Warren
Community College

2026 - 2027
Student Handbook

WCCC Degree and Certificate Programs

Associate in Arts

- Elementary & Secondary Education
- English
- Fine Arts
- History
- Liberal Arts
- Social Science

Associate in Applied Science

- Business Management/Accounting Management
- Business Management/Business Management Program
- Business Management/Agribusiness Option
- Business Management/Computer Information Services
- Business Management/Small Business Management
- Medical Assisting
- Physical Therapy Assistant (Joint program with Union County College)
- Technical Studies
- Unmanned Systems
- Unmanned Systems/Counter UAS Option
- Unmanned Systems/Precision Agriculture Option

Associate in Science

- Applied Robotics & AI
- Biology
- Business Administration
- Business Administration/Organizational Communication Option
- Computer and Information Sciences
- Criminal Justice
- Exercise Science (Joint program with Sussex County Community College)
- General Science
- General Science/Chemistry
- General Science/Environmental Studies
- Nursing
- Unmanned Systems
- Unmanned Systems/Precision Agriculture Option

Certificate Programs

- Business Management
- Communications
- Computer Information Systems
- Criminal Justice/Corrections
- Drone Pilot
- Drone Repair and Maintenance
- Criminal Justice/Law Enforcement
- Small Business Management

Table of Contents

Letter from the President 5
Academic Advising 9
Academic Affairs 9
Accreditation 9
Alcohol and Substance Abuse Policy 10
Alumni Association 11
Anti-Harassment Policy (201.2) 11
Books/College Store 16
Cafe 16
Campus Security Act and Right to Know Regulations/Crime Awareness 16
Campus Sexual Assault/Victim's Bill of Rights (309.1) 16
Career Development Services 17
Change of Address/Name 17
Change of Major 18
Clubs and Organizations 18
Complaint Procedure (305) 18
Copyright Policy (404 – 404.4) 19
Disability Services (308) 25
Distance Learning (405) 28
Domestic Violence (309.3) 30
Emergencies 31
Emergency Notification System (514.7) 32
Financial Aid 34
Grading System 37
Graduation 38
ID Cards 38
Incomplete Grades 39
Instructional Support Center 39
Intimidation & Bullying Policy (304.7) 39
Library 40

Lost and Found 40
Missing Person Policy (514.5) 41
MY WARREN 42
Parking Permits 42
Payment 42
Privacy Rights of Students - F.E.R.P.A. (306) 43
Public Annual Notification 46
Repeat Grade Policy (403.2) 48
Security of Financial Information (501.6) 48
Service and Support Animals (308.1) 51
Sexual assault/sexual violence information and procedures (309.2) 54
Students' Rights, Responsibilities & Academic Conduct (304) 60
Student Transcripts (307) 68
Technology Use Policy (312) 69
Tobacco Products (509) 78
Transfer Planning (403.4) 78
Weapons Policy (514.6) 79
WCCC Website 80
Withdrawing from Courses (403.8) 80
Glossary of Useful Terms 81

Letter from the President

Dear Student:

Welcome to WCC, where we are committed to helping you realize the educational goals that contribute to your life's plan for future success. WCC enjoys an excellent reputation for quality programs, personalized service, and a dedication to the community it serves. We stand ready as a college to rise to the challenges you are facing and to provide you with an exceptional education. At Warren, we pride ourselves on being more than an organization; we are a family.

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. Office phone numbers are found throughout the Handbook. You are encouraged to contact the appropriate College officials for further assistance or visit the College's website at www.warren.edu.

WCC is ranked # 1 in New Jersey and 11th in the nation for student success outcomes. 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!

Sincerely,

Dr. William J. Austin, President

Academic Calendar
Fall 2026 and Spring 2027

	Fall 2026	Fall 2026 PowerPack* (Hybrid Format)	Spring 2027
Last day for 100% refund	Tuesday, September 1, 2026	Friday, September 25, 2026	Tuesday, January 19, 2027
Classes begin	Wednesday, September 2, 2026	Saturday, September 26, 2026	Wednesday, January 20, 2027
Last Day to Add classes	Tuesday, September 8, 2026	Friday, September 25, 2026	Tuesday, January 26, 2027
Last day for 80% refund	Tuesday, September 8, 2026	Monday, September 28, 2026 (drop only, no add after course begins)	Tuesday, January 26, 2027
Last day for 50% refund	Tuesday, September 15, 2026	Tuesday, September 29, 2026	Tuesday, February 2, 2027
Mid-Term grades due	Friday, October 23, 2026	*Not applicable*	Friday, March 12, 2027
Last withdrawal day for a "W"	Friday, November 6, 2026	Monday, October 5, 2026	Friday, April 2nd, 2027
Last withdrawal day for a WP/WF	Wednesday, December 2, 2026	Friday, October 9, 2026	Wednesday, April 28, 2027
Classes end	Wednesday, December 16, 2026	Sunday, October 25, 2026	Wednesday, May 12, 2027
Final Grades due	Monday, January 4, 2027	Wednesday, October 28, 2026	Wednesday, May 26, 2027

Powerpack dates are for 3-credit courses that meet on an alternative compressed schedule. Dates will be adjusted for
any 2-credit or 4-contact-hour courses. Please consult the Office of Academics for details. Fall Powerpack weekends: September 26, 27 October 10, 11 October 24, 25.

Other Important Dates:

Labor Day: College closed - Monday, September 7, 2026
Fall Faculty/Staff In-Service: Monday, October 12, 2026
Thanksgiving Holiday: No classes and College Closed- Thursday, Friday, November 26, & 27, 2026
Winter Recess: College closed - December 24, 2026 through Sunday, January 3, 2027
Dr. Martin Luther King, Jr. Day: College closed - Monday, January 18, 2027
Spring Faculty/Staff In-Service: Monday, February 15, 2027
Spring Break: No classes - Monday, March 15, 2027- through Friday March 19, 2027
Commencement: Saturday, May 15, 2027

Directory

Offices

Academic Affairs/Faculty	(908) 835-2310
Business Office	(908) 835-2328
Campus Operations	(908) 835-2330
Continuing Education	(908) 689-7613
Financial Aid	(908) 835-2396
Human Resources/Title IX Officer	(908) 835-2356
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. Will Austin (President)	president@warren.edu
Sarah Van Horn (Executive Administrative Assistant)	svanhorn@warren.edu
Joseph Labarbera (Agriculture Program Project Director)	jlabarbera@warren.edu
Cherie Steinberg (Executive Administrative Assistant)	csteinberg@warren.edu

Full-time Faculty/Teaching Administrators

Marilyn Brooks-Lewis (Business & Technology)	lewis@warren.edu
Tracy DiTolla, (Art & Advisement)	tditolla@warren.edu
Kerry Frabizio (English)	kfrabizio@warren.edu
Dr. Jennifer Harrison (Sociology)	jharrison@warren.edu
Lisa Hildebrandt (Mathematics)	lhildebrandt@warren.edu
Karen Hillyer (Communications)	khillyer@warren.edu
Dr. Al Himsl (Science)	himsl@warren.edu
Susan Howey (Mathematics)	howey@warren.edu
Adam Kyle (Precision Agriculture)	akyle@warren.edu
Dr. Anna Massimo (Biology)	amassimo@warren.edu
Dr. Anthony Perone (Biology & Advisement)	aperone@warren.edu
BJ Ward (English)	ward@warren.edu
Dr. Nancy Wilson-Soga (Social Science)	soga@warren.edu
Becca Visone (Nursing)	bvisone@warren.edu

Academic Affairs

Dr. Marianne Van Deursen (Provost/VP Academics)	vandeursen@warren.edu
Tatyana Aguilar (EOF Coordinator/Recruiter)	taguilar@warren.edu
Lashanda Arrington-Hughes (Executive Director of Nursing)	larringtonhughes@warren.edu
Janice Boop (Lab Associate)	jboop@warren.edu
Jennifer Mondrone (Nursing Lab Coordinator)	jmondrone@warren.edu
Dr. Simone Patterson (Dean of Learning)	spatterson@warren.edu
Jeanette Phillips (Executive Administrative Assistant)	jphillips@warren.edu
Jeanette Schinstine (H.S. & Comm. Outreach Coordinator)	jschinstine@warren.edu

Business Office/Research

Barbara Pratt (VP of Finance & Operations)	pratt@warren.edu
Michele Guarriello (Accounts Payable/Payroll Technician)	mguariello@warren.edu
Mindy Marinelli (Student Accounts Manager/Data Analysis)	marinelli@warren.edu
Sara McGuire (Budget & Finance Manager/Veterans Coordinator)	smcguire@warren.edu
Dr. Allison Witucki (Institutional Researcher)	awitucki@warren.edu

