

APPENDIX I – IV
POLICY REVIEW

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES
FEBRUARY 23, 2026

APPENDIX I

ACADEMIC AFFAIRS, WORKFORCE DEVELOPMENT & STUDENT SUCCESS POLICIES

2.2019	Policy on Service Animals on Campus
3.3001	Procedures and Criteria for Faculty Emeritus-Emerita
3.3002	Policy on Number of Tenured Faculty
5.1001	Advisory Committees for Career Programs
5.1002	Non-Credit Courses & Programs
5.3001	Fall Semester Completion Date
5.3002	Academic Calendar
5.4001	Academic Freedom Policy
5.4002	Academic Forgiveness Policy
5.4003	Academic Alert, Probation & Dismissal Policy
5.4004	Policies & Procedures Regarding Disabled Students
5.4005	Policy Establishing Standards for Granting Degrees and Certificates
5.4006	Policy on Credit for Prior Learning
5.4008	General Education Policy
5.4010	Student Transcript Withholding
5.4011	Involuntary Withdrawal
5.4012	Policy Governing Access to and Use of Copyrighted Works
5.4013	Policy for Awarding Honorary Degrees
6.1001	Health Records & Intercollegiate Athletics
6.1002	Nursing, Radiography & Respiratory Therapy Malpractice Insurance
6.1003	Nursing, Radiography & Respiratory Therapy Criminal Background Check
6.1004	Student Code of Conduct & Disciplinary Appeal Procedure
6.1005	Academic Integrity Policy & Procedures
6.1006	Infectious Disease Policy for CCM Students

Policy on Service Animals on Campus

I. Policy Statement

County College of Morris (CCM) is committed to providing equal access and reasonable accommodations for individuals with disabilities in accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. While privately owned animals are generally not permitted on campus, **service animals** are welcome when they are actively assisting individuals with disabilities whether students, employees, or visitors by performing tasks directly related to the person's disability.

II. Definition of a Service Animal

Under the Americans with Disabilities Act (ADA) a service animal is defined as a dog that has been trained to perform specific tasks or work for a person with a disability. These tasks must be directly related to the individual's disability.

Neither the ADA nor New Jersey's service animal law includes pets or what are often referred to as "emotional service animals": animals that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities or conditions. Although these animals often have therapeutic benefits, they are not individually trained to perform specific tasks for their handlers. Under the ADA and New Jersey law, owners of public accommodations are not required to allow emotional service animals, only service animals.

This definition is based on 28 CFR 35.104 and 28 CFR 35.136, as enforced by the U.S. Department of Justice.

III. Permitted Use of Service Animals

Visible display or documentation of service designation, such as proof that the animal has been certified, trained, or licensed as a Service Animal is not required. Inquiry about a Service Animal shall not be made when it is obvious that the animal is trained to do work or perform a task for an individual with a disability. When it is not immediately apparent that a dog is a service animal, staff may only ask the following two questions:

1. Is the dog a service animal required because of a disability?
2. What specific work or task has the dog been trained to perform?

Licensing: All Service Animals must comply with local licensing for the town in which the animal's owner resides. The handler of a service animal brought to campus must provide documentation of licensing on an annual basis. The handler of any Service Animal found on campus without proper tags will be asked to remove the Service Animal from the campus immediately.

IV. Handler/Partner Responsibilities

Handler/partners of service animals are responsible for the following:

1. **Control:** The service animal must remain under the full control of the handler/partner at all times, via leash, harness, or voice commands (as appropriate). The service animal should never be permitted to wander the campus off leash or harness, even when accompanied by the owner.
2. **Behavior:** The service animal must be well behaved and not disruptive. If a service animal exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation. Consequences for animal misconduct may include, but are not limited to muzzling a barking dog, refresher training for the animal and its handler, or removal from College facilities. If the action of the animal results in a violation of the College Code of Conduct, the owner may be charged accordingly.
3. **Cleanliness and Hygiene:** The handler/partner must clean up after the animal and ensure proper hygiene. This includes managing the animal if it has an accident. Additionally, individuals with disabilities who physically cannot clean up after their own service animal are still responsible for ensuring that waste is disposed of properly.
4. **Removal Policy:** If a service animal exhibits uncontrolled or threatening behavior, the college may require its removal. Repeated behavior issues may result in a temporary ban until corrective measures are taken.
5. **Health and Safety:** The College may restrict access to specific areas if the animal's presence poses a direct threat to health, safety or disrupts essential operations.
6. **Damages:** The handler/partner is responsible for all damages that the service animal may cause while on campus. If a student's service animal causes damage to college property, the cost of the damage will be assessed and assigned to the student's bill.

V. Conflicting Disabilities

If a person with a disability has a medical condition (e.g. allergies or phobias) that is adversely affected by the presence of a Service Animal, both individuals will be accommodated appropriately. The individual making the complaint must provide verifiable medical documentation to service his/her claim. The College will make every effort to meet the needs of both parties without denying access or accommodations to either.

Conflicts in an academic or administrative areas should be reported to the Office of Accessibility Services or the Office of Human Resources and Labor Relations.

VI. Grievances Procedure

Students: Follow the grievances procedures outlined in section 6 of County College of Morris' Policies Regarding Students with Disabilities.

Employees: Grievances should follow the procedures outlined in collective bargaining agreements or the non-union supervisory chain.

Visitors: Submit grievances in writing to the Office of Accessibility Service, at 214 Center Grove Road, Randolph, NJ 07869

Procedures and Criteria for Selection of Faculty Emeritus and Emerita¹

The Board of Trustees of the County College of Morris views the title of Emeritus/a as a unique and special honor that supports several values at the core of our academic enterprise. The values of excellence should be demonstrable in the activities of the nominee over the course of their tenure with the College. The Board recognizes the importance of an objective and thorough selection criteria for emeritus/a status.

The Emeritus or Emerita title is an honor that may be conferred upon a faculty member following retirement from the County College of Morris. The title of Emeritus or Emerita may be conferred posthumously upon the recommendation of the nomination committee and approval of the Board of Trustees, at an employee recognition ceremony, or as otherwise prescribed by the Board of Trustees.

GUIDELINES

I. Eligibility:

- A. Recommendation shall be made upon retirement from the County College of Morris or up to three years thereafter.
- B. The candidate shall have completed a minimum of fifteen (15) years completed full-time honorable service at the County College of Morris in a position for which faculty rank is assigned. Under certain circumstances the County College of Morris may confer Emeritus/a status to individuals that do not have fifteen (15) years of full-time service but who would otherwise be eligible.
- C. The candidate shall possess the rank of Full Professor at the time of retirement.
- D. The candidate for Faculty Emeriti shall have demonstrated meritorious performance at the College in terms of Teaching, Student Success, Contributions to the College, and Professional Engagement directly benefitting the County College of Morris.
- E. The candidate shall have maintained the highest ethical standards in relationships with students, colleagues and superiors.
- F. The candidate shall be in Good Standing with the County College of Morris at the time of nomination.

II. Faculty Emeriti

The recommendation made will be contingent upon the following guidelines for faculty:

- A. Teaching Component (All four [4] required)
Interviews with students, peers, and supervisors of the candidate indicate the candidate showed the following qualities during the time of employment:
 1. Subject mastery and a track record that demonstrates continuous and active engagement with professional growth in his/her discipline.
 2. Careful and thorough preparation for teaching sessions.

¹ Emeritus (masculine singular) Emerita (feminine singular), from the Latin, is a title that means that its possessor has been retired but retains a courtesy title identical with the one held immediately preceding retirement. It comes from the Latin and means, literally, "earned by service." It is conferred by colleges to persons with a meritorious or exemplary service record.

3. High degree of effectiveness in teaching including clarity, organization, and enthusiasm.
 4. Responsiveness to students; i.e., answers questions, welcomes students' participation, gives of his/her time freely and is sensitive to student needs.
- B. Service to the College Community (At least two [2] out of three [3] must be met)
1. Demonstrated service to the College by serving on College committees, advisory committees, and pursued committee work diligently.
 2. Demonstrated active engagement and leadership in organizations concerned with institutional governance and faculty welfare, e.g., College Council.
 3. Showed high level of success in developing special projects or programs central to the College's curriculum, mission and strategic plan. At minimum, five (5) special projects, initiatives or programs must be presented over the course of the last ten (10) years preceding the nomination with quantitative and qualitative outcomes that were favorable to CCM students or the mission of the College.
- C. Service to the Community
1. Demonstrated commitment to the community served by CCM through significant service activities, including leadership positions.
- D. Professional Engagement
1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

III. SELECTION PROCESS:

- A. Persons who wish to nominate a candidate for Emeriti status shall notify the individual and obtain his/her signature on the completed nomination form.
- B. After obtaining the potential nominee's permission, the initiator(s) shall submit the name of the person in writing to the Senior Vice President of Academic Affairs, Workforce Development and Student Success by the October 1 deadline for consideration during the fall semester, or by the February 1 deadline for spring semester consideration.
- C. If the Senior Vice President of Academic Affairs, Workforce Development and Student Success determines that the person meets the minimum qualifications, they will submit the name of the person recommended for review to the Emeriti Review Committee.
- D. Upon receiving confirmation of eligibility, the initiator(s) shall be encouraged to attend a workshop provided by the Center for Teaching and Learning offering guidance in preparation of a well-organized and well-documented package for submission to the Emeriti Review Committee ("Committee"). The workshops will be scheduled approximately one week after the deadlines.
- E. Completed packets must be submitted to the Senior Vice President of Academic Affairs, Workforce Development and Student Success for the Committee members at least ten (10) days prior to the scheduled meetings (to be announced). Typically, the fall semester meeting will be held mid-November and the spring semester meeting will be held in late March. Packets must contain the following:
 1. Signed nomination form.
 2. Copy of the checklist confirming all steps have been fulfilled.
 3. An updated Curriculum vitae or resume.
 4. Completed recommendation form. (This form details the qualifications.)

