



# Rights, Rules, Regulations & Policies

## Campus Parking

All student cars parked on campus must be registered with the college Public Safety department. Parking permits are available at no cost to students and may be acquired during registration or at Public Safety in the West Annex of the Plant and Maintenance Building (opposite Parking Lot 5), 24 hours a day, seven days a week. A leaflet detailing the college parking regulations is available from Public Safety.

If you fail to obtain a decal within 10 days of the first day of classes or employment, you are subject to being ticketed and having your vehicle towed from campus at your own risk and expense. Decals are color-coded and remain valid for six semesters (three years). It is not necessary to obtain a new decal for each semester you are here unless your original decal has expired.

Traffic fines may be paid at the Bursar's office, Student Community Center, from 8:30 a.m. to 4:30 p.m. and until 6:30 p.m. on Mondays or Thursdays, or paid by mail. Fines must be paid immediately whether or not you intend to appeal the citation.

**NOTE:** If you have campus traffic fines outstanding, you will NOT be permitted to receive final grades or have transcripts of grades transmitted until all fines are satisfied.

The speed limit on campus is 25 mph, unless otherwise posted. Vehicles are to drive on the roadways and park in designated areas. Parking Lot 5 is reserved for staff and faculty. Students may park in Lot 5 after 5 p.m. Parking Lot 7 is designated for students. Parking Lot 8 is for employees and reserved parking. It is also a tow-away lot.

## Conduct Policy

County College of Morris (CCM) was founded by the citizens of the county with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society.

CCM is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the college that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other individual, irrespective of status, rank, title or position, with dignity and respect. The college recognizes the diversity of its community. We come from many different backgrounds and include different races, religions and ethnic ancestry. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone is not enough. Respect and understanding are also needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides us as members of this community.

All students are governed by college rules and regulations. Students are expected to give prompt and courteous attention to all collegiate duties and to respect the property and rights of the college and others. Students also are responsible for their own actions and are expected to maintain proper standards of conduct at all times.

The purpose of the Student Code of Conduct is to protect the college, its academic and social community, and its property from harm resulting from acts of its students that may cause injury or threat of injury. The code defines prohibited conduct and provides imposition of appropriate discipline upon those students whose acts violate the standards of conduct by means of hearing procedures that afford both prompt disciplinary determinations and appropriate due process to the alleged violator.

The college has adopted a separate Academic Dishonesty Policy and Procedure which defines acts of academic dishonesty and sets forth the procedure for determining whether academic dishonesty has occurred and, if so, the appropriate discipline to be imposed.

The following acts, when committed by CCM students, shall be deemed misconduct under this code, subject to imposition of discipline under this code. This code applies to conduct engaged in while attending college functions on campus or off campus, or functions of college-sponsored organizations conducted on campus or off campus.

1. Intentionally or recklessly causing physical or psychological harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Engaging in hostile, harassing, intimidating or bullying conduct, or disorderly behavior that creates an imminent or perceived risk of violence or damage to property that might impede the teaching/learning environment, or that is likely to cause emotional harm by mocking, ridiculing or disparaging a targeted student or group of students.
3. Engaging in abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals that has the effect of creating a hostile environment and impedes the rights and privileges of other members of the college community.
4. Unauthorized use, possession or storage of any weapon.
5. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
6. Intentionally or carelessly disrupting college operations or college-sponsored activities.
7. Use, possession, distribution or sale of or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances unless prescribed by a doctor. (See CCM Substance Abuse Policy.)
8. Furnishing false information to the college including forgery, alteration or misuse of college documents, records or identification.
9. Unauthorized access to, modification of or transfer of electronic data, system software or computing facilities or improper use of college-provided technology of any kind.

10. Theft of college property, knowing possession of stolen college property or theft of personal items from campus facilities.
11. Destruction, damage or misuse of property of the college or others on campus.
12. Failure to comply with reasonable directions of college officials issued in the performance of their duties intended to ensure the orderly or safe conduct of college programs, activities or operations, or the proper orderly and safe use of college property.
13. Unauthorized presence in or use of college premises, facilities or property.
14. Unauthorized use and/or possession of fireworks on college premises.
15. Any gambling that is not authorized by the college or under the laws of the State of New Jersey.
16. Unauthorized use or misuse of the college name for soliciting funds or for sponsorship of activities or on printed matter.
17. Violation of college regulations or policies, including campus motor vehicle regulations, the college's smoking policy, or federal, state or local laws.
18. Violation of the terms of any disciplinary sanction imposed in accordance with this code.
19. Unauthorized use of electronic recording or communication devices.