Campus Operations

Eileen Barto (Purchasing, Receiving & Mailroom Technician)	barto@warren.edu
Mohamed Elnagar (Senior Custodian)	maintenance@warren.edu
James McCoy (Public Safety Coordinator)	jmccoy@warren.edu
Joshua Padilla (Senior Custodian)	maintenance@warren.edu
Michael Walsh (Custodian)	mwalsh@warren.edu

Continuing Education

Karen Boyle (Office Manager)	boyle@warren.edu
Dawn Smith (Coordinator College Marketing Integration)	dsmith@warren.edu

Dr. Joseph Warren Robotics Research Center

Andrew Bieniek (Agriculture Drone Maintenance Specialist)	abieniek@warren.edu
Dennis Florentine (Director of Flight Operations)	dflorentine@warren.edu
Adam Kyle (Precision Agriculture)	akyle@warren.edu
Peter Miller (Chief Pilot, WarrenUAS)	pmiller@warren.edu
Amanda Moberg (Coordinator of Flight)	amoberg@warren.edu
Sai Sanker (Director of Advanced Robotics/AI)	ssanker@warren.edu
Sarah Van Horn (Office Manager)	svanhorn@warren.edu

Foundation

Samir Elbassiouny (Director of Foundation)	selbassiouny@warren.edu

Library, ISC and IT

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

Student Services & Financial Aid

Jacqueline Daly (Director of Financial Aid)	jdaly@warren.edu
Tracy DiTolla (Art & Advisement)	tditolla@warren.edu
Sarah Lutz (Executive Administrative Assistant)	lutz@warren.edu
Liliana Köster (Director of Student Advising/Registrar)	lkoster@warren.edu
Dr. Anthony Perone (Dean of Enrollment; Biology & Advisement)	aperone@warren.edu
Ashley Warner (Academic Advisor/Disability Service Coordinator)	awarner@warren.edu

Academic Advising

Academic Advisors are located in the Office of Student Services and can meet with students virtually, by telephone, or by appointment on campus. 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 online through MY WARREN. Advisors within the Office of Student Services are available to assist you with the registration process by appointment 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 Department 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 191042680. They can be reached at (267) 284-5000 or through www.msche.org. MSCHE is one of the national accrediting agencies under the Council on Higher Education Accreditation (CHEA) and primarily 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 Director of Student Advising/Registrar and the Director of Human Resources/Title IX Coordinator & AA/EOE Compliance Officer /Title IX Coordinator & AA/EOE Compliance Officer 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 Director of Student Advising/Registrar and Director of Human Resources/Title IX Coordinator & AA/EOE Compliance Officer 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 a 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 employees or students. Employees 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 Elbassiouny at samir@warren.edu.

Anti-Harassment Policy (201.2)

The College maintains a strict policy prohibiting harassment or discrimination based on age, race, color, national origin or nationality, ancestry, religion, creed, physical or mental disability, sex, gender, gender identity or expression, sexual orientation, genetic characteristics or information, marital, civil union or domestic partnership status, veteran or military status, 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, online 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. Nobody 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 is a victim of alleged harassment should immediately report the matter to a supervisor/manager or Human Resources 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.

No Sexual Harassment

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;
- 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);
- Derogatory comments based on gender;
- 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;
- Other sexually suggestive gestures or physical movements;
- 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;
- 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 a supervisor/manager or Human Resources in accordance with the Complaint Procedure below, or in any other manner reasonably calculated to inform College management.

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 who 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 a supervisor/manager or Human Resources. 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 as soon as possible. The complaint should include details of the alleged incident(s), names of individuals involved, and the names of any witnesses. Supervisors and managers must immediately refer all harassment complaints to Human Resources.

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 Human Resources for investigation or referral to the President, Board of Trustees Chairperson or Vice Chairperson, as outlined below.

- Complaints of harassment against the President, will be referred by Human Resources 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 Human Resources 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 Human Resources Official, will be referred by a manager/supervisor to the President for investigation with qualified outside counsel.
- All other complaints of harassment will be referred by a manager/supervisor to Human Resources 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-Chairperson 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 Where Discrimination or Harassment is Found

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 anyone is unclear as to what kind of activity may be prohibited retaliation, contact Human Resources immediately for more information.

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 anyone believes that they have been retaliated against because of their opposition to a practice they reasonably believe to be discriminatory or because of their participation in a hearing or proceeding regarding alleged unlawful discrimination, that individual should provide a written or oral complaint to Human Resources as soon as possible. The 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 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.
.

Books/College Store

Textbooks are available for students through a subscription program with Cengage publishing company. Students will access textbooks through Cengage Unlimited, which will allow them to view their textbooks and other course materials from any internet-enabled device. Students may opt to rent textbooks through the Cengage Unlimited account if they prefer paper textbooks. The subscription to Cengage is paid as part of the regular semester and fees and covers access for one year.

The College Store, located in the East Wing, provides College apparel for students and family members who would like to purchase them.

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 (309.1)

Warren County Community College is committed to maintaining an academic/work environment for all students, faculty, and staff that is free from sexual assault and non-consensual sexual contact. Any allegation of sexual assault and non-consensual sexual contact will be treated seriously. Such behavior or threat thereof shall not be tolerated. Full assistance and prompt cooperation will be provided in notifying the proper criminal and civil authorities. The College will adhere to the directives of the law enforcement agency responsible for the sexual assault investigation. In addition, any student, faculty, staff, or administrative employee of the College determined to have violated this policy will be subject to immediate and appropriate disciplinary sanctions.

Anyone who has been the victim of a sexual assault, attempted sexual assault, or non-consensual sexual contact on the WCCC campus should immediately contact the Director of Human Resources/Title IX Coordinator. This individual can provide supportive intervention, including information and referral for contacting the police, obtaining appropriate medical care, preserving evidence for possible criminal

prosecution, obtaining a temporary restraining order, and contacting the available counseling and support services within the community.

Counseling, ongoing support, and information about college disciplinary action may be obtained through the Office of Student Services. In addition, the victim of such an assault may request changes as needed, in their academic circumstances (i.e. course section, credit load). All requests considered to be reasonable will be implemented promptly.

All interventions shall be made in accordance with *The Campus Sexual Assault Victim's Bill of Rights* as adopted by the New Jersey Commission on Higher Education in October 1995. This Bill of Rights shall be published annually in the Student Handbook.

Career Development Services

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

WCCC offers:

- Individual Career - A discussion about career interests and Assessment of skills.
- Resume and LinkedIn profile development- Building resumes that get job Interviews.
- Interviewing skills development- Dress for success and put your best foot forward.
- Job search support- Using different search engines and networking tips.
- Occupational information- Use of public data to support your search.

Career planning requires time and may be accomplished by using a variety of resources as well as seeking input from other 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 to 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 may also update personal information on MY WARREN or print the form here.

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. Change of major forms are processed before a term begins and after a term ends.

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 online and on campus.

Complaint Procedure (305)

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 Board Recording Secretary. 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 Board Recording Secretary 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 is provided, the complaint will be considered addressed and closed.

Reporting and Publishing Responsibilities

The Board Recording Secretary shall maintain a log on all complaints and aggregate student complaint information so that the data on complaints can be reported each December to the Board of Trustees.

The College shall publish information regarding the Student Complaint Process in its Student Handbook and on its website at www.warren.edu. Information regarding the number and types of complaints shall also be collected and reported as necessary to the Middle States Commission on Higher Education in accordance with accreditation requirements.

Copyright Policy (404 – 404.4)

Warren County Community College shall comply with the 1976 Copyright Act through the following guidelines and standards of educational fair use as specified under Section 107 of H.R. 2223.

The Copyright Act lists the following four factors that must be considered in determining whether a particular use falls under the “fair use defense”:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

GUIDELINES FOR CLASSROOM COPYING WITH RESPECT TO BOOKS AND PERIODICALS (404.1)

I. Single copying for teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay, or short poem, whether or not from a collective work;
D. A chart, graph, diagram, drawing, cartoon picture from a book, periodical, or newspaper;

II. Multiple copies for student learning use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for student learning use or discussion; provided that the following three criteria are met:

A. The copying meets the tests of brevity and spontaneity as defined below;
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright

DEFINITIONS:

Brevity:

1. Poetry
    a. A complete poem if less than 250 words and if printed on not more than two pages or,
    b. From a longer poem, an excerpt of not more than 250 words.

2. Prose
    a. Either a complete article, story or essay of less than 2,500 words, or

b. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in 1 and 2 above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

4. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations, and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

Paragraph 2 above notwithstanding, such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity:

1. The copying is at the instance and inspiration of the individual teacher, and
2. The moment of its use for maximum teaching effectiveness is so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

1. The copying of the material is for only one course in the school in which the copies are made.

2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

3. There shall not be more than nine (9) instances of such multiple copying for one course during one class term.

[The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions to I and II above

Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:
    1. Substitute for the purchase of books, publishers' reprints or periodicals;
    2. Be directed by higher authority;
    3. Be repeated with respect to the same item by the same teacher from term to term; and
    4. No charge shall be made to the student beyond the actual cost of the photocopying.