5. Appendix containing documents supporting information on recommendation form. Forms will be available online.

IV. REVIEW PROCESS:

- A. The Committee shall consist of the following persons:
- Senior Vice President of Academic Affairs, Workforce Development and Student Success (or their designee); who will convene the first meeting and chair all subsequent meetings
 - Two faculty members representing each of the academic schools serving two-year terms appointed by the school Dean. Only senior faculty (tenured, with ten [10] years of service to CCM) may be appointed. To assure that there will always be experienced faculty members on the committee; appointments will be staggered so that each division will have one new and one returning representative.
 - One Faculty or Administrator Emeritus/a (when available)
 - Vice President of Human Resources (or his/her designee)
 - All Academic Deans
- B. If a member of the Emeriti Review Committee initiates an application, they will not participate, directly or indirectly, in the discussion or vote for that candidate.

V. APPROVAL PROCESS:

The Board of Trustees Committee on Personnel will review recommendations and supportive material and may take action as deemed appropriate, which may include advancing the nomination for consideration by the full Board of Trustees.

VI. RIGHTS AND PRIVILEGES:

Persons who are honored as Emeritus/a will be eligible for the following:

1. CCM ID providing access to Commencement, Athletics and Campus Life activities and benefits, and a Campus Store discount
2. Inclusion of name in all subsequent editions of the College Catalog.
3. Research assistance from the Learning Resource Center.
4. Tuition waiver for credit or non-credit courses.
5. A college parking decal issued annually (upon request).
6. A framed resolution commemorating the event with a duplicate plaque for display at an appropriate campus location.

VII. DENIAL:

In their sole discretion, the Board of Trustees may reject nomination(s) for Emeritus/a based on facts and circumstances that indicate a nominee may not merit the honorable distinction of Emeritus/a status.

VIII. **REVOCATION:**

After achieving Emeritus/a status, the President of the County College of Morris may petition to revoke this status, which must be reviewed and approved by the Board of Trustees.

The petition for revocation should be based on facts and/or circumstances that demonstrate the Emeritus/a status is no longer appropriate. The Board of Trustees shall have the discretion to seek information they deem necessary to review and determine whether the Emeritus/a status will be maintained.

Revised August 23, 2022

Revised March 21, 2023

Policy on the Number of Tenured Faculty

This policy is adopted pursuant to regulations of the Commission on Higher Education (NJAC 9A:7-3) which require that each college board of trustees establish internal policies and take appropriate steps to achieve a future balance of faculty ultimately tenured.

Section 1: Institutional Goals for Achieving a Balance of Tenured Faculty

The County College of Morris adopts the following goals for achieving a balance of tenured faculty:

- The percentage of tenured faculty employed by the college shall generally not exceed ninety percent (90%) of the total full-time faculty employed during any given academic year nor seventy percent (70%) of the full-time faculty equivalent.
- The tenured faculty employed by the college in any given year should produce at least sixty percent (60%) of all credit hours taught on a college wide basis (excluding non-credit offerings), but not more than seventy percent (70%) of the credit hours in a particular discipline.
- Tenure appointment recommendations will take into consideration the percentage of faculty who may be tenured and the percentage of credit hours taught by tenured faculty.

Section 2: Evaluation Procedure

Pursuant to the contract between the college and FACCM, non-tenured faculty members will receive a comprehensive evaluation each of the five years preceding the awarding of tenure. The comprehensive evaluation includes the following:

- Student Opinion Reports administered in all classes both fall and spring semesters
- Peer evaluation each year
- Self-evaluation each year
- A classroom observation by the dean and department chairperson each year

Section 3: Administrative Guidelines to Implement Policy

In order to maintain appropriate levels of tenured faculty, recommendations to the Board of Trustees for award of tenure must demonstrate adherence to the following guidelines:

- The percentage of tenured faculty should not exceed ninety percent (90%) of the total full-time faculty employed by the college nor seventy percent (70%) of the full-time faculty equivalent.
- The percentage of credit hours taught by tenured faculty in a particular discipline should not exceed seventy percent (70%).
- The revenue projections for the next fiscal year must be sufficient to fund the number of full-time faculty projected after the recommended tenure appointments.

Section 4: Annual Report to the Board on the Impact of Tenure Appointments

When the academic vice president recommends appointments, reappointments, non-reappointments, and conferral of tenure, the vice president will provide the Board with a report demonstrating adherence to or progression toward achievement of the institutional goals established by this policy.

Advisory Committees for Career Programs

The Board of Trustees ~~approve~~ authorize the appointment of Advisory Committees for Career Programs, generally consisting of twelve to fifteen members to be approved annually by the Senior Vice President for Academic Affairs, Workforce Development and Student Success.

Non-Credit Courses and Programs

The President is authorized to establish such non-degree programs and courses as may be appropriate from time to time.

Fall Semester Completion Date

The Board of Trustees hereby implements an academic calendar beginning with the fall semester 1985 that would allow examinations to be completed on or before December 23 each fall.

Academic Calendar 2025-2026

SUMMER 2025

02/10/2025	Summer Open Registration
05/19/2025	Summer semester begins
05/19/2025	Classes begin – Summer Early 7 Week
05/22/2025	Commencement
05/26/2025	Memorial Day – College Closed
05/27/2025	Classes begin – Summer Early 5 Week
05/28/2025	Classes begin - Summer 10 Week
06/30/2025	Classes end - Summer Early 5 Week
07/02/2025	Classes begin - Summer 7 Week
07/04/2025	Independence Day - College Closed
07/05/2025	Classes end – Summer Early 7 Week
07/06/2025	Classes begin – Summer Late 7 Week
07/07/2025	Classes begin - Summer Late 5 Week
08/04/2025	Classes begin - Summer 3 Week
08/05/2025	Classes end – Summer 10 Week
08/08/2025	Classes end – Summer Late 5 Week
08/19/2025	Classes end - Summer 7 Week
08/22/2025	Classes end - Summer 3 Week
08/23/2025	Classes end – Summer Late 7 Week
08/25/2025	Summer semester ends

FALL 2025

04/07/2025	Fall 2025 Open Registration
08/27/2025	Fall Professional Day – No Classes
08/28/2025	Fall semester begins
08/28/2025	Classes begin – full semester and Early 7 Week
09/01/2025	Labor Day – College Closed

10/20/2025 Classes end – Early 7 Week
 10/23/2025 Classes begin - Late 7 Week
 11/26/2025 – 11/30/2025 Thanksgiving Break – College Closed
 12/01/2025 Classes resume
 12/17/2025 Classes end – full semester and Late 7 Week
 12/19/2025 Fall Semester ends

WINTERIM 2026

11/03/2025 Winterim 2026 open registration
 12/22/2025 Winterim 4 Week classes begin
 12/21/2025 - 01/04/2026 Winter Break – College Closed
 01/05/2026 Winterim 2 Week classes begin
 01/17/2026 Classes end - Winterim 4 Week and 2 Week
 01/17/2026 Winterim semester ends

SPRING 2026

11/03/2025 Spring 2026 open registration
 01/19/2026 Martin Luther King Day – College Closed
 01/20/2026 Spring Semester begins
 01/20/2026 Classes begin – full semester and Early 7 Week
 03/09/2026 Classes end - Early 7 Week
 03/10/2026 Professional Day – No Classes
 03/16/2026 - 03/22/2026 Spring Break
 03/23/2026 Classes resume
 03/23/2026 Classes begin - Late 7 Week
 05/09/2026 Classes end - Late 7 Week
 05/12/2026 Classes end – full semester
 05/14/2026 Spring Semester ends
 05/21/2026 Commencement

**Academic Calendar
 2026-2027**

Summer 2026	Terms Id	No. of Wk	Start Date	End Date	Day
Summer Open Registration			2/9/26		Monday
Summer 2026	26SU		5/18/26	8/21/26	Mon. - Fri.
Summer 2026 Early 5 Week	26SU5E	5	5/26/26	6/29/26	Tue. - Mon
Summer 2026 10 Week	26SU10	10	5/27/26	8/4/26	Wed. - Tues.
Summer 2026 7 Week	26SU7W	7	7/1/26	8/18/26	Wed. - Tue.
Summer 2026 Late 5 Week	26SU5L	5	7/6/26	8/7/26	Mon. - Fri.
Summer 2026 3 Week	26SU3W	3	8/3/26	8/21/26	Mon. - Fri.

2026 Early 7 Week	26SU7E	7	5/18/26	7/3/26	Mon. - Fri.
2026 Late 7 Week	26SU7L	7	7/5/26	8/21/26	Sun. - Fri.

Graduation Day	5/21/26	Thursday
Memorial Day	5/25/26	Monday
Independence Day	7/3/26-7/4/26	

Fall 2026	Terms Id	No. of Wk	Start Date	End Date	Day
Fall Open Registration			4/6/26		Monday
Fall Professional Day			8/26/26		Wednesday
Fall 2026	26FA		8/27/26	12/18/26	Thur. - Fri.
Fall 2026 15 Week	26FA15	15	8/27/26	12/16/26	Thur. - Wed.
Fall 2026 Early 7 Week	26FA7E	7	8/27/26	10/19/26	Thur. - Mon.
Fall 2026 Late 7 Week	26FA7L	7	10/22/26	12/12/26	Thurs. - Sat.
Make Up Day			12/17/26	12/18/26	Thurs. - Fri.

<i>Labor Day</i>	9/7/26	Monday	
<i>Thanksgiving Break</i>	11/25/26	11/29/26	Wed. - Sun
<i>Winter Break</i>	12/20/26	1/3/27	Sun. - Sun.

Winterim 2027	Terms Id	No. of Wk	Start Date	End Date	Day
Winterim Open Registration			11/2/26		Monday
Winterim 2027	27WI		12/21/26	1/16/27	Mon. - Sat.
Winterim 2027 4 Week	27WI4W	4	12/21/26	1/16/27	Mon. - Sat.
Winterim 2027 2 Week	27WI2W	2	1/4/27	1/16/27	Mon. - Sat.