The comprehensive and complete Student Code of Conduct and Disciplinary Appeals Procedures may be obtained from the Office of Student Development and Enrollment Management, Student Community Center, Room 132.

## Smoking Policy

County College of Morris is a smoke-free campus. Smoking is banned in all campus buildings and anywhere on campus grounds. Smoking is only permitted in vehicles not owned by the college. Smoking fines start at \$50 and increase substantially for every offense thereafter. Fines must be paid within 10 days of the date they are issued. If an appeal is filed and upheld, the fine will be refunded.

## Access to Student Files

1. The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, gives students the right to inspect and review all their educational records except for:
  - A. Financial records of the student's parents.
  - B. Confidential letters or statements placed in the file prior to January 1, 1975.
  - C. Psychiatric or medical records retained by a professional for treatment purposes.

If students wish to inspect or review their academic records, they must fill out and sign a request form in the Office of Records and Registration. The law permits the college 45 days to respond to such requests, but every effort will be made to accommodate such requests as quickly as possible. Upon receipt of the signed, written request, an appointment will be set up for the student to review the file.

2. The Family Educational Rights and Privacy Act also states that the college may not release educational records or personally identifiable information to any individual agency or organization unless there is the written consent of the student or a court order (subpoena). In the case of a subpoena, the student will be notified by certified mail of the nature of the subpoena. Please contact the Office of Student Development and Enrollment Management if you have any questions concerning this law. Students have the right to waive their rights to privacy by completing the appropriate form in the Office of Student Development and Enrollment Management.

## Hold on Student Records

Students who fail to meet their obligations to the college, financial or otherwise, will have their academic records placed on "hold" until the obligation is resolved to the satisfaction of the college. No grade report, transcript or diploma will be issued on the student's behalf until obligations are satisfied in full. Once the obligation is satisfied, it is the student's responsibility to notify the Office of Registration and Records. Enrollment verification will be issued only for currently attending students.

## Sexual Harassment Policy

County College of Morris reaffirms its desire to create an academic/work environment for all students, faculty and staff that is not only responsible but also supportive and conducive to the achievement of education/career goals on the basis of such relevant factors as ability and performance. Students and college personnel are required to maintain an environment that allows all students and all college employees to enjoy the full benefits of their learning experience or work. The use of implicit or explicit coercive sexual behavior to control, influence or affect the performance or status of an individual is prohibited. Any student, faculty member, staff or administrative employee determined to have been engaged in sexual harassment will be subject to immediate and appropriate disciplinary sanctions. The college has established a procedure to be followed in reporting and investigating complaints of sexual harassment. Any member of the college community who believes he or she has been subjected to conduct that violates this policy should follow the "Procedures for Reporting and Investigating a Sexual Harassment Complaint." Copies of this procedure are available from the Office of Student Development and Enrollment Management, the Office of Human Resources, and the Office of Counseling Services and Student Success.

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## Fire Procedure

Fires should be reported immediately by activating the nearest fire alarm and by notifying the nearest college official. You may also dial the emergency number 5555 or use the emergency boxes located throughout the campus.

Buildings must be evacuated when the fire alarm sounds. Evacuations must be done in an orderly fashion using the exit that is nearest to you that is clear of the emergency. Move 50 feet from the building; do not re-enter until the all-clear siren has sounded. Take all personal items with you when exiting a building, such as books, purses and jackets.

## Animals

For reasons of health and safety, unless specifically authorized, domestic pets may not be brought on campus or allowed within a college building. Anyone bringing animals on campus or into buildings will be subject to disciplinary action. Animal Control will remove animals left unattended inside of automobiles.

## Bicycles

Bicycles and skateboards are not allowed to be ridden on campus walkways or in parking lots, or brought into college buildings. Bike racks have been provided in Parking Lot 5 to lock bikes. You must provide your own locking device.

## The Right to Function

County College of Morris, as a publicly supported institution of higher learning, has an obligation to provide educational opportunity to the total community which supports it. It is the right of the public to expect, and the responsibility of the college to ensure, that this opportunity is maintained free from interference or disruption by persons who seek to impose upon the college, through force, their own points of view, special interests or demands.

The college can neither condone nor tolerate any forcible activity which disrupts, obstructs or interrupts the facilities or operation of the college, and persons participating in such activity will be subject to dismissal from the college and to applicable civil or criminal penalties.

While the college is unswerving in its determination to prevent forcible disruption of its operation, it will guard with equal determination the preservation of academic freedom on the campus and the rights and freedoms of its constituent members as provided by law to all citizens. Reference here is to the right of peaceful protest, the right of non-obstructive demonstration, the right to be heard and the right to receive consideration by the college on issues of concern.