GUIDELINES FOR CLASSROOM COPYING WITH RESPECT TO MULTIMEDIA WORKS (404.2)

Only two (2) copies of an educational multimedia project may be made, only one (1) of which may be placed on reserve. An additional, third copy may be made for preservation purposes, but may only be used or copied to replace a copy that has been lost, stolen, or damaged. If an educational multimedia project is created by two or more people, each creator may retain one copy for the educational purposes described in the proposed guidelines. Permission is required for uses that are commercial or go beyond the limitations of the proposed guidelines. Fair Use status expires two years after the first instructional use of a particular multimedia product.

Multimedia products should contain an opening screen notice that credits the sources, displays the copyright notice and copyright ownership information if shown in the original source. Crediting the source must adequately identify the source of the work, giving a full bibliographic description where available. The copyright notice includes the word “Copyright” or the copyright symbol, the name of the copyright holder, and the year of first publication. Any alterations of copyrighted items must be noted.

There are quantitative portion limitations that specify how much of copyright-protected sources may be included in multimedia products prepared by students or faculty for course-related work. Use of larger portions requires permission from copyright owners.

1. Text

Up to 10% or 1000 words of a source, whichever is less. For example, one may use an entire poem of less than 250 words, but no more than 3 poems by one poet or 5 poems by different poets from the same anthology.

2. Music, Lyrics, Music Video

Up to 10% but not more than 30 seconds total from an individual work

3. Motion Media

Up to 10% or 3 minutes of a source, whichever is less, of a copyrighted motion media work, such as an animation, video, or film image.

4. Illustrations, Photographs

No more than 5 images by one artist or photographer. No more than 10% or 15 images, whichever is less, from any single published work.

5. Numerical Data Sets

Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.

6. Internet Sources

Though it can be difficult to determine what is copyright protected and what is in the public domain, the multimedia creator is responsible for adhering to copyright law.

7. Opening screen notice

“Certain materials are included under the fair use exemption of U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines and are restricted from further use.”

If the copying does not clearly qualify as fair use, taking into account the four fair use factors as well as the Guidelines, one can obtain permission for copying by contacting the publisher/copyright holder directly. Requests for permission to copy portions of books, journals or other periodicals should be directed to the Permissions Department of the publisher/copyright holder. If your request for permission is denied or if the

copyright holder imposes conditions that you are unwilling to meet, the most prudent course would be not to use the requested material.

USE OF PEER-TO-PEER ("P2P) PROGRAMS OR NETWORKS TO DOWNLOAD COPYRIGHTED MATERIALS (404.3)

Peer-to-peer file sharing is an information technology protocol that allows peer-to-peer file sharing that is used to distribute large amounts of data over the Internet. 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. These rights include the right to reproduce or distribute a copyrighted work. The use of P2P programs or networks to download copyrighted material on the WCCC campus is considered a violation of the College's technology, code of conduct, and copyright policies. Individuals who illegally download materials shall be subject to discipline by the College in addition to any externally imposed legal penalties. Below are examples of P2P programs or networks that allow users to exchange and share files:

1. Ares Galexy
2. BitComet
3. BitTorrent
4. eMule
5. Freenet
6. FrostWire
7. Gnutella
8. Retroshare
9. Tribler
10. uTorrent
11. Vuze

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS (404.4)

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, in 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.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Disability Services (308)

Warren County Community College (WCCC) is committed to providing equal opportunities for all students without discrimination. Warren County Community College is committed to providing students with disabilities with the same rights and privileges to participate in all programs as are available to all WCCC students. The College is thereby committed to complying with the spirit and letter of federal and state anti-discrimination legislation: the Federal Rehabilitation Act of 1973, 29 U.S.C. & 701; the Americans with Disabilities Act of 1990 (ADA); and the New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-1 et seq., within the framework of its existing and available resources.

WCCC is committed to accommodating students' special needs, including those of a learning, psychological, or physical nature. All information provided to WCCC regarding the nature of a disability, and the need for academic accommodation is confidential. This information is maintained separately from educational records and is not shared with instructors or any other individual without the student's written consent. Accommodations for students with documented disabilities are coordinated by the Disability Coordinator in the Office of Student Services as described below.

Definition

According to both federal legislative acts, a person with a "disability" is someone with a physical or mental impairment that substantially limits one or more major life activities. This includes, but is not limited to such conditions as visual impairments, psychological/ emotional disabilities, speech impairments, hearing impairments, mobility impairments, or learning disabilities. A person is considered disabled if (1) s/he has a disability, (2) has a record of the disability, or is (3)"regarded" as having the disability.

Section 504 further stipulates that a qualified handicapped person is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities.

Under this legislation, a student at WCCC who has a disability has the right to request "appropriate academic adjustments." It is the student's responsibility to identify him/herself as an individual with a disability, provide appropriate documentation of the disability, and make the specific request for adjustments/accommodations. At WCCC, all decisions regarding these requests are made on an individual basis. The College is

committed to accommodating special needs which provide the student with equal access and maintain the academic integrity of programs of study.

Service Requests

The disabilities services provider at Warren County Community College is the Disability Coordinator in Student Services or appropriate designee. This individual has the responsibility of determining the appropriateness of students' requests for academic adjustments/ accommodations. Students who wish to request academic adjustments/accommodations should schedule an appointment with the Disability Coordinator, prior to enrollment, to discuss individual needs.

A. Examples of Academic Adjustments

Examples of classroom accommodations may include testing/assignments, note-taking assistance, access to interpreters, audio-taping of lectures, and use of other assistive technologies. Information and referrals for securing books on alternative formats to print may also be available. Students seeking more specialized assistance may be eligible for out-of-county sponsorship to a college which is able to provide that service.

The College does not provide personal devices, such as wheelchairs; individually prescribed devices, such as hearing aids; or services of a personal nature including assistance with eating, toileting, or dressing. It is the student's responsibility to secure this assistance.

B. Requests for Academic Adjustments

1. Documentation of Disability

Students with a disability who wish to request academic adjustments or accommodations must submit written documentation of the disability to the Disability Coordinator. (Note that it is the responsibility of the student to self-identify themselves as requiring adjustments or accommodations; the College is not responsible for any diagnostic services to determine whether a student has a disability.)

This documentation must provide the following: professional evaluation and diagnosis of disability, description of how the disability affects the individual's ability to learn, and suggested learning strategies that may enable the student to compensate 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/ physician) and should be completed within the last five (5) years. It is recommended that these documents be submitted to the Disability Coordinator several weeks prior to the start of classes to allow sufficient time for review and student advisement

2. Process of Review

The Disability Coordinator will review all submitted documents and determine the academic adjustments/ accommodations appropriate to college study that can reasonably be provided for the student at WCCC. The Disability Coordinator may ask the student to provide additional documentation, particularly if the disability is one of transient impact. The Disability Coordinator also may request professional consultation if further information is needed to determine reasonable means of accommodating the student's needs. The appropriate accommodations will be discussed with the student, who will determine which of these s/he would like to request.

3. Requesting Specific Academic Adjustments/Accommodations

To receive the appropriate academic adjustments/accommodations, a student must notify the Disability Coordinator upon registering for classes for the upcoming semester. The Disability Coordinator will complete the necessary Academic Adjustment Request paperwork and inform the student when it is ready to be finalized. It is recommended that the student meet with the Disability Coordinator prior to course registration for the upcoming semester to discuss academic plans for that term. The completed Academic Adjustment Request will be forwarded to the student who will share and discuss it with each individual instructor. The Disability Coordinator will discuss this with each student and will assist the student as appropriate with the student's accommodations. Any changes made to a class schedule after the Academic Adjustment Requests have been completed must be brought to the attention of the Disability Coordinator.

4. Confidentiality of Information

All information provided to the College regarding the nature of a student's disability and request for academic adjustment is kept confidential. All records are maintained by the Disability Coordinator are filed separately from academic records. This information, including the approved "Request for Academic Adjustment" cannot be shared with instructors or anyone outside of the college community unless the student provides the Disability Coordinator with written consent to do so.

If written consent for release of this information is received, the Disability Coordinator/designee will provide the individuals named within the release with the approved "Request for Academic Adjustment" indicating the accommodations that must be implemented. College employees in receipt of such information from the Disability Coordinator must exercise confidential safeguards at all times in its handling.

5. Implementation of the Approved Academic Adjustments

Instructors, administrators, staff, and contractors must provide academic adjustments approved by the Disability Coordinator/designee and provided via the student...

Instructors must include the disability services statement provided by the Office of Student Services in every syllabus.