<i>Winter Break</i>	12/20/26	1/3/27	Sun. - Sun.
<i>Martin Luther King Day</i>	1/18/27	Monday	

Spring 2027	Terms Id	No. of Wk	Start Date	End Date	Day
Spring Open Registration			11/2/26		Monday
Spring Professional Day			3/10/27		Wednesday

Spring 2027	27SP		1/20/27	5/14/27	Wed. - Fri.
Spring 2027 15 Week	27SP15	15	1/20/27	5/12/27	Wed. - Wed.
Spring 2027 Early 7 Week	27SP7E	7	1/20/27	3/9/27	Wed. - Tues.
Spring Break			3/15/27	3/21/27	Mon. - Sun.
Spring 2027 Late 7 Week	27SP7L	7	3/22/27	5/8/27	Mon. - Sat.
Make Up Day			5/13/27	5/14/27	Thur. - Fri.

<i>Martin Luther King Day</i>			1/18/27		Monday
<i>Spring Break</i>			3/15/27	3/21/27	Mon. - Sun.
<i>Graduation Day</i>			5/20/27		Thursday
<i>Memorial Day</i>			5/31/27		Monday

Academic Freedom Policy

It is the policy of the College to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom the faculty member may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. In their role as a citizen, the faculty member has the same freedom as other citizens. They should be mindful, however, that in their extramural utterances they have an obligation to indicate that they are not a spokesperson for the college.

Academic Forgiveness Policy

Purpose:

The Academic Forgiveness Policy allows readmitted students who previously accrued a record with a substantial number of grades below a “C” to be ‘forgiven’ for their earlier performance if they meet the following requirements:

- The student must have been separated from CCM for a minimum of five (5) academic years.
- The student must not have completed more than 50% of their desired degree program.

Academic Forgiveness is not an option for a student who:

- Has already received one (1) degree or certificate from CCM.
- Was in “Good Academic Standing” when they last attended CCM.
- Has already been granted Academic Forgiveness in the past.
- Has not been readmitted to CCM.
- Has an outstanding financial obligation to CCM.

If the student is granted Academic Forgiveness, then the following occurs:

- The student’s “old” record is retained, with “forgiveness policy applies” indicated on the official transcript. There must be a clear and distinct separation from the old record and the new.
- The forgiveness policy will be printed on the back of the official transcript.
- Total forgiveness includes all courses taken during the student’s first affiliation with the College. There is no “selective forgiveness.” Forgiveness includes the student’s entire record.
- There is no minimum number of credits required before a student is eligible to declare academic forgiveness.
- Students granted Academic Forgiveness are eligible to graduate when degree requirements have been met.
- For purposes of determining Academic status (warning, probation, dismissal, or graduation), the cumulative average is determined beginning with the course work completed after Academic Forgiveness is granted.
- For purposes of determining Financial Aid status: all previous coursework at CCM must be included in each review of academic progress for Federal and State aid; therefore, even coursework forgiven academically must be considered in the review. Students should contact the Financial Aid office should they require additional information.

May 20, 1987

Revised April 25, 2023

Revised [Date]

Academic Alert, Probation, and Dismissal Policy

The student's academic standing is determined by reviewing their GPA* each semester.

Academic Alert

A student will be notified they are being placed on academic alert when the Comprehensive GPA⁺ is less than a 2.0 after attempting 12 to 23 credits.

Academic Probation

A student will be notified they are being placed on academic probation when the Comprehensive GPA⁺ is less than a 2.0 after attempting 24 or more credits.

A student on probation who achieves a 2.0 Comprehensive Term GPA[°] each semester thereafter will be permitted to continue at the college in an attempt to bring the Comprehensive GPA⁺ up to acceptable minimal standards. Once the student's Comprehensive GPA⁺ meets the minimum 2.0, the student will be in good academic standing and no longer on academic probation.

Academic Dismissal

- A student will be academically dismissed from the college when they are unable to achieve a minimum 2.0 Comprehensive Term GPA[°] at the conclusion of the probationary semester (Summer and Winterim terms included).
- Once a student is academically dismissed, the student will not be permitted to take any courses for one semester following the dismissal (Summer and Winterim terms not included).
- An academic dismissal may be appealed to the Academic Review Committee.
- If the appeal reverses the dismissal, the student will be placed on academic probation and can register for the next term.
- A dismissed student will be dropped from their registered courses in the next term.

Second Academic Dismissal

- If the student is academically dismissed a second time, the student will not be eligible to take any courses for one year.
- An academic dismissal may be appealed to the Academic Review Committee.
- If an appeal reverses the dismissal, the student will be placed on academic probation and can register for the next term.

At the end of the dismissal period, the student may apply to re-enroll at the college through the Dean of Students Office.

- Once re-enrolled, the student will be placed on academic probation.

Academic Dismissal Appeal Process

The Dean of Students Office shall inform the student in writing of his/her/their dismissal under this policy and of the right to appeal such dismissal.

A student seeking to appeal academic dismissal or seeking readmission prior to expiration of the

dismissal period must write a letter of appeal to the Academic Review Committee c/o the Dean of Students Office, which appeal must be received at least fourteen (14) calendar days prior to the commencement of the semester for which readmission is sought. The Academic Review Committee shall be composed of the Dean of Students, one counselor, the Director of Educational Opportunity and Cultural Engagement, the Director of Accessibility Services, and two (2) faculty members from each of the three (3) academic schools. The Academic Review Committee shall have jurisdiction to (a) determine appeals by students who have been academically dismissed, and (b) consider applications for readmission following academic dismissal.

The Academic Review Committee may grant relief on an appeal of academic dismissal or an appeal for readmission where a majority of the committee determines that the student has demonstrated extenuating circumstances (a) beyond the control of the student, and (b) not likely to reoccur, which caused the lack of academic achievement. The letter of appeal must set forth in full the basis for the appeal and the extenuating circumstances relied upon. The Academic Review Committee shall determine the appeal based upon the reasons set for in the letter of appeal and any letters filed by faculty or administrators in support of the appeal, unless the committee, at its discretion, elects to interview the student before making its decision.

The Academic Review Committee shall determine the appeal and notify the student in writing of its decision prior to the first day of classes of the semester commencing after the filing of the appeal. The decision of the Academic Review Committee shall be the final decision of the college.

*GPA Definitions:

- **Comprehensive GPA⁺** - grade point average that is calculated using grades from all classes taken, including credit and remedial courses.
- **Cumulative GPA[±]** - grade point average for all credit courses and does not include remedial courses.
- **Term GPA[≠]** - grade point average for semester credit courses.
- **Comprehensive Term GPA[°]** - grade point average for semester courses, including credit and remedial courses.

Policies and Procedures Regarding Disabled Students

I. Policy Statement

County College Of Morris (CCM) affirms its commitment to ensuring that disabled students are not subjected to discrimination and have access to all educational programs, services, and activities, whether credit or non-credit bearing. These policies and procedures specifically address services for disabled students. Accommodations for employees are managed by the ADA/504 Coordinator in the Office of Human Resources and Labor Relations.

II. Definitions

Disability

Under the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAA), a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. This includes individuals who:

1. Have such an impairment;
2. Have a record of such impairment; or
3. Are regarded as having such an impairment.

Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

III. Compliance with Federal Law

County College of Morris adheres to Section 504 of the Rehabilitation Act of 1973, the ADA of 1990, and the ADAAA of 2008. No otherwise qualified disabled student will be excluded from participation in, denied the benefits of, or subjected to discrimination in any college program, service or activity.

IV. Reasonable Accommodations

The Accessibility Services Office (ASO) strives to proactively identify and remove barriers to access and facilitate full participation by providing support and guidance to students with

disabilities. Upon request, CCM will provide reasonable accommodation(s), modifications and/or auxiliary aids to otherwise qualified students as required by law to ensure equal access to educational opportunities, programs, and services. Determination of reasonable accommodation is made through an individualized, interactive process conducted by the Accessibility Services Office. Disabled students must self-identify and follow the procedures of registration with the Accessibility Services Office.

CCM may deny any accommodation that:

- Poses a direct threat to the health or safety of others.
- Constitutes a fundamental alteration of a course, program or service.
- Imposes an undue financial or administrative burden.

V. Eligibility for Services

To engage in the interactive process for accommodations, a disabled student must:

1. Self-identify and engage with the Accessibility Services.
2. Submit documentation from a qualified professional regarding the disability and its current functional impact. Submission of supporting documentation must be made in a timely manner, allowing for reasonable processing time; CCM reserves the right to ask for further documentation regarding specific requested accommodation. The following documentation criteria should be used in forwarding assessments to Accessibility Services for disabilities verification:
 - a. **Physical, Sensory, and Health-Related Disabilities**
 - i. Verification of the disabling condition must be obtained from a licensed health care professional that is qualified and currently or recently associated with the individual.
 - ii. The diagnosis must reflect the present level of functioning of the major life activity affected by the disability.
 - b. **Psychological Disorders or Attentional Disorders**
 - i. Verification of diagnosis and severity of disabling condition from a qualified professional (e.g. psychiatrist for ADD/ADHD, psychologist or psychiatrist for other psychological disorders).
 - ii. A detailed description of how this impairment significantly limits a major life activity in an educational setting (for students) should be provided.
 - c. **Learning Disabilities**
 - i. A professional qualified to diagnose a learning disability (e.g. a licensed psychologist, learning disabilities specialist, neuropsychologist), must prepare the

- evaluation. Collaboration with speech and language clinicians, reading specialists and other educational professionals may be appropriate and necessary for a comprehensive assessment.
- ii. Results of a clinical interview with the individual and descriptions of testing procedures, instruments used, test and sub-test results reported in standard scores should be included.
 - iii. Evaluations must be comprehensive and include test results in the following areas, where applicable: intelligence, reading, mathematics, spelling, written language, language processing, and cognitive processing skills. Testing should carefully examine areas of concern/weakness as well as areas of strengths.
 - iv. A clear diagnostic statement based on test results and personal history must be included.
 - v. An evaluation should be no more than three (3) years old. This requirement may be waived if deemed not medically necessary.

3. Participate in an interactive intake meeting to determine accommodations; accommodations are not retroactive and begin only after eligibility is confirmed and agreed upon from all parties. Students are obligated to utilize all adjustments and/or accommodations properly and responsibly.

