number: The three-number designation that appears after the department code and before the section code, as in ACC 101 A.

Credit Hour: Each credit hour is a unit of time, usually between 50 and 60 minutes, during which a class will meet each week during a semester. **Curriculum:** A set of courses leading to earning a degree or a certificate.

Curriculum: A set of courses leading to earning a degree or certificate

Degree Requirements: A list of exact courses, subject areas and credit hours needed to obtain a specific degree or certificate.

Department Code: The three-letter designation that appears before the course number and section code, as in ACC 101 A.

Drop: The process of dropping a course from your schedule during the first two weeks of the Fall and Spring semesters. A dropped course does not appear on your record.

Electives: Courses that are not specifically required for the degree, but may meet a subject area requirement (e.g. math elective means a student must take a college-level math course).

Freshman: A student who has completed less than thirty credit hours.

Full-time Student: A student enrolled in twelve or more credit hours during a semester.

General Education Requirements: Courses that will provide degree students with a broad knowledge in a variety of disciplines.

Grade Point Average (GPA): Indicates a student's academic progress/status on a 4.0 scale.

Incomplete Grade ("I" Grade): "I" grades must be made up by the end of the fourth week after the semester. An "I" grade not made up within this period of time automatically becomes an "F".

Major: The subject area leading to a degree or certificate in which a student chooses to concentrate his/her academic work.

Matriculated Student: A full- or part-time student enrolled in an associate degree or certificate program. A student must be matriculated to receive financial aid.

Part-time Student: A student enrolled in less than twelve credit hours during a semester.

Prerequisite: A course or courses a student must complete before being allowed to register for a more advanced course in the same or related subject area.

Quality Hours: Credits earned which affect the student's grade point average

Quality Points: The number of quality hours (for a course) multiplied by the numerical value of the grade earned (A =4.0 points, B = 3.0 points, etc.). The total number of quality points divided by the total number of quality hours equals a student's cumulative grade point average.

Section Code: The digit that appears after the department code and course number in the schedule.

Senior Citizen: An individual 60 year of age or older. Tuition is waived for non-matriculated senior citizens in credit bearing courses. Attendance is on a space available basis assuming that minimum credit hours are achieved. Senior citizens are responsible for fees. Tuition waivers do not apply to continuing education courses.

Transcripts: Written record of a student's academic performance. Students may obtain official and unofficial transcripts by contacting the Office of Student Services.

Transfer Program: An academic program designed primarily to enable students to enter the third year of a baccalaureate program at a four-year college/university.

Tuition: The charges assessed for each course in which a student may register.

Withdrawal: The process of dropping out of a course, program of study or leaving the College. Students who do not follow the proper withdrawal procedures may receive a grade of "XF" if they stop attending a course and do not officially withdraw.