If the student, at any time, feels that the accommodation(s) s/he is receiving are not working, s/he should discuss these concerns with the Disability Coordinator /designee as soon as possible.

Self-Advocacy

Self-identification, self-advocacy, and independence are integral to the effective delivery of these services. If a student discloses that s/he has a disability, the student should be referred to the Disability Coordinator for further advisement.

Appeals

A. Student

A student with a disability who wishes to appeal an accommodations decision, or who believes that he or she has been a victim of discrimination by the College or a representative thereof, should be referred to the Disability Coordinator. The Disability Coordinator will provide the student with information regarding the Student Grievance Procedure and take action accordingly to seek resolution of the appeal or complaint.

B. College Employee

Any instructor or administrator who wishes to appeal the decision of the appropriate Dean/Vice President or designee should contact the President. The President will take action accordingly to seek resolution of the appeal.

The College administration reserves the right to further review an accommodation recommended by the Associate Dean in the interest of better serving the student and the college community.

The College shall at all times, within the framework of its existing and available resources, comply with the existing laws, rules, and regulations pertaining to students with disabilities, including but not limited to the laws of the United States of America and the State of New Jersey, as well as all appropriate administrative agencies.

Distance Learning (405)

Distance Education credit courses shall be defined as courses that 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. 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.

Also, in accordance with Federal Regulations, the College must establish procedures to ensure the identity of each student taking distance education classes. These procedures are intended not only to protect student privacy, but also to prevent any academic misconduct. WCCC satisfies this requirement through the following controls:

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.

The college shall verify 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 an online class shall be defined as active participation in course assignments, including the completion of papers, online postings, and exams. Merely logging into an online educational system **does not** constitute attendance. Posting a student introduction **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 or his/her designee. This includes concerns regarding possible student fraud, plagiarism and/or other conduct specifically prohibited in the Student Handbook, the Campus Code of Conduct (Policy 304.2), the Policy on Computer, Email and Internet Usage (Policy 202.19) or the Copyright Policy (Policy 404).

It is the responsibility of the instructor to utilize the course objectives and the defined textbook as set forth in the master syllabus for all distance education courses. The

college approved Learning Management System (LMS) must be utilized for all distance education courses and may be supplemented with additional online resources as approved by the college administration. Distance education courses must also meet guidelines established by the college for student time on task. A guideline of proposed time must be pre-approved by the Vice President of Academics before the start of the academic term. Each week faculty must require an assignment that demonstrates weekly attendance within the LMS for all students enrolled in distance education courses. A final time audit reflecting actual course structure and student time on task must be submitted to the Vice President of Academics at the conclusion of the course along with final grades.

Domestic Violence (309.3)

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 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 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/Title IX Coordinator. If this individual is not available, the employee or contractor should report the matter to a College Executive or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the Director of Human Resources/Title IX Coordinator 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 or by emailing StudentServices@warren.edu. 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 (514.7)

Warren County Community College has contracted with Rave Alert to provide emergency notification to students. This is a self-enrollment system that permits students and employees to receive text and e-mail alerts. The instructions for this system are as follows:

1. Go to www.getrave.com/login/warren.
2. Enter the requested information and agree to the terms of use.

   Note: If you are prompted to go to your email, please do so and select the link there to continue the registration process.

3. During registration for mobile phone updates, you will be asked to enter a 4-digit confirmation code that was sent to your phone via text message. Please enter the 4-digit code in the website to complete your phone registration.

Points of Contact

Warnings will be issued to the Campus Community through any or all of the means listed below:

- Campus wide e-mail system;
- Text message;
- Notification on the WCCC website

When the system will be used

- An impending emergency situation
- An actual emergency situation
- Updates regarding a current emergency situation
- School closures due to weather or other circumstances

Timely Warnings

In the event that a situation arises, either on or off campus, that in the judgment of the Campus Safety Office and/or Campus Operations, constitutes an ongoing or continuing threat, a campus wide Campus Safety Alert (timely warning) will be issued. The Campus Safety Alert will be issued through the College's email system to students, faculty and staff. The information will also be posted on the WCCC website. The Campus Safety Alert will include information to promote safety and help aid in the prevention of similar crimes. In addition, it will include information about the crime that triggered the warning, including the nature of crime, any suspect information and location of the incident.

Emergency Notifications

The Campus Safety Office and Campus Operations is authorized to send emergency notifications through the selected contracted vendor (Rave Alert) to the WCCC Community if it is determined that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WCCC Community. Situations that may warrant an emergency notification include, but are not limited to:

- An emergency incident in progress; active shooters, bomb threats, civil unrest, and evacuations
- Potential impending emergency incidents such as tornado warnings and other serious weather events
- Safety messages regarding suspicious persons, area or school closures, crimes against person where the suspect is not apprehended
- Termination messages including all clears, status updates or re-opening of campus or buildings

The Campus Safety Office or Campus Operations shall without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Washington or Phillipsburg Township Police Departments, and/or the Washington or Phillipsburg Township Fire Departments), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Before sending a message, the incident must be confirmed through one or more of the following methods:

1. Confirmation of an emergency in progress is subject to:
    a. Confirmation of the incident by an emergency responder in the area
    b. Visual confirmation via CCTV systems
    c. Audible confirmation either in person or via telephone systems
    d. Three (3) unique reports of the incident from members of the public or College community
2. Confirmation of an impending emergency is subject to confirmation of the incident by an emergency responder or relevant agency

The system will be tested during the Fall and Spring semesters. Users opt in to receive text messages, but all WCCC Community members will receive the notification via email. WCCC community members can sign up to receive messages through Rave Alert. For additional information visit: www.getrave.com/login/warren.

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 Friday, 9 AM– 5 PM. 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 separately from the student.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA at http://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 (prior to fall semester)
Spring	November 1 (prior to spring semester)
Summer	May 1 (prior to summer semester)

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

Students who apply after these dates may have to make a 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, has registered for at least 6 credits, and has successfully all required financial aid documents. 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.

Satisfactory Academic Progress

Each semester, a student must meet qualitative and quantitative standards of academic progress to remain eligible for financial aid. This is referred 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 http://www.warren.edu/student-eligibility-requirements/ 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 PEL 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.

Community College Opportunity Grant (CCOG) Program

A “last dollar” type program that provides tuition and fee funds for eligible students who come from low-income households and is applied after all other types of financial aid have been considered and applied for the student.

WCCC Foundation Scholarship

Special scholarships are 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 that 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 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
Grade	**Evaluation**	**Quality Points Per Hour**
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	*
AW	Administrative Withdrawal	*
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 on the WCCC website. A commencement ceremony is held every May when it is safe to do so. 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 normally required to obtain a WCCC student ID card. To obtain a student ID card, a current printed schedule, and an additional form of identification is required. When the Library is closed and library services are provided to students remotely, students will not be issued ID cards. Rather, we ask that students carry other

forms of photo identification, such as a driver's license or high school identification card, when on campus.

Immunization Requirements (302.12)

The State of New Jersey requires that all full-time, degree-seeking students at New Jersey colleges be immunized against measles, mumps, rubella, hepatitis B, and meningitis or prove that they are exempt from this requirement. 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.

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 I 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, email 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. Visit the ISC's webpage http://www.warren.edu/tutoring/ for information regarding hours of operation, testing services, schedule tutoring appointments, and individual academic skill-building sessions.

Intimidation & Bullying Policy (304.7)

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 where you can get help with all research. 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 Friday and closed Saturday and Sunday. For information regarding hours of operation, please see the Library's website at warren.libguides.com/. Please contact us at 908-835-2336 or wccclibrary@warren.edu if you have any questions about the Library's services, electronic databases/collections, policies, or hours of operation outside of the regular semesters.

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 (514.5)

Under the Higher Education Opportunity Act of 2008, all Colleges must have policies and procedures for handling missing students and persons.

DEFINITION

A missing student means any student of an institution who resides in a facility owned or operated by such institution and who is reported to such institution as missing from their residence. Warren County Community College does not hold or operate resident facilities. As such, this policy refers to a situation where a College community member seeks to report a missing person to the College for investigative purposes.

PROCEDURES

Anyone seeking to report a missing person should be directed to the Coordinator of Public Safety.

Once a missing person is reported, the Coordinator of Public Safety will undertake the following:

A. Obtain information regarding the identity of the student or individual presumed missing, the person reporting the incident, the relationship of the person reporting the incident, and the circumstances that caused the reporting person to file the report.
B. Document such information in a College incident report.
C. As appropriate, inquire with other officials at the College regarding the presumed missing person.
D. Advise the reporting person that missing person reports must be filed with the law enforcement agency having jurisdiction where the student resides.
E. Contact the law enforcement agency where the individual resides and advise them of the missing person report made to the College.
F. Should the Coordinator of Public Safety believe that the missing individual may be in imminent threat of danger or the person is considered to have been last seen on the Warren County Community College campus, the Coordinator of Public Safety will contact the appropriate police agency and turn the issue over to their jurisdiction.