VI. Appeal and Grievance Rights

Students may appeal decisions regarding eligibility or accommodation provision. The grievance process applies to all CCM programs, including credit, non-credit, workforce development or virtual campus courses. For specific process guidelines, please see below.

VII. Confidentiality

Disability related information is confidential and will only be disclosed on a need-to-know basis or as required by law. Records will be retained for five (5) years and destroyed in accordance with the College's Records Retention and Disposition Schedule policy.

VIII. Accessibility Services Procedures

The Accessibility Services Office located in the Sherman H. Masten Learning Resource Center, LRC 105 serves as the primary contact for all student disability-related accommodations. Their contact information is as follows:

Phone: (973) 328-5284

Email: aso@ccm.edu

Website: <https://www.ccm.edu/student-support/accessibility-services/>

1. Notification and Outreach

Services are advertised in the CCM College Catalog and website.

All admitted students receive a notification encouraging them to contact Accessibility Services for any access needs.

2. Application for Services

Students can apply for services with the Accessibility Services Office by filling out the accessible online application found here: [Accessibility Application](#)

3. Documentation Guidelines

Current documentation guidelines are available on the Accessibility Services Office website. <https://www.ccm.edu/student-support/accessibility-services/documentation-guidelines/>

Disabled students are asked to submit documentation to verify eligibility. The following guidelines are provided in the interest of assuring that documentation verifies eligibility and supports requests for accommodations, academic adjustments, and/or auxiliary aids at the post-secondary level. However, to reduce access barriers, the Accessibility Services Office encourage students to have a discussion with Accessibility Services staff regarding documentation requirements.

4. Accommodation Implementation

Once accommodations are established, disabled students will have access to Titan's Aim which affords them the opportunity to electronically send their faculty members their accommodation letters. Students will have access to schedule accommodated testing appointments and utilize other accommodations through this system.

Accessibility Services coordinates services for students with permanent disabilities including assistance in registration, advisement, parking, referrals, adapted classroom activities, and other special needs. It is the responsibility of the student to identify him/herself as disabled and request

assistance from this office. The College **does not** provide specialized tutors or individual assistants for students.

Academic requirements for majors may be examined for modification based upon the submission of appropriate documentation. Requests to modify academic requirements must be made to Accessibility Services.

5. Personal Assistants & Equipment

The College does not provide personal aides or individualized medical devices.

6. Facility Access

Courses may be relocated to ensure physical access when necessary.

7. Grievance Procedure

- a. **Initial Complaint**
Submit a written grievance to the Director of Accessibility Services within ten (10) business days of the incident.
 - b. **Resolution Meeting**
The Director or designee appointed by the director of the Accessibility Services Office will schedule a meeting with all concerned parties within five (5) business days of receiving the complaint to mediate and address the issues involved.
 - c. **Escalation**
If unresolved, the Director will forward the matter to the forward the complaint to the Assistant Vice President of Student Affairs within ten (10) business days.
 - d. **Final Appeal:** If still unresolved, the student may appeal the decision directly to the Senior Vice President of Academic Affairs, Workforce Development, and Student Success, whose decision is final.
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8. Undue Hardship

For the purposes of this document, the College applies the ADA definition of “undue hardship” as an action requiring significant difficulty or expense. Factors to be considered in determining undue hardship may include, but are not limited to:

- a. The cost of the accommodation required under ADA;
- b. The financial resources of the facility involved in the provision of the reasonable accommodation;
- c. The number of students and/or employers involved;
- d. The financial impact on the facility;
- e. The impact on the operation and geographic, physical, administrative, or fiscal relationship of the facility in question.

Policy Establishing Standards for Granting Degrees and Certificates

(a) The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts and to award academic certificates and diplomas to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog. The curriculum requirements for awarding degrees and academic certificates shall conform to the standards established in this policy.

1. The Associate in Art (A.A.) degree is to be awarded to those who successfully complete programs which emphasize the liberal arts, humanities, and other fine and performing arts. These programs are transfer oriented.
2. The Associate in Science (A.S.) degree is to be awarded to those who successfully complete programs which emphasize mathematics, the biological or physical sciences, business and allied health programs intended as pre-baccalaureate work. These programs are transfer oriented.
3. The Associate in Applied Science (A.A.S.) degree is to be awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semiprofessional level. These programs are designed to prepare students for job entry at the completion of the two-year program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program.
4. The Associate in Fine Arts (A.F.A.) degree is to be awarded to those who successfully complete programs which emphasize specific arts disciplines of either dance, drama or visual arts through the intensive study of technique, history, theory and hands-on approaches in studio work and/or performance. This program is designed to provide students with the competencies necessary to achieve seamless articulation when joining a bachelor of fine arts (B.F.A.) program.

(b) The regular academic year shall fall within a ten-month period and shall include a minimum of 30 weeks, or its equivalent in duration, of regularly scheduled student-faculty instructional activity, exclusive of final examination periods, holidays and summer sessions.

(c) An associate degree program shall be a course of study which requires at least 60 but not more than 66 semester hours, or the equivalent, except when required for licensure or accreditation by a recognized agency or when required for transfer of full junior status, where applicable. Each program shall provide for the following:

1. Demonstration of the basic skills of communication and mathematics. Basic skills courses shall not be used to satisfy the general education requirements.

2. Electives which offer opportunities for enriched general education, preprofessional education and/or competence in an appropriate occupational field.

(d) General education and other requirements for the associate degree shall include the following:

1. All programs leading to an associate degree shall include a broad distribution of courses contributing to the student's general education which emphasize the acquisition of knowledge, comprehension and evaluation of ideas, the ability to think constructively and creatively, and the capacity to communicate effectively. For the purposes of this section, general education shall be grouped into the major categories of:

i. Communications, defined as courses designed to enhance facility in the English language.

ii. Mathematics and sciences, defined as courses designed to enhance mathematical and scientific conceptual understanding and application, including computer science.

iii. Social sciences, defined as courses designed to promote social awareness, including understanding social, economic and political problems and the responsibilities of citizenship in an interdependent world; and

iv. Humanities, defined as courses in literary, philosophical, foreign language, historical, aesthetic, or other humanistic studies to promote the understanding and transmission of values to one's own and other cultures.

v. Global and Cultural Awareness, defined as courses that expose students to a multicultural society or people.

2. The minimum general education requirements for each associate degree shall be as follows:

i. For the Associate in Arts (A.A.) degree programs, the general educational requirements shall total not less than 33 semester credit hours, or the equivalent, in an array of representative courses in each of the following categories: communications, mathematics and sciences, social sciences, and humanities.

ii. For the Associate in Science (A.S.) degree programs, the general education requirements shall total not less than 30 semester credit hours, or the equivalent, in an array of representative courses from each of the following categories: communications, mathematics and sciences, social sciences, and humanities.

iii. For the Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs, no student shall accumulate more than 16 of the required general education credits in any one discipline, except in the Fine and

Performing Arts where the curriculum can demonstrate specific articulation to a program or programs at senior institutions.

iv. For the Associate in Applied Science (A.A.S.) and Associate in Fine Arts degree programs, the general education requirements shall total not less than 20 semester hour credit hours or the equivalent, in an array of representative courses from the communications category, and at least one (1) course from each of the three (3) following categories: mathematics and science, social sciences, and humanities.

3. The array of general education courses in Associate in Arts (A.A.) and Associate in Science (A.S.) curricula shall be designed to prepare the student for transfer into a baccalaureate program.

4. Theoretically-based physical education courses may be counted as general education if they are a requirement of the College.

(e) An academic certificate program or diploma program shall be a credit bearing course of study which, by virtue of educational content or duration, does not satisfy requirements for an associate degree program, but which is specifically designed to offer content and skill acquisition and other experience appropriate to the objective of such a program. An academic program certificate shall be at least 30 credits in length and shall have a minimum of three (3) credits of general education. A certificate of achievement shall be less than 30 credit hours and shall represent in-depth study in a particular technical or skill area.

(f) The curriculum for degree, academic certificate and diploma programs shall be consistent with the institutional plan and programmatic mission of the College.

(g) To be eligible for award of a degree or academic certificate the student must satisfy the following requirements:

1. Earn a cumulative point average of 2.0 or above and complete the general and prescribed course work for the student's major.

2. Degree students must complete at least 30 credits at the College.

3. Academic Certificate students must complete at least 15 credits at the College. (The length of time that the course remains current and acceptable shall be at the discretion of the respective department chairperson.)

4. Complete at least one-half (1/2) of the student's major at the College.

5. Apply for graduation at the Registrar's Office during the first month of the semester in which the student plans to graduate.

6. Make payment of the applicable graduation fee.

7. Students must graduate within 10 years of matriculating in their programs of study. Any deviation from this must be approved by the Department Chair and/or

Academic Dean prior to the conferral of a degree.

(h) Programs for secondary and dual degrees shall be governed by the following rules:

1. Second Degrees: Students who have completed an academic certificate or degree will be eligible to matriculate for another academic certificate or degree provided it is not closely related to the first program. Programs with heavy enrollment demands will not accommodate students seeking second degrees.

A credit transfer evaluation from a student's first degree to the second degree will be made at the time of matriculation. Courses will be treated as internal transfer credits and grades will not be used in the grade point average calculation for the second degree.

A minimum of 21 academic credits related to a major must be earned in the second program. This will replace the residency requirement applicable to the first degree. Where necessary, additional credits must be completed to meet the general education requirements for the second degree. All other current degree requirements must also be met before the second degree will be awarded.

2. Dual Degrees: Where a student seeks to earn dual/simultaneous degrees, one program must be selected as the primary degree with the other as a secondary degree. All requirements for both degrees must be completed with at least a 2.0 grade point average. Courses from the primary degree may be used to meet the requirements of the secondary degree, but a minimum of 21 additional credits must be earned in the secondary degree. In some programs, more than 21 credits may be necessary to meet degree requirements.

- (i) Courses are recorded in terms of semester hours. One (1) semester hour of credit normally is earned by 15 hours of lecture class work per semester.
- (i) normally is earned by 15 hours of lecture class work per semester.
- (j) The following grading system shall be utilized:

Grade	Interpretation	Quality Points
A	Superior	4
A-		3.67
B+		3.33
B	Above Average	3
B-		2.67
C+		2.33
C	Average	2
D	Minimum passing	1
F	Failure	0
R	Registered to Audit	None
I	Incomplete	None
P	Pass	None*
SP	Satisfactory Progress	None*

W	Withdrew	None**
EX	Credit by Examination	None

* Grades used in non-credit courses

** Without academic penalty

A student's Term Grade Point Average is a measure of his or her credit courses completed for any one semester. The cumulative Grade Point Average (GPA) represents all credit courses completed at the College. Grades for courses transferred to the College and grades removed as a result of the Academic Bankruptcy policy are not included in the GPA calculation.

- (k) Academic Distinctions at Graduation. Students with outstanding academic achievements throughout their County College of Morris career are awarded the following honors based on the following cumulative grade point averages.

Degree Designation:

Summa cum laude	3.850 – 4.000 GPA
Magna cum laude	3.650 – 3.840 GPA
Cum laude	3.450 – 3.640 GPA

Academic Certificate Designation:

Academic Certificate with Merit	3.450 – 4.000 GPA
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- (l) Students may repeat any course to increase their knowledge level. This choice is left to the discretion of the student except in cases when the student has received an “F” and is ***required*** to repeat the course for their particular major. When repeating a course, the original grade and the repeat grade will appear on the student’s transcript. However, the student’s cumulative average will be computed based on the repeat course grade. Students should be aware of the possible consequences of receiving a grade which is lower than their original grade. For example, if a “D” grade is repeated and an “F” is earned on the second attempt, the “F” will replace the “D”. Students who must take a course for the third time will have their cumulative average computed based on the second and third repeat course grades. The second and third grades are averaged together in the GPA. If a student who repeats a course receives a “W,” the original grade will prevail. A student may register for the same course three times (excluding formal withdrawals or where precluded by departmental regulations). However, a student will be blocked from registering on the third and subsequent attempts without express permission from the appropriate academic department chairperson and/or division dean.
- (m) Recognition of transfer credits and the award of degree credits for non-traditional experience shall be governed by the following rules:

1. **Transfer of credits:** Previous college transcripts when received in sealed envelopes will be reviewed and evaluated for transfer of credit. Per the *Comprehensive State-Wide Transfer Agreement*, “All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations requirements for native and transfer students.” Upon individual review, in special circumstances a transfer of credits

may be accepted from non-accredited institutions and through other forms of post-secondary education. Transfer students must complete at least 30 credits at the County College of Morris to earn a degree, or 15 credits to earn an academic certificate. Credits received at other institutions are not used to compute the accumulated grade point average at the County College of Morris. After the applicant has been matriculated, and with respect to the student's academic program, the Records and Registration Office will notify the student in writing what credits have been accepted for transfer via their CCM email account. Credits that have been earned seven or more years ago may need to be repeated. Students should obtain advisement from the Academic Department regarding expiration of prerequisites taken more than seven years ago.

2. Challengers Program: The College has established the Challengers Program to provide eligible high school students with the opportunity to enroll in college courses, to gain classroom experience, and to be academically challenged. College credits earned in the Challengers Program will be accepted when the applicant has been matriculated in a degree or academic certificate program if the credits are applicable to the student's degree or academic certificate program at the County College of Morris.

3. Advance Placement Examinations: High school students may earn course credit or advanced placement in County College of Morris courses. To receive such credit students must present official Advance Placement Examination scores of 3, 4 or 5 and the course description to the Testing Office. The number of credits granted to the student will be determined by the appropriate department chairperson.

4. Credit By Examination: Students who have acquired knowledge through life experiences may earn college credit without enrolling in a course. To determine a student's level of knowledge in a particular subject, the college offers College-Level Examination Program (CLEP) Subject Examinations. Additionally, in certain disciplines, Departmental Examinations, approved by the college, may be administered. Credits earned through CLEP will be recorded on the student's official transcript as "Ex." Students who register for a course will not be eligible to take the applicable College-Level Subject Examination (in that semester) unless the student has officially withdrawn from the course before the end of the second week of classes. Students will be eligible to challenge the course in a future semester regardless of whether the student received a "W" or an "F" grade. The prior grade will remain on the student's transcript. If the grade is an "F," it will continue to be computed in the student's grade point average even if the student has successfully challenged the course.

5. Reverse Transfer Credit. Matriculated students who complete a minimum of 30 credits at the County College of Morris (CCM) and transfer to another accredited college or university are eligible to have future credits earned at the institution to which they transfer apply towards the completion of their declared CCM associate degree. Students must have completed at least half of the credits from their major at CCM. The reverse credit transfer may be arranged by the student requesting that the transcript be sent for the first two consecutive terms of enrollment at the college/university to CCM. The reverse

credit transfer may also be arranged by CCM through formal agreements with select colleges and universities. Students may have seven years from the date of their transfer to take advantage of this policy.

CCM will evaluate the student's college/university transcript to determine if the associate degree requirements are met. A student who meets the requirements will be awarded the associate degree from CCM. All graduation requirements from CCM must be met.

Certificate Programs: The College shall also offer College-credit programs of varying lengths leading to the certificates as listed in the College Catalog. The certificate programs are intended to meet the needs of individuals for self-development, personal enrichment, and occupational advancement. Students who enroll in certificate programs may elect to continue their education in a degree program or simultaneously matriculate for a degree.

(m) The curriculum requirements as set forth in the 2025 College Catalog for the degree and certificate programs offered by the College are hereby adopted and continued. The College President is authorized to approve revisions to curriculum requirements, when necessary, based upon program changes, new courses added, courses discontinued, or to satisfy accreditation standards.

(n) **CCM Honors** is a course of study that is incorporated into a student's academic degree program:

Full- and part-time students have the opportunity to take honors classes or to join the CCM Honors Program. Honors classes are designed to support exemplary students in developing their special talents and engaging in an intensive and stimulating learning atmosphere. Two honors class formats are offered: Honors and Honors Option. Honors classes offer smaller class sizes in which all students enrolled are Honors students, while Honors Option offers those who excel in the core courses of their major or specific subjects an opportunity to achieve a higher level of competence in a regular section of a class. Those who qualify may take as many Honors courses as desired.

1. Eligibility: Students must fulfill any one of the individual criteria

i) Incoming: Minimum score of 1240 on the SAT; 26 on the ACT; top 10% of high school graduating class

ii) Current: Minimum of 12 CCM credit completed and a 3.3 GPA or higher

iii) Transfer: Evaluation of previous institution credits and transcript

iv) High school students: Evaluation of high school coursework and transcript

2. CCM Honors Program: The CCM Honors Program is a full-time program for a cohort of students. After applying to and being accepted into the program, students work towards earning honors designation on their transcript for their degree. In addition to the required number of credits, students must complete an honors capstone project that is presented at the Student Showcase hosted by CCM Honors.

3. Notation of Honors designation on academic transcript: Students that complete a minimum of 16-18 honors course credits within their academic degree program, maintain a minimum of 3.3 GPA, and remain in good academic standing will receive Honors designation.

4. Eligibility and achievement criteria may be adjusted to support student success and in acknowledgment of the variety of CCM’s academic programs.

Policy on Credit for Prior Learning

County College of Morris grants credit for prior learning for certain college-level knowledge acquired through traditional college level education as well as non-traditional education. Nontraditional education may be acquired through experiences such as independent study, professional and/or job-related experiences.

This credit may be granted for:

- Successfully passing selected CLEP (College Level Examination Program) Subject Examinations, and departmental exams, in accordance with the passing scores established by the appropriate academic department. Interested students should contact the Testing Center.
- Achieving the Advanced Placement (AP) examination score established by the appropriate academic department. Procedures to have these AP scores considered are located in the Admissions Office.
- Achieving the score established by the appropriate academic department on the upper level International Baccalaureate (IB) examination. Procedures to have these IB scores considered may be obtained from the Admissions Office.
- Regarding certain specialized courses at CCM, successfully passing a departmental evaluation of the type, content and rigor as determined by each academic department. This could include a portfolio or performance assessment. Students should contact the appropriate academic department for specific information.
- For non-collegiate military training courses accredited under the American Council on Education Military Guide, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- For non-collegiate corporate training courses accredited by the American Council on Education, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- For third party industry-valued credentials as approved by the appropriate academic department.
- Course work taken in secondary high school programs as specified in articulation agreements with CCM. Course work eligible for college credits are those which have been reviewed and approved by the appropriate CCM Academic Department, ~~the college attorney~~, and signed by both the President of CCM and the designated secondary school administrator.

Credit for prior learning awarded at other accredited institutions of higher learning may be transferred to the County College of Morris upon evaluation and approval of the appropriate academic department. Examples of issues to be considered are:

- Per the *Comprehensive State-Wide Transfer Agreement* “All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations requirements for native and transfer students.”
- The length of time transpired since the original learning experience or recent additions to the portfolio or performance assessment. Students should obtain advisement from the Academic Department regarding expiration of pre-requisites taken more than seven years ago.
- If applicable, scores earned on standardized testing by evaluating agencies, as well as the identity of the evaluating agency.
- Criteria used by the institution which previously awarded credit.

General Education Policy

County College of Morris's General Education Policy is aligned with *A General Education Foundation for Associate in Arts, Associate in Science, Associate of Applied Science, Specialized Associate, and Certificate Program in New Jersey Community Colleges and NJCC General Education Guiding Principles for Affirming General Education Course Status*. The *Foundation* and *Principles* define eight General Education course categories and two General Education integrated course goals. County College of Morris provides multiple and varied learning experiences to effect the acquisition of knowledge in all categories of General Education.

General Education Course Categories

1. Communication
2. Mathematics
3. Science
4. Technology
5. Social Science
6. Humanities
7. History
8. Global and Cultural Awareness

General Education Integrated Course Goals

1. Ethical Reasoning
2. Information Literacy

Critical thinking is integrated into each General Education course.