FERPA COMPLIANCE

Information sharing with police on missing persons will follow guidelines established under the federal Family Educational Rights and Privacy Act.

COMMUNICATIONS

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media designed to elicit public assistance in searching for a missing person. Therefore, outside law enforcement will handle all communications regarding missing students.

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, 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 StudentServices@warren.edu or (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. When the Library is open for in-person services, students should visit the Library 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 by 5:00 pm the next business day. 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:

- 100% tuition and fee credit is granted to any student who drops a class(s) prior to the first day of the semester.
- Tuition and fee credit of 80% is provided during the first week of classes.
- Tuition and fee credit of 50% is provided during the second week.

- Condensed semesters (PowerPack, summer, etc.) will have a condensed drop period. Please refer to the semester specific academic calendar for these time frames.
- No refund is granted after the first two weeks of classes; however, students may still withdraw from classes without academic 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.

Privacy Rights of Students - F.E.R.P.A. (306)

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provisions Act as amended. Warren County Community College will comply with all aspects of the FERPA law and regulations.

It is the policy of Warren County Community College to allow students access to certain records maintained by the College and to provide an opportunity to challenge the accuracy or appropriateness of such records.

PROVISIONS (306.1)

I. Students enrolled at Warren County Community College have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect only that part of the material or document that relates to him or her.

II. 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.

III. The Director of Student Advising/Registrar of WCCC has the responsibility for maintenance of the educational record and other documents relative to the student's enrollment and academic progress.

IV. Warren County Community College will comply with all aspects of the General Data Protection Regulation legislation as it pertains to community colleges in the United States.

EDUCATIONAL RECORD (306.2)

The term educational record includes only the following materials and documents:

A. Applications for admission and re-admission
B. High School transcripts or GED score reports
C. College transcripts
D. Registration and Drop/Add forms
E. Placement test results and waiver forms
F. College communications pertaining to academic matters
G. Transcripts of academic grades and semester grade reports
H. Letters of reference prepared by Warren County Community College
I. Final grades
J. Transcript evaluation for transfer credit
K. Instructor referral forms
L. Admissions decision sheets
M. Copies of letters written by WCCC to a third-party confirming enrollment status
N. Correspondence between the College and the student, which directly pertains to matters of requisition, academic progress, grades or any other item of the educational record
O. SAT/ACT and/or Accuplacer or other standardized test score reports

The above list is intended to describe what may be found in educational records. Not all documents pertain to all students, nor are all the documents described above required for all students. Many of the documents listed above may be stored in electronic format in lieu of paper copy.

The term educational record does not include the following:

A. Financial records of parents or students
B. Confidential letters and statements placed in the student's file
C. Counseling or advising notes
D. Records of administrative and teaching faculty which are in the sole possession of the faculty and which are not accessible to or revealed to any other person except a substitute instructor

E. Confidential recommendations regarding admissions, honors and awards, or employment if the person has signed a waiver of his/her right to access this information. Such a waiver shall apply to recommendations only if:
    1. The statement is, upon request, notified of the names of all persons making confidential recommendations
    2. Such recommendations are only used for the purpose intended
F. Medical records
G. Disability records
H. Disciplinary records

DIRECTORY INFORMATION (306.3)

Warren County Community College may release the following ""directory"" information on any student unless the student has designated that it should not be released without his/her prior consent. Such notification must be submitted by the student in writing to the Office of Student Services.

A. Student Name
B. Participation in recognized school activities
C. Dates of attendance
D. Degrees, Certificates, and awards received from WCCC

Nothing hereinabove shall limit the College from modifying the list of “directory information” in accordance with changes in federal or state guidelines.

Warren County Community College will not release the educational records or personally identifiable information of its students (other than directory information) without the written consent of the student to any party, except as permitted under federal law.

Students requesting that their directory information not be released must follow the procedures established by the Office of Student Services and contained in the Student Handbook.

STUDENT ACCESS TO THEIR OWN RECORDS (306.4)

Students may access their own records in accordance with procedures established by the Office of Student Services and published in the Student Handbook. In addition, students may obtain copies of any material or document contained in their educational record, except official copies of documents received from other institutions or agencies, such as high school or college transcripts. The cost for copies of educational records is as follows:

1 to 10 pages	@ $0.75 per
11 to 20 pages	@ $0.50 per
20+ pages	@ $0.25 per

Students will be required to pay the cost of special mail handling (e.g., overnight or registered mail)

Students may request explanations and interpretations of any portion(s) of their educational record through the procedures outlined in the student handbook. The College shall offer students an opportunity to make any corrections to their records and an opportunity for a hearing to challenge items in their student file.

Public Annual Notification

Warren County Community College is committed to a policy of equal opportunity and affirmative action to provide environments for all students, employees and visitors that are free from discrimination, harassment, and sexual harassment. In accordance with State, Federal and local law, Warren County Community College does not discriminate and prohibits discrimination and harassment on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, benefits, admissions, and access to all career and technical programs: age; race; color; national origin or nationality; ancestry; religion; creed; physical or mental disability; sex; gender; gender identity or expression; sexual orientation; genetic characteristics or information; marital, civil union or domestic partnership status; veteran or military status, or any other basis protected by law.

Retaliation for filing a complaint of, or participating in an investigation of discrimination, harassment, or sexual harassment is prohibited.

The following employees have been designated to handle inquiries as indicated:

Harassment/Discrimination Complaints:

Stacy Mott
Director of Human Resources, Title IX Coordinator
Warren County Community College, room 125
(908) 835-2356 smott@warren.edu

Section 504/ADA Student Accommodation Requests:

Ashley Warner
Academic Advisor and Disability Services Coordinator
Warren County Community College, Office of Student Services, room 119

(908) 835-2471 awarner@warren.edu

Guest and Visitor Accommodation Requests:

Ashley Warner
Academic Advisor and Disability Services Coordinator
Warren County Community College, Office of Student Services, room 119
(908) 835-2471 awarner@warren.edu

All requests for accommodations from Warren County Community College guests and visitors, pursuant to Section 504 or the ADA, should be directed to Ashley Warner, Academic Advisor and Disability Services Coordinator. All matters, other than student accommodation requests and complaints, may also be directed to Ashley Warner.

Affirmative Action and Compliance Statement

Warren County Community College is committed to a policy of equal opportunity and affirmative action to provide environments for all students, employees, and visitors that are free from discrimination, harassment, and sexual harassment. In accordance with State, Federal and local law, Warren County Community College does not discriminate and prohibits discrimination and harassment on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, benefits, admissions, and access to all career and technical programs: age; race; color; national origin or nationality; ancestry; religion; creed; physical or mental disability; sex; gender; gender identity or expression; sexual orientation; genetic characteristics or information; marital, civil union or domestic partnership status; veteran or military status, or any other basis protected by law; Title VI, Title VII, Civil Rights Act of 1064; Executive Order 11246, as amended; Title IX, Educational Amendments of 1972, as amended; section 503 and 504, Rehabilitation Act of 1973, as amended; Veteran's Assistance Act of 1972; as amended, and the NJ Law Against Discrimination.

Inquiries regarding compliance with all civil rights laws or any specific complaints may be directed to Stacy Mott, Title IX Coordinator & AA/EOE Compliance Officer /Title IX Coordinator/AA & EEO Compliance Officer. She may be contacted at (908) 835-2356, via email at smott@warren.edu, or in Room 125 on the Washington Campus.

Mission Statement

Educate and develop all students to achieve their academic and career goals to provide value for themselves and for the region's economic, social, and community needs.

Vision Statement

Warren County Community College will become a more adaptive and relevant collegiate institution that implements region wide learning opportunities to create an educated, skilled, and community centric population that works to improve the quality of life in the Northwest New Jersey region.

Repeat Grade Policy (403.2)

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 (501.6)

Warren County Community College is subject to various federal requirements to secure the financial information of students. Policy 501.6 enumerates the actions that the College will continue to undertake to secure financial information.

GRAMM-LEACH-BLILEY ACT (501.6.1)

Under the 2000 Gramm-Leach-Bliley Act (G-L-B Act), the College is considered a financial institution because two of the College's activities ("making, acquiring, brokering, or servicing loans" and "collection agency services") are consistent with banking industry functions under the Bank Holding Company Act of 1956. As a result, the College must comply with two requirements of the G-L-B Act: Privacy of Consumer Information (Privacy Rule) and Safeguarding of Consumer Information (Safeguards Rule).