General Education Outcomes

County College of Morris students will

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and to process numerical data
- Apply the scientific method of inquiry to gain scientific knowledge
- Apply social science theories and concepts to analyze human behavior, social and political institutions, and responsible citizenship
- Analyze works in such fields as art, music, literature, and philosophy and/or religious studies; and/or gain competence in a foreign language
- Analyze historical events and movements in world, Western, non-Western, or American societies and assess their subsequent significance
- Demonstrate knowledge of diverse cultures, including global and historical perspectives
- Demonstrate knowledge of ethical thinking and its application to societal issues
- Address any information need through the effective use of technology and the critical evaluation of electronic resources
- Demonstrate critical thinking in each General Education course

These General Education learning outcomes will be assessed regularly, with assessment results used to improve teaching and student learning in General Education courses.

Student Transcript Withholding

The Assistant Vice President for Student Affairs is hereby authorized to withhold transcripts requested of a student's academic performance when the Assistant Vice President learns that there is an unpaid account balance due from such student to the College. The authority of the Assistant Vice President to withhold transcripts is nevertheless subject to provisions of lawfully issued subpoenas or judicial orders for such records.

Involuntary Withdrawal

I. Policy Statement

The procedures that follow establish a process for the involuntary withdrawal of students who pose a direct threat to the health or safety of self or others, or substantially impede the educational process or lawful activities of other members of the County College of Morris community.

II. Purpose

The College is committed to providing a safe, supportive, and academically focused environment for all students. This policy establishes the circumstances and procedures under which a student may be involuntarily withdrawn from the College when their continued enrollment presents a risk to themselves, others, or the educational process, or when they are unable to meet academic or conduct requirements due to health, safety, or behavioral concerns. A student will be subject to involuntary withdrawal if the student satisfies one of the following:

1. Poses a significant risk to the health and/or safety of self or others; or
2. Engages in conduct that substantially impedes the rights and privileges of other members of the College community, or disrupts the educational processes, lawful activities or functions of the College or its personnel.

A student should not be subject to involuntary withdrawal under these procedures when judicial, academic, or other actions are available and the student's circumstances can best be addressed through procedures appropriate for those actions; e.g., the Student Code of Conduct or the Academic Integrity Policy & Procedure. When possible and appropriate, efforts should be made to encourage a student to withdraw voluntarily through proper protocols before initiating the involuntary withdrawal process.

III. Immediate Interim Withdrawal Process

If safety is an immediate concern, the college may take interim action to protect the well-being of the student and/or other members of the college community. An immediate interim withdrawal allows the College to remove a student from any or all college premises when, in the professional judgment of the Assistant Vice President of Student Affairs or their designee, and after considering all reasonably available information, it is determined that the individual's presence on campus poses a continuing danger or significant risk to themselves or others.

Immediate interim withdrawal is a preliminary, precautionary measure intended to protect the health and safety of the student and the College community, and is not considered a disciplinary penalty. A student withdrawn on this basis shall be given an opportunity to meet personally with the Assistant Vice President of Student Affairs or their designee within two (2) class days from the effective date of the immediate interim withdrawal, in order to discuss the following issues

only:

- The reliability of the information concerning the student’s behavior;
- Whether or not the student’s behavior poses a danger of causing imminent physical harm to the student or others or causing property damage, or directly impeding the lawful activities of others;
- Whether or not the student has completed or submitted an evaluation, in accordance with the standards and procedures as described in Section V; and
- Whether or not the student has fulfilled the requirements for reinstatement outlined in the notification letter (i.e. corrective action). .

Following this meeting, the Assistant Vice President of Student Affairs, or their designee, may either continue or cancel the interim involuntary withdrawal. If the immediate interim withdrawal is cancelled, the procedures described in this policy regarding involuntary withdrawal may still proceed. If the immediate interim withdrawal remains in effect, the next stages of this procedure will be followed. The interim withdrawal will remain in effect until a final decision is made under this process.

As this policy is intended to protect the student who is the subject of these proceedings and the CCM community as a whole, the Assistant Vice President of Student Affairs or their designee may reasonably deviate from these guidelines to the extent indicated by the facts of the case or proceedings, unless significant prejudice to a student may result.

IV. Critical Incident Response Team

The College has a Campus Assessment, Response and Evaluation (CARE) Team in place that is tasked with the responsibility of assisting in responding to those who may be experiencing challenges that impact their or others’ health and safety on campus. The CARE Team can provide input to the Assistant Vice President of Student Affairs or their designee in those cases in which an involuntary withdrawal is being considered. This assistance takes into consideration all the facts related to the incident in which the CARE Team was called and formally assesses the situation. Documentation maintained by the CARE Team will be shared with the Assistant Vice President of Student Affairs or their designee in an effort to have a complete understanding of the situation that has resulted in consideration of the involuntary withdrawal. The CARE Team includes the Assistant Vice President of Student Affairs, the Assistant Dean of Student Engagement and Success and staff from the Center for Student Well-Being, Public Safety, Accessibility Services Office and the Academic Success Center. Other members may be added at the discretion of the Assistant Vice President of Student Affairs or their designee.

V. Involuntary Withdrawal Process

Any member of the College community who has reason to believe that a student may meet the criteria for involuntary withdrawal may contact the Assistant Vice President of Student Affairs or their designee who will conduct an informal review. If the Assistant Vice President of Student Affairs or their designee recommends that a student be withdrawn for the reasons based upon the

Policies and Procedures Regarding Students with a Disability

I. Policy Statement

County College Of Morris (CCM) affirms its commitment to ensuring that students with a disability are not subjected to discrimination and have access to all educational programs, services, and activities, whether credit or non-credit bearing. These policies and procedures specifically address services for students with a disability. Accommodations for employees are managed by the ADA/504 Coordinator in the Office of Human Resources and Labor Relations.

II. Definitions

Disability

Under the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. This includes individuals who:

1. Have such an impairment;
2. Have a record of such impairment; or
3. Are regarded as having such an impairment.

Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

III. Compliance with Federal Law

County College of Morris adheres to Section 504 of the Rehabilitation Act of 1973, the ADA of 1990, and the ADAAA of 2008. No otherwise qualified disabled student will be excluded from participation in, denied the benefits of, or subjected to discrimination in any college program, service or activity.

IV. Reasonable Accommodations

The Accessibility Services Office (ASO) strives to proactively identify and remove barriers to access and facilitate full participation by providing support and guidance to students with

disabilities. Upon request, CCM will provide reasonable accommodation(s), modifications and/or auxiliary aids to otherwise qualified students as required by law to ensure equal access to educational opportunities, programs, and services. Determination of reasonable accommodation is made through an individualized, interactive process conducted by the Accessibility Services Office. Students with a disability must self-identify and follow the procedures of registration with the Accessibility Services Office.

CCM may deny any accommodation that:

- Poses a direct threat to the health or safety of others.
 - Constitutes a fundamental alteration of a course, program or service.
 - Imposes an undue financial or administrative burden.
-

V. Eligibility for Services

To engage in the interactive process for accommodations, a disabled student must:

1. Self-identify and engage with the Accessibility Services.
2. Submit documentation from a qualified professional regarding the disability and its current functional impact. Submission of supporting documentation must be made in a timely manner, allowing for reasonable processing time; CCM reserves the right to ask for further documentation regarding specific requested accommodation. The following documentation criteria should be used in forwarding assessments to Accessibility Services for disabilities verification:

a. Physical, Sensory, and Health-Related Disabilities

- i. Verification of the disabling condition must be obtained from a licensed health care professional that is qualified and currently or recently associated with the individual.
- ii. The diagnosis must reflect the present level of functioning of the major life activity affected by the disability.

b. Psychological Disorders or Attentional Disorders

- i. Verification of diagnosis and severity of disabling condition from a qualified professional (e.g. psychiatrist for ADD/ADHD, psychologist or psychiatrist for other psychological disorders).
- ii. A detailed description of how this impairment significantly limits a major life activity in an educational setting (for students) should be provided.

c. Learning Disabilities

- i. A professional qualified to diagnose a learning disability (e.g. a licensed psychologist, learning disabilities specialist, neuropsychologist), must prepare the

- evaluation. Collaboration with speech and language clinicians, reading specialists and other educational professionals may be appropriate and necessary for a comprehensive assessment.
- ii. Results of a clinical interview with the individual and descriptions of testing procedures, instruments used, test and sub-test results reported in standard scores should be included.
 - iii. Evaluations must be comprehensive and include test results in the following areas, where applicable: intelligence, reading, mathematics, spelling, written language, language processing, and cognitive processing skills. Testing should carefully examine areas of concern/weakness as well as areas of strengths.
 - iv. A clear diagnostic statement based on test results and personal history must be included.
 - v. An evaluation should be no more than three (3) years old. This requirement may be waived if deemed not medically necessary.

3. Participate in an interactive intake meeting to determine accommodations; accommodations are not retroactive and begin only after eligibility is confirmed and agreed upon from all parties. Students are obligated to utilize all adjustments and/or accommodations properly and responsibly.

VI. Appeal and Grievance Rights

Students may appeal decisions regarding eligibility or accommodation provision. The grievance process applies to all CCM programs, including credit, non-credit, workforce development or virtual campus courses. For specific process guidelines, please see below.

VII. Confidentiality

Disability related information is confidential and will only be disclosed on a need-to-know basis or as required by law. Records will be retained for five (5) years and destroyed in accordance with the College's Records Retention and Disposition Schedule policy.

VIII. Accessibility Services Procedures

The Accessibility Services Office located in the Sherman H. Masten Learning Resource Center, LRC 105 serves as the primary contact for all student disability-related accommodations. Their contact information is as follows:

Phone: (973) 328-5284

Email: aso@ccm.edu

Website: <https://www.ccm.edu/student-support/accessibility-services/>

1. Notification and Outreach

Services are advertised in the CCM College Catalog and website.

All admitted students receive a notification encouraging them to contact Accessibility Services for any access needs.