A) Privacy of Consumer Information

The privacy of student information contained in the G-L-B Act is consistent with the privacy responsibilities that colleges and universities must follow under Family Educational Rights and Privacy Act (FERPA). As such, Warren Community College will continue to ensure the privacy of student records, including their financial records, under Policy 306: Privacy Rights of Students, to satisfy the Privacy Requirements of the G-L-B Act. In addition, where applicable, the College shall comply with the safeguards of information for students covered under the General Data Protection Regulation (the European "Right to be Forgotten" law).

B) Safeguarding of Consumer Information

WCCC is committed to safeguarding the financial information of students and members of the campus community. As such, it has developed the following standards to safeguard financial information for students and employees (hereafter "customers"):

1) Electronic Safeguards
    a. Electronic customer information is stored on secured servers. All servers are password protected and unauthorized access is protected via a series of firewalls and other protections. Network security is routinely tested and subject to security audits.
    b. Servers are routinely backed up, and the back-up information is stored off-site.
    c. Employees are advised to maintain all work product on network drives to ensure that materials are backed up daily.
    d. Anti-virus software is routinely used. Security patches are installed as necessary, according to the latest industry standards.
    e. As specified in Policy 201.15, all non-student employees are subject to employee criminal background checks.
    f. Each employee and student with computer access is issued a unique ID and password. Employees must change passwords periodically using a specific password protocol to minimize the potential of "hacking" and must ensure that all passwords are secured.
    g. The College limits access to various computer systems to employees requiring such access for the completion of their job duties.
    h. Employees with access to secure student information must implement a keyboard locking protocol to secure information when they are away from their workstations.
    i. The College has a system of "permissions" and "controls" in place to limit both inquiry and data entry access to various systems and system components to protect from unauthorized access to confidential information.

j. All data are erased when disposing of computers and other electronic media that contain customer information.

k. Effective disposal of hardware occurs after the completion of its useful life cycle. The College maintains a comprehensive inventory of its technology equipment.

l. Employees with laptops containing sensitive data must follow the protocols in the Secure Laptop Policy (Policy 202.20), including the use of encrypted laptops or thumb drives if secure data are taken off campus.

m. The College's contracted vendor provides assurance that there is effective erasure of all confidential scanned data from photocopiers.

n. The College and/or its contracted vendors ensure that confidential data are maintained and disposed in accordance with state records retention statutes.

2) Physical Safeguards

a. Access to the server room is restricted to certain employees issued electronic key fobs. The room remains locked at all times and has been fortified with additional physical protection.

b. Rooms and/or file cabinets containing paper records with confidential customer information are locked.

c. Fireproof cabinets are used to store student records, financial aid files and employee financial information.

d. All employees are trained to safely dispose of confidential information using shredders or special disposal bins.

e. Any confidential material not shredded on campus is disposed of by a bonded confidential data disposal agency.

f. Confidential materials not housed on campus are stored off-site at a bonded storage company. Records are retained in accordance with federal or state records retention requirements and are destroyed after the retention period.

3) Other Safeguards

a. Financial account information is not provided over the telephone or in-person, unless or until an individual can produce sufficient identification.

b. The College limits employees who may accept financial information (example: credit card numbers) and does not keep permanent records of student financial information.

c. The College outsources payment plan, credit card processing, and payroll activities to external vendors and receives assurances from these vendors that they are in compliance with all federal and state mandates.

d. Social security numbers are not used for student identification. Social security information is collected only for federal or state mandated purposes, such as financial aid filing or tax reporting.

e. Signed releases or court-mandated documents are required for the release of FERPA-covered information.

f. The College has developed Emergency Action, Disaster Recovery and Business Continuity Plans/Procedures. Offices are responsible for periodically updating these documents.

The College's internal controls and operating procedures are reviewed annually by an independent auditing firm

Service and Support Animals (308.1)

Warren County Community College (the "College") limits the presence of privately-owned animals on campus to service animals trained to perform work or tasks for an individual with a disability, as described under the ADA. It is the policy of the College to afford individuals requiring a service, therapy or emotional support animal equal access to College property, programs, and activities in accordance with the ADA.

Definitions and Terms

Service Animal: Under the ADA, a "service animal" is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Handler: means the disabled individual having an interest in or right of possession to a service animal, or any person having control, custody, or possession of a service animal.

Therapy or Emotional Support Animal: A therapy or emotional support anmal animal is an animal that provides emotional support or comfort that alleviates one or more of the identified symptoms or effects of a disability. A therapy animal is not a service animal under this policy. Therapy animals may qualify as a reasonable accommodation for a disabled individual and are only permitted at the discretion of the College. Access for therapy animals is evaluated similar to any other request for accommodation and should be directed to the VP of Student Services to discuss whether the use of a therapy animal is permissible on campus.

Pet: A pet is any domesticated animal that is not a service animal, therapy animal or emotional support animal. Animals which are solely pets are prohibited on campus.

Service Animals on College Property Pursuant to Title III (Public Accommodation)

1) Where is the Service Animal Permitted

Title III prohibits discrimination on the basis of disability in the activities of places of public accommodation, including the College. Accordingly, the College generally permits the use of a service animal by any individual with a disability. Handlers of service animals are permitted to be accompanied by their service animal in all areas of the College property where the owner is allowed to go. Such areas include public areas, public events, and areas where public activities are held.

2) Permitted Inquiries

College personnel shall permit service animal access to an event or activity with its owner when it is readily apparent that the animal is trained to do work or perform tasks for its owner. Example: a seeing eye dog aiding a blind individual; a dog assisting an individual in a wheelchair.
If the need for the service animal is not readily apparent, personnel may only ask the following of service animal owners:

- Whether the service animal is required because of a disability; and
- What task the animal has been trained to perform for the individual.

If the owner states that the animal is required because of a disability and that the animal has been trained to do work or a task[1] for the owner, then the service animal shall be admitted.
Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not

[1] For example, if a service animal senses that a person is about to have a psychiatric episode and it is trained to respond by nudging, barking, or removing the individual to a safe location until the episode subsides, then the animal has indeed performed a task or done work on behalf of the individual with the disability, as opposed to merely sensing an event.

constitute work or tasks for the purposes of this definition. (emphasis added for potential applicability to Employee).

Service animal owners must not be asked about the nature of their disability or for medical documentation of it. The College shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

3) Handler Responsibilities and Removal

The handler may take the service animal onto College property, subject to Section 5.1. However, the College may request that the service animal be removed from College property when:

(a) The animal is disruptive/out of control, and the animal's handler does not take effective action to control it;

(b) The animal is not housebroken; or (c) the animal substantially interferes with the reasonable enjoyment of the area by others

Further, a service animal shall be under the control of its handler. The College is NOT responsible for the care or supervision of a service animal.

The handler is tasked with the following regarding service animals:

- A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- Ensure the service animal does not disturb or disrupt normal College functions.
- Immediately clean up after the service animal and properly dispose of the service animal's waste or other debris in accordance with all applicable local and state laws.
- The service animal must be vaccinated and licensed as required by state law and/or local ordinance.
- The animal may not be any “potentially dangerous species” as defined by N.J.A.C. 7:25-4.8.

Under New Jersey law, a person with a disability who has a service or guide dog in his possession shall be liable for any damages done to the premises of a public facility by

such dog. See N.J.S.A. 10:5-29(c).

Title I (Employment Accommodation)

Title I of the ADA governs the use of a service or therapy animal by employees. Pursuant to Title I of the ADA, the College will consider all employee requests for the use of a service or therapy animal as a reasonable accommodation to an employee's disability. All persons who require the use of a service or therapy animal in the workplace must make a request for an accommodation in accordance with the College's policy on Reasonable Accommodations in the workplace.

Determining whether a Therapy or Emotional Support Animal is permitted on campus is made on an individual basis, through an interactive process between the student requesting the accommodation and relevant campus personnel. The student's needs will be balanced with the impact of an animal on others.

In order for an Emotional Support Animal to be considered a reasonable accommodation, the individual must make a written request to the College and provide current verification of their need for an Emotional Support Animal from a physician, psychiatrist, licensed clinical social worker, or licensed psychologist, which:

a. verifies that the requester has a disability;
b. describes the need for the Emotional Support Animal to enable the requester an equal opportunity to use and enjoy the campus; and
c. identifies the relationship between the disability and the assistance the Emotional Support Animal provides.

The College may deny or revoke a request for an Emotional Support Animal if its presence: a) fundamentally alters the nature of a program or activity; b) would result in substantial physical damage to the property of others; c) would substantially interfere with the reasonable enjoyment of university property by others; or d) is disruptive.

Any service or therapy animal shall be under the control of the employee handler and must follow the handler's rules noted above. The College is NOT responsible for the care or supervision of a service or therapy animal.

No animals on campus may be neglected or abused. If neglect or abuse is suspected, the College will contact appropriate authorities.

Sexual assault/sexual violence information and procedures (309.2)

WCCC 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 (See Policy 309). 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 Director of Human Resources/Title IX Coordinator, at, 908-835-2356. The office is located in Room 125 on the Washington campus.

Definitions of Domestic Violence, Dating Violence, Stalking and consent

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. When notified, the College will comply with any protective or restraining orders or other court orders.

The following are a list of criminal offenses included in New Jersey's Domestic Violence Act

Homicide N.J.S.A. 2C:11-1 Assault N.J.S.A. 2C:12-1 Terroristic threats N.J.S.A. 2C:12-3	Criminal sexual contact. N.J.S.A. 2C:14-3 Lewdness N.J.S.A. 2C:14-4

Kidnapping N.J.S.A. 2C:13-1 Criminal restraint N.J.S.A. 2C:13-2 False imprisonment N.J.S.A. 2C:13-3 Sexual assault N.J.S.A. 2C:14-2	Criminal mischief. N.J.S.A. 2C:17-3 Burglary N.J.S.A. 2C:18-2 Criminal trespass N.J.S.A. 2C:18-3 Harassment N.J.S.A. 2C:33-4 Stalking N.J.S.A. 2C:12-10

Complete definitions of the above can be complex. No one outside of official law enforcement and/or the prosecutor's office is trained to make a determination of applicability. Therefore, WCCC Policy compels all College administrators, faculty, staff, and employees to report any perceived or alleged incidents directly to the Director of Human Resources/Title IX Coordinator and/or Campus Security; who will work in conjunction with the Public Safety Coordinator, to lead an investigation to determine the appropriate action.

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 to the appropriate College authorities.

All College administrators, faculty, staff, and employees are compelled to report any alleged incidents to the Director of Human Resources/Title IX Coordinator 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.
- The victim can request an advocate to assist him/her. 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**.
- 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 should be 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 908-453-4121 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 (Policy 304.6). These policies are contained in the Student Handbook, which can 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.

For additional questions, special needs, or 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 or domestic violence/stalking

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/Title IX Coordinator at (908) 835-2356. The 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 Director of Human Resources/Title IX Coordinator. If t this individual is not available, the employee or contractor should report the matter to a College Executive or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the Director of Human Resources/Title IX Coordinator 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 Director of Human Resources/Title IX Coordinator, 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 Director of Student Advising/Registrar 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 College shall 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, email, texting, and/or other electronic communications, etc. Issues of retaliation will be investigated by the Director of Human Resources/Title IX Coordinator. Issues where

there are immediate threats made to a person or persons will be immediately referred to Campus Security and local law enforcement.

Please consult the judicial policies and procedures contained in the College Handbook for further information. This document can be found under ”QUICKLINKS” on the College’s homepage (www.warren.edu). For additional questions, special needs, or 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.

Rights 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.

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.

Students’ Rights, Responsibilities & Academic Conduct (304)

WCCC STATEMENT OF RIGHTS AND RESPONSIBILITIES (304.1)

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 (304.2)

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 material. Each course syllabus will contain the institutional 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 in a course and/or expulsion from the College.

WCCC STANDARDS OF COMMUNITY CONDUCT (304.3)

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, Township of Washington, and Town of Phillipsburg 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 properly 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 locations in Washington and Phillipsburg shall regularly be open and available for use by the public daily, including any designated hours during the weekend.

    1. No one will be permitted into any classroom, office, library, building or campus grounds at either location before opening time or after closing time without proper authorization.

    2. No unauthorized vehicles will be permitted on the campus of either location after closing.

    3. The schedule and regulation shall be in effect unless special conditions shall 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 by the College.

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.

ACADEMIC APPEALS PROCEDURE (304.5)

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 the Vice President shall be submitted in writing to the President within fourteen (14) working days after the 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.

NON-ACADEMIC CONDUCT GRIEVANCE PROCEDURE (304.6)

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 Director of Student Advising/Registrar 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 Vice President of Academics.

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 Director of Student Advising/Registrar has responsibility for non-academic discipline of students enrolled at the College. The Director of Student Advising/Registrar 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 Director of Student Advising/Registrar and submit a written statement. The Director of Student Advising/Registrar 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 Director of Student Advising/Registrar. 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 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 Operations 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 and/or written notice of infractions of specified standards of conduct and a 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 Director of Student Advising/Registrar 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*

The student will be permanently dismissed from the College.

h. *Other Disciplinary Sanctions*

Other sanctions may be imposed instead of /or in addition to a. through e., including work 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 Director of Student Advising/Registrar 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 Director of Student Advising/Registrar within seven (7) school days from the date that the Director of Student Advising/Registrar issued his/her written decision. The Director of Student Advising/Registrar 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 teaching administrators, two students and two administrators, appointed by the Vice President of Finance and Operations . 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 Vice President of Finance and Operations 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 Director of Student Advising/Registrar 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 Vice President of Finance and Operations. The Vice President of Finance and Operations will direct the Director of Student Advising/Registrar 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 seven (7) school days after receipt of the decision, either party files a letter with the Vice President of Finance and Operations, 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.

Student Transcripts (307)

Student records, including an academic transcript, are protected by the Family Educational Rights and Privacy Act (FERPA) and are not considered public records. Academic records are the property of Warren County Community College (WCCC). Transcripts or other records submitted as part of the admission/transfer process also become part of a student's academic record. These documents cannot be returned to the student or forwarded to another institution.

Under FERPA, a student has the right to view the documents in his or her academic record. The College's official summary of a student's academic record is a transcript. Students may request official (sealed) or unofficial academic transcripts from WCCC. The College may establish a transcript fee to cover the cost of transcript production and mailing.

Only current or former students may request a transcript. The College will not release a student's academic information to family members, current/future employers, military representatives, law enforcement, or others without either written permission from the student or a subpoena.

Technology Use Policy (312)

Technology 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 to inform 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 evolving landscape 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 two meanings regarding technology 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 activities are prohibited.

As with all other organizations, standard, responsible systems administration requires close monitoring by WCCC network administrators of the usage of College information 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 essential for all users to practice ethical behavior in their use of technology resources 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 all technology systems to a reasonable and economically feasible degree against unauthorized access while making systems 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 technology practice for users. Disciplinary action for violating the code shall be governed by the applicable provisions. Violations may also result in criminal prosecution under State and/or Federal law. Every student,

employee, instructor or other person using the College's information technology systems agrees to abide by the tenets set forth in the following policy.

II. Access

A. Users may only use network accounts that have been authorized for their use.

B. Users must identify work produced through technology 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 network accounts solely for the purposes for which they were authorized.

D. Users must not attempt to modify WCCC technology equipment or resources.

E. Users must not attempt to subvert the restrictions associated with their computer accounts.

F. The College has password protocols established to ensure that each user has a unique password when an account is set up as well as a self-service password system to assist students. Users are responsible for the usage of their computer accounts. Users are required to maintain secure passwords for systems that support them and take precautions against others obtaining access to their computer resources. Each user is responsible for all transactions made under the authorization of his or her system account.

III. Use

WCCC's technology resources, 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 prohibited. This includes, but is not limited to:

A. Unauthorized access of 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 network account. .

D. Use of WCCC technology resources to interfere with the work of another student, faculty member or College official.

E. Use of WCCC technology resources 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 network systems or databases.

G. The utilization of a network access account for the purposes of development and/or utilization of malicious code or viruses, The only exception would be if materials were developed as part of a class assignment under the explicit direction of a faculty member. This activity must be authorized in advance by the Office of Information Technology.

H. Solicitation for charity, personal needs or other organizations/persons without approval of the College.

I. Activities related to the promotion and/or running of a personal for-profit venture or other activities unrelated to the provision of an undergraduate education.

J. Using WCCC technology to undertake harassment or behavior that is in violation of the Campus Code of Conduct.

K. Promoting and sending chain letters, mass mailings or personal advertisements using college technology resources.

L. Sending electronic communications or email that obscures the identity of the sender, misrepresents the College or represents the sender as someone else.

M. Harassing students 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, listservs, 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, intentional damage or loss of technology equipment owned by WCCC.

Q. Use of technology equipment without appropriate safeguards to protect sensitive college documents.

R. Use of technology 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 regulations or statutes.

All electronic communications through the College's network are considered College property. Employees must be aware that 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 technology network, equipment and infrastructure to ensure that the educational mission of the WCCC can be served. This may include blocking or limiting access and usage of network services 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 technology 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 technology 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 infrastructure 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 technology infrastructure. 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 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 most of its 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 subject to vendor license agreements, this policy statement, and applicable Federal and State law. Users agree to comply with all such restrictionsagree 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 workstations, 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 unless otherwise authorized by the Board of Trustees Employees must return all equipment upon separation from the College.

College devices intended for students are not intended to leave the campus. However, in an emergency circumstance (such as the COVID-19 pandemic) equipment may be loaned temporarily to students. All users of college-owned devices are expected to return devices to the College at the end of a loaner period or the end of an assignment or semester.