2. Application for Services

Students can apply for services with the Accessibility Services Office by filling out the accessible online application found here: [Accessibility Application](#)

3. Documentation Guidelines

Current documentation guidelines are available on the Accessibility Services Office website. <https://www.ccm.edu/student-support/accessibility-services/documentation-guidelines/>

Students with a disability are asked to submit documentation to verify eligibility. The following guidelines are provided in the interest of assuring that documentation verifies eligibility and supports requests for accommodations, academic adjustments, and/or auxiliary aids at the post-secondary level. However, to reduce access barriers, the Accessibility Services Office encourage students to have a discussion with Accessibility Services staff regarding documentation requirements.

4. Accommodation Implementation

Once accommodations are established, students with a disability will have access to Titan's Aim which affords them the opportunity to electronically send their faculty members their accommodation letters. Students will have access to schedule accommodated testing appointments and utilize other accommodations through this system.

Accessibility Services coordinates services for students with permanent disabilities including assistance in registration, advisement, parking, referrals, adapted classroom activities, and other special needs. It is the responsibility of the student to identify him/herself as disabled and request

assistance from this office. The College **does not** provide specialized tutors or individual assistants for students.

Academic requirements for majors may be examined for modification based upon the submission of appropriate documentation. Requests to modify academic requirements must be made to Accessibility Services.

5. Personal Assistants & Equipment

The College does not provide personal aides or individualized medical devices.

6. Facility Access

Courses may be relocated to ensure physical access when necessary.

7. Grievance Procedure

- a. **Initial Complaint**
Submit a written grievance to the Director of Accessibility Services within ten (10) business days of the incident.
 - b. **Resolution Meeting**
The Director or designee appointed by the director of the Accessibility Services Office will schedule a meeting with all concerned parties within five (5) business days of receiving the complaint to mediate and address the issues involved.
 - c. **Escalation**
If unresolved, the Director will forward the matter to the forward the complaint to the Assistant Vice President of Student Affairs within ten (10) business days.
 - d. **Final Appeal:** If still unresolved, the student may appeal the decision directly to the Senior Vice President of Academic Affairs, Workforce Development, and Student Success, whose decision is final.
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8. Undue Hardship

For the purposes of this document, the College applies the ADA definition of “undue hardship” as an action requiring significant difficulty or expense. Factors to be considered in determining undue hardship may include, but are not limited to:

- a. The cost of the accommodation required under ADA;
- b. The financial resources of the facility involved in the provision of the reasonable accommodation;
- c. The number of students and/or employers involved;
- d. The financial impact on the facility;
- e. The impact on the operation and geographic, physical, administrative, or fiscal relationship of the facility in question.

Policy for Awarding Honorary Degrees

Awarded by the County College of Morris Board of Trustees, the honorary associate's degree is the highest form of recognition offered by County College of Morris to persons of exceptional distinction.

A. Purpose:

- To honor meritorious and outstanding service to the College and/or to the community at large; and
- To recognize persons whose lives serve as examples of the College's aspirations for its students.

B. Criteria:

- Individual who has made a significant, noteworthy contribution to County College of Morris and/or to the community at large.
- Individual who has demonstrated an enduring commitment of commendable service to County College of Morris.
- Current faculty, staff, and trustees are not eligible. Faculty, staff, and trustees who have been separated from the College for at least five years are eligible which time period may be waived for good cause and compelling circumstances.
- Generally, the College will award no more than two honorary degrees in any academic year.
- Current elected and/or appointed public officials are not eligible.
- Current candidates and/or nominees for public elective and/or appointed offices are not eligible.

C. The Nature of the Honorary Degree:

The Board of Trustees has selected to offer the following registered honorary degrees:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Applied Science (A.A.S.)
- Associate in Fine Arts (A.F.A.)

The specific honorary degree awarded shall be appropriate to the nature of the attainment which is being recognized. The following are areas in which individuals may have made significant contributions:

- Educational Service: recognizing outstanding service that enhances educational opportunities for the area or that gives personal assistance that leads to the success of individuals in higher education.
- Humanitarian Service: recognizing outstanding altruism that enhances the quality of life for others in the area
- Servant Leadership: recognizing outstanding service that goes beyond the servant's paid job description in any area of leadership and that benefits others and/or enhances their leadership capabilities.
- Arts and Letters: recognizing outstanding contributions to the arts in any form that enhances the quality of life in the area.
- Entrepreneurial Leadership: recognizing outstanding contributions to business/industry through creative start-ups of new enterprises or through innovative

management or business or industry.

D. Awarding of Honorary Degrees

Honorary degrees shall be conferred by the Board of Trustees at commencement exercises.

- Honorary degrees shall be bestowed by the College President, the Chair of the Board of Trustees, or a Trustee designated by the Chair.
- Honorary degrees may be awarded in absentia and posthumously, but only upon recommendation to the Board of Trustees by the College President in the case of extraordinary and compelling circumstances.

E. Procedures for the Selection of Degree Recipients

The County College of Morris Board of Trustees awards honorary degrees based on a recommendation from the College President. The President must approve any nominee for the honorary degree. Coordination of the selection and nomination process for honorary degree recipients is the responsibility of the College President who shall consult with an advisory committee that includes representatives from the faculty, administrative staff, alumni, and student government association.

Nominations for degree recipients shall be encouraged from any member of the College community, including students, faculty, staff, alumni, trustees, board members and friends of the College. Nominations should be submitted to the President of the institution with a résumé, letter of support, and a completed nomination form.

Administrative Procedures for the Selection of Honorary Degree Recipients

1. Nominations Process:

Nominations for honorary degree recipients will be accepted from any member of the College community, including students, faculty, staff, alumni, trustees, board members and friends of the College.

Each nomination must include the nomination form (Attachment A) with a résumé and letter of support. Nomination forms may be obtained from the Office of the President or the College website.

2. Nominations Deadline:

Nominations must be submitted to the College President by a date to be established each year by the College President.

3. Honorary Degree Advisory Committee:

Coordination of the selection and nomination process for honorary degree recipients is the responsibility of the College President who shall consult with an advisory committee.

The Honorary Degree Advisory Committee will be comprised of:
 Senior Vice President of Academic Affairs, Workforce
 Development and Student Success

Assistant Vice President of Student Affairs
Management Two (2) faculty representatives
One (1) representative from the Student Government Association
One (1) representative from the County College of Morris Alumni Association
One (1) representative from the County College of Morris Foundation

The nomination process is competitive. Generally, the College will award no more than two honorary degrees in any academic year. The primary function of the Honorary Degree Advisory Committee is to review all nominations received by the deadline and make a recommendation to the College President. The Honorary Degree Advisory Committee will intensely scrutinize the nomination package for each nominee to ensure continued integrity of the award process. The Honorary Degree Advisory Committee will review nominations and make recommendations to the College President.

4. President's Responsibilities:

In order to ensure that any recipient receives ample notice, the College President will make a recommendation to the County College of Morris Board of Trustees for review and consideration at the February meeting.

Health Records and Intercollegiate Athletics

Section I – Submission of Immunization Documents

New Jersey law requires that all full-time students present a valid record of immunization against Measles, Mumps, Rubella and Hepatitis B as a condition of enrollment. The state requires two doses of measles, mumps, and rubella vaccines, with the first and second doses being administered 30 days apart for individuals born after January 1, 1957. Additionally, the documentation must include verification of a three-dose Hepatitis B vaccine. For the Hepatitis B vaccine, the first two vaccinations must be one month apart, and the third vaccination should be at least six months after the first.

As of June 15, 2020, the State of New Jersey requires that all first-time, full-time students at higher education institutions to get one dose of the meningococcal ACWY (two [2] doses) vaccine before the fall semester. Such documentation must be submitted to the college along with other immunization documentation.

Students Who Are Exempt from Providing Immunization Records:

Individuals who are not in the Nursing, Radiography or Allied Health programs are exempt from these requirements only if they:

- are 30 years of age or older,
- are taking less than 12 credits,
- are 100% online, or
- have a medical reason or a religious objection to immunization.

Students enrolled in Nursing or Allied Health programs must submit all mandatory immunizations and blood tests as detailed in their acceptance packet. Students in the Nursing Program or Allied Health program must submit documentation of all required vaccinations and blood tests. Timely compliance with all requirements is mandatory for continuing in any of the Nursing or Allied Health programs.

Students should contact dsd@ccm.edu for more details about the immunization requirements.

All full-time students must complete at least Part I of the [Immunization form](#) accompanied by valid records or have the entire record completed and signed by a health care provider. These records must be submitted to dsd@ccm.edu prior to registration.

Section II – Health Evaluation by Personal Physician

In accordance with hospital and/or laboratory requirements, the College may be required to certify that certain students are free from communicable diseases and are generally in good health. Therefore, in addition to the requirements outlined in Section I, applicants seeking admission to Health Professions programs must submit a health evaluation signed by their physician as part of their health records.

Section III – Health Eligibility for Participation in Intercollegiate Athletics

All students interested in participating in an intercollegiate athletic program are required to have a valid health history form signed and stamped by their personal physician.

Section IV– Certification of Health Eligibility for Participation in Athletic Programs and Courses that require Physical Activity

Full-time students shall be required to disclose any ailment, disability, health condition, or other medical reason which would affect or limit such student's participation in an athletic program or courses that require physical activity.

Section V – Parental Authorization

Authorization for emergency treatment and certification of health eligibility to participate in athletic programs will be given by the parent or guardian of any student under the age of 18.

Section VI– Confidentiality of Immunization Records

Student immunization records are confidential and shall be secured and maintained in the Dean of Students Office apart from the student's educational records. Access to these records shall be restricted to personnel of this office and will not be released to other persons without the written permission of the student.

Healthcare Programs Malpractice Insurance

RESOLVED, That all nursing, radiography, respiratory therapy and paramedic students enrolled in the professional phase of their programs be required to have malpractice insurance, effective the Fall Semester, 2016, at their own expense and students may choose their own providers.

Healthcare Program Students Criminal History Background Checks

+All nursing, radiography, respiratory therapy and paramedic students enrolled in the professional phase of their programs be required to have criminal history background checks performed.

Arrangements will be made through the County College of Morris and charges are incurred by students.

Student Code of Conduct and Disciplinary Appeal Procedure

Student Code of Conduct and Disciplinary Appeal Procedure

I. PREAMBLE

County College of Morris (the College) was founded by the citizens of Morris County with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society. The College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Assistant Vice President of Student Affairs Office is an educational and developmental process that balances the interests of individual students with the interests of the College community.

A community exists based on shared values and principles. At the College, we must strive to recognize the dignity and worth of each member of our community. Therefore, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis for this Student *Code of Conduct* (referred to as the *Code*). These standards are represented within a set of core values that include honesty and integrity, social justice, respect, community, and responsibility. The *Code* has not been designed to set forth an exhaustive list of misconduct, but rather to establish behavioral guidelines, and is not intended to create rights beyond those of the background law framing such codes, generally.

Each member of the College community has (1) responsibility to become familiar with the information, policies, and procedures contained in the *Code*, (2) responsibility over their conduct and, and (3) reasonable responsibility for the behavior of others. The College reserves the right to make changes to the *Code* as necessary. When members of the community fail to demonstrate these five values by engaging in behavior that may violate the *Code*, campus conduct proceedings are used to uphold *the Code*.

The student conduct process at the College is not intended to punish students; rather, it exists to protect the interests of the community and to help students make better choices. Educational sanctions, if assigned, are intended to challenge students' moral and ethical decision-making and to help them bring their behavior in line with community expectations. When a student is unable to adhere to the CCM community expectations as outlined in the *Code*, the student conduct process may determine that the student should no longer participate in this community.

Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, guarantees written notice, a thorough and equitable investigation, a hearing before an objective decision-maker, and the right to appeal in writing a finding or sanction, or both, based on specific grounds, as outlined in the *Code*. No student will be found in violation of College policy or procedure without information showing that it is more likely than not that a policy violation occurred (i.e., preponderance of the evidence). Any educational sanctions will be proportionate to the severity of the violation and to the cumulative conduct history

of the student. The student conduct process is designed to investigate and resolve alleged student misconduct violations in a prompt, thorough, reliable, fair, and impartial manner.

II. DEFINITIONS

1. **Administrative Conference:** A formal meeting (conference) with the Respondent. Normally, the Respondent must appear in person for the conference, but a request to waive this requirement, under certain circumstances, may be considered.
2. **Appeal:** Refers to a process by which a Respondent and/or Complainant (see Respondent and Complainant definition below) has requested to have the outcome of a student conduct process be reconsidered if certain conditions are met (See Appeal Section).
3. **Appeal Review Officer:** An official that has the authority to review appeal requests in accordance with the prescribed College procedures as detailed in the *Code*. Typically, the Appeal Review Officer is the Senior Vice President of Academic Affairs, Workforce Development, and Student Success (VPAA) or designee.
4. **College Business Days or Business Days:** Weekdays when the College is open for business, whether or not classes are in session.
5. **College Official:** Any individual employed by the College, or performing a function on behalf of the College, acting within the scope of their employment or designated function including, but not limited to, instructor, staff, student employees acting in their employment capacity, peer academic leaders, intramural officials, law enforcement officers, or facility managers.
6. **Complainant:** Any individual, group, or organization who was subject to alleged misconduct as described in any College policy or procedure or any person who submits a referral alleging that a Respondent violated College policy or procedure. There may be more than one Complainant for an incident.
7. **Conduct Authority:** Any person or persons given the authority to facilitate or participate in the student conduct process including, but not limited to, the Conduct Administrator, Assistant Vice President of Student Affairs, and/or the VPAA.
8. **Conduct Administrator:** The Assistant Vice President of Student Affairs or a designee responsible for the oversight of the student conduct process including, but not limited to, issuing notices, resolutions, and/or outcomes.
9. **Family Educational Rights and Privacy Act (FERPA):** A federal law that, among other things, defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records. FERPA applies to individuals and not to student groups or registered student organizations so long as an individual's personally identifiable information is not included in such student group or registered student organization records.
10. **Good Conduct Standing:** As used in the *Code*, Good Conduct Standing refers to a student's status when they are in compliance with the College's Student Code of Conduct and have no outstanding disciplinary sanctions or unresolved misconduct allegations. A student in Good Conduct Standing is eligible to fully participate in College activities, including leadership roles, extracurricular programs, and academic opportunities. A student who is not in Good Conduct Standing may not be eligible for

certain privileges and opportunities, such as holding office in student organizations, participating in an athletic event, or receiving College honors or awards. The loss of eligibility for specific programs or opportunities will be determined independently by the respective College departments or organizations, within the scope of their programs, or as specified through the sanctioning process.

11. Interim Measure: A temporary action implemented by the College to protect the safety of an individual or the College community, or to protect the integrity of an ongoing investigation or resolution process.
12. Preponderance of the Evidence: A standard of proof used in the student conduct proceedings that requires the evidence presented to demonstrate that a claim is more likely true than not. This means that the evidence must show that there is a greater than 50% likelihood that the alleged violation occurred, based on the totality of the information available.
13. Registered Student Organization: Any student-led organization that has been approved as meeting the College's established Student Organization criteria and is recognized by the College.
14. Respondent: Any individual, Student Group, or Recognized Student Organization who has been reported for allegedly violating the *Code*. There may be more than one Respondent for an incident. In incidents involving Recognized Student Organizations, the president, director, team captain, or other member of student leadership will participate in the student conduct process on behalf of the organization with a maximum of three individuals able to represent the organization.
15. Student: All persons taking courses at the College, either full-time or part-time, credit or noncredit seeking, certificate, associate, technical, professional studies, or attending an educational program sponsored by the College. Persons who withdraw from the College after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students."
16. Student Conduct Process: The process set forth in the *Code* under which the College addresses alleged violations of College policies and procedures.
17. Student Group: Any number of students who are associated with the College and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in College-related activities. Student Groups include, but are not limited to, Student Government Association, musical or theatrical ensembles, sport clubs, the College newspaper, or athletic teams.
18. Student Organization: A College-recognized group of CCM students meeting the criteria for group registration or recognition established by the Student Community Center.
18. Support Person: Any person selected by a Complainant or Respondent to assist with giving support and resources before, during, and/or after the conduct process. Support Persons may not directly participate, speak, comment, or make any type of representation or argument on behalf of the party they are advising. The availability of a support person will not unreasonably interfere or delay the conduct process. In incidents involving Recognized Student Organizations, the organization may have a maximum of two support people.
19. Title IX: A federal law, enacted as part of the Education Amendments of 1972, that

prohibits discrimination based on sex in any educational program or activity receiving federal financial assistance. Title IX addresses issues such as sexual harassment, sexual violence, and gender-based discrimination, ensuring equal access to education for all students regardless of sex or gender.

20. Witness: An individual who is requested to participate in a student conduct process because that individual may have information related to the allegations, can assess credibility related to allegations, or access to evidence. Witness names may be provided by the Complainant, Respondent, or others with knowledge of the matter.

III. JURISDICTION

Students at the College are provided a copy of the *Code* annually in the form of a link on the College website. Hard copies are available upon request from the Dean Of Students (“DOS”) Office. Students are responsible for having read and abiding by the provisions of the *Code*.

The *Code* and its processes apply to the behavior of all individuals admitted or enrolled in any course or program, whether they are seeking a degree or certification, or participating in non-credit courses or programs. This also applies to Student Groups and Registered Student Organizations. For the purposes of student conduct, the College considers an individual to be a student as defined in the Definitions section of the *Code*.

The College may choose to retain conduct jurisdiction over students who opt to take a leave of absence, withdraw (fully or partially), or have graduated, for any alleged misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, holds placed on a student’s account may affect their ability to re-enroll, and/or obtain official transcripts, and/or graduate. In the event of serious misconduct committed while still enrolled, but reported after the Respondent-Student has graduated, the College may invoke these procedures. If the Respondent-Student is found responsible for a violation, the College may revoke that student’s degree and/or impose other penalties and restrictions as appropriate.

The College is committed to respecting and upholding the rights of all students, including their rights to privacy, free expression, assembly, and due process, as defined in these procedures. The *Code* applies to behaviors that take place on campus, at College-sponsored events, and may also apply off-campus when the Assistant Vice President of Student Affairs or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself/themselves, or others;
- Any situation that significantly interferes with the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational mission and/or interests of the College; and/or
- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law; and/or
- Any situation in which College policy or the *Code* is violated.

The Senior Vice President of Academic Affairs, Workforce Development, and Student Success (VPAA) or designee is the final authority over jurisdiction.

The *Code* applies to actions taken either in-person or online, whether on- or off-campus. This includes emails, text messages, and other electronic or virtual platforms. It's important for students to understand that anything posted online, including on social media, blogs, websites, or chat rooms, is considered public and not private. The *Code* may be used to address online behavior that may violate the *Code*. The College does not regularly search for this information, but it may take action if and when such information is brought to the attention of College officials. Most online speech by students not involving College networks or technology will be protected as free expression and not subject to the *Code*, with two notable exceptions:

- A true threat, defined as an intentional or reckless, serious expression that a speaker means to commit an act of unlawful violence or inflict bodily harm upon specific individuals; or
- Speech posted online about the College or its community members that causes a material and substantial on-campus disruption.

There is no time limit on reporting violations of the *Code*; however, the longer someone waits to report an alleged violation, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations. The College accepts anonymous complaints regarding student conduct, but anonymity may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to file reports as quickly as possible with the DOS Office, the Public Safety Department, or both.

Alleged violations of federal, state, and local laws may also be investigated and addressed under the *Code*. The College will resolve all cases involving alleged violations of the *Code* and typically will not defer proceedings pending any external criminal or civil review. Students who are members of Student Groups or Registered Student Organizations may be subject to jurisdiction both as an individual student and as a member of the student organization. *Code* violations may be charged as collateral misconduct in other College proceedings, and in such cases, those proceedings share Student Code