In order to best secure student and employee data, all college-owned computing equipment containing confidential or intending to store college data that leaves the College campus 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 access to WCCC technology 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 the Office of Information Technology 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 and may also be subject to criminal investigation, as warranted.

E. Violations to these policies will be forwarded to the Vice President of Finance and Operations at (908) 835-2355 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.

Title IX – Educational Amendments of 1972 (309)

The College maintains a strict policy prohibiting discrimination or harassment based on sex, including sexual assault and gender identity discrimination in any education program or activity. This policy applies to all employees, students, executives, officers, Trustees, Foundation Directors, independent contractors, visitors to the College and third parties. (Also see policy 201.2 Anti-Harassment)

The College will respond to all notices/complaints of discrimination on the basis of sex in any educational program or activity which include locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Anyone, who has been the victim of sexual harassment or discrimination regarding a College program or activity should immediately contact the Director of Human Resources/Title IX Coordinator. All notices/complaints of discrimination as stated above should be directed to the Director of Human Resources/Title IX Coordinator at 908-835-2356. The office is located in Room 125 on the Washington Campus. If this individual is not available, the notice/complaint should be reported to the Public Safety Coordinator or a College Executive.

DEFINITIONS:

Actual knowledge means notice of Title IX violations including sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.

Sexual Harassment means conduct of the basis of sex where a College employee conditions education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or any individual, as applicable to this policy, demonstrates unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education programs or activities; or sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). (See policy 309.2).

Complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Investigator is defined as the person or persons charged by the College with gathering facts about an alleged violation of this policy, assessing relevance and credibility, evaluating evidence, and compiling this information into an investigation report and file of directly related evidence.

Advisor is defined as a friend, mentor, family member, attorney, or any other individual a party may choose to advise, support, and/or consult with them throughout the resolution process.

Decision-maker is defined as the person who has decision-making and sanctioning authority within the College's formal grievance process.

Formal Complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegations of sexual harassment.

Supportive Measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities, without unreasonable burdening the other party; protect the safety of all parties and the College's educational environment; and deter sexual harassment. Supportive measures can include advising, course-related adjustments, modifications of work or class schedule, campus escort services, increased security & monitoring of certain areas of campus, and mutual restrictions on contact between the parties.

Finding is a conclusion by preponderance of evidence that the conduct did or did not occur as alleged.

Final Determination is a conclusion by preponderance of evidence that the alleged conduct occurred and whether it did or did not violate policy.

REPORTING A TITLE IX COMPLAINT

Students or members of the community should report a Title IX claim or allegation directly to the Director of Human Resources/Title IX Coordinator at (908) 835-2356. The office is located in Room 125 on the Washington campus.

Should students or members of the community report a Title IX complaint to a WCCC employee or contractor, that individual has an obligation to immediately report the matter to the Director of Human Resources/Title IX Coordinator. If this individual is not available, the employee or contractor should report the matter to a College Executive or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the Director of Human Resources/Title IX Coordinator for further investigation.

Upon receipt of a Title IX complaint by the Title IX Coordinator, the College will respond promptly, offer supportive measures to the complainant and begin an investigation.

If there is reason to believe that a student has been sexually assaulted or harassed by 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 Director of Human Resources/Title IX Coordinator, in conjunction with the Public Safety Coordinator, will lead the investigation for any violations of Title IX. These individuals will use appropriate resources to document and investigate the matter. The College will evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

Once the investigation of a claim is complete, the case will be referred to the Director of Student Advising/Registrar for determination of any internal judicial process necessary in the matter. Possible college sanctions for Title IX violations 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 or an employee is an immediate threat to the safety of themselves or other persons or property or is an immediate threat to disrupt essential campus operations, the College shall implement an Interim Suspension of that individual.

Provided that the complaint is not resolved through informal resolution and the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a live hearing. At the live hearing, a college appointed Decision-maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally and in real time by the party's Advisor only. The Decision-maker will evaluate all relevant evidence and issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. This written determination must be sent simultaneously to the parties along with information regarding the appeal process.

All reports of Title IX violations will be treated with confidentiality and respect for the privacy of the reporting individual(s). Information concerning conduct proceedings including the outcome of any conduct hearing related to Title IX 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 Title IX violations 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, email, texting, and/or other electronic communications, etc. Issues of retaliation will be investigated by the Director of Human Resources/Title IX Coordinator. Issues where there are immediate threats made to a person or persons, will be immediately referred to Campus Security and local law enforcement.

The judicial policies and procedures are contained in the College Handbook for further information. This document can be found under "QUICKLINKS" on the College's homepage (www.warren.edu). For additional questions, special needs, or 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.

The College will follow a consistent, transparent grievance process for resolving formal complaints of Title IX violations.

The College will treat complainants equitably by providing remedies any time a respondent is found responsible, to maintain the complainant's equal access to education programs and activities.

All notices/complaints of Title IX violations will be treated with confidentiality and respect for the privacy of the reporting individual(s). There will be no retaliation taken against an employee or student solely for being a victim of discrimination or harassment on the basis of sex or reporting such an incident to a College official.

Tobacco Products (509)

The College's smoking policy shall be in accordance with state statutory requirements. The use of any and all tobacco and vaping products, including electronic cigarettes, is prohibited in all buildings and vehicles leased, owned, or maintained by Warren County Community College. Use of these products is permitted only in specific outside areas as designated by the College.

Transfer Planning (403.4)

Transfer students are welcome at Warren County Community College (WCCC). Students seeking to transfer credits from another institution into WCCC must meet the following criteria:

1) The institution where the credits were earned must be regionally accredited by the Council on Higher Education (CHEA);
2) The student must have successfully completed the course, earning a grade of C or better (unless a higher grade is required for a selective admission program as published in the College catalog);
3) The course to be transferred must be applicable to a WCCC degree or certificate program (for example, a course in landscape management cannot transfer into WCCC if the college does not offer a landscape management program); and
4) The student may not transfer more than 45 credits toward an Associate's degree program (or 21 credits toward a Certificate program)

In order to have credits considered for transfer, a student must submit an official transcript from a previously attended institution to the Office of Student Services. An "official transcript" means a sealed transcript or a transcript sent through secured electronic means directly from the sending institution. (Nothing hereinabove precludes a student from registering for classes using an "unofficial transcript" as a guide for course advising. However, credits shall not be officially transferred into Warren County Community College until a review of the official transcript review is completed.) Evaluation of credits from International institutions will be done through the World Education Service (WES).

Students should be notified within 30 days of the receipt of the official transcript of the transfer credits accepted by WCCC. Transfer credits carry no grade but shall be reflected as TR (transfer grade) on a WCCC transcript. The grade earned at the previous college or university shall not be calculated into the student's grade point average.

Warren County Community College participates in New Jersey Transfer and will honor all course equivalencies listed on their site (njtransfer.org). These credits shall be transferred once an official transcript is received and reviewed.

Students who have demonstrated certified college level proficiency on nationally recognized achievement exams, such as the Advanced Placement (AP) test or the

College Level Examination Program (CLEP), can receive transfer credits for applicable Warren County Community College courses. Students must provide official documentation from the certification agency to be awarded any transfer credits. Transfer credits awarded by WCCC for AP, CLEP or other nationally recognized achievement exams may not necessarily be transferrable to other colleges and universities as each institution makes its own determination on the acceptance nationally recognized credit by examination programs.

Students may appeal the evaluation of transfer credits and/or appeal that previous coursework count toward a current degree program. All requests for course substitutions shall be made at least 30 days prior to the start of the semester for which the substitution is desired (or prior to the deadline for a graduation application) in order for the student to receive timely notification regarding the transfer appeal.

Weapons Policy (514.6)

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 on 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.

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 (403.8)

The first two weeks of the semester are considered the drop/add period. Courses dropped during this period are not shown on the student's transcript or in their academic record.

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. The period between the third week and the tenth week of the semester is known as the "withdrawal period." Students withdrawing from courses during this time 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 the 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 be calculated in the grade point average as a failing (F) grade. In spring of 2020, students who attended classes through April 1st, 2020 but did not successfully complete a course were automatically assigned an Administrative Withdrawal (AW) grade.

> Grades of W, WP, WF, XF and NF may have implications on a student's ability to receive financial aid both during the applicable semester and in subsequent semesters. Students awarded with financial aid should always check with the Financial Aid office before withdrawing from a class(s) to determine whether this action may affect financial aid.

Students experiencing health or emergency medical problems preventing them from continuing with coursework should 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 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.

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 is 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 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 years of age or older. Tuition is waived for non-matriculated senior citizens in credit bearing courses

	who wish to audit a class. These students will be assigned an AU grade. 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 or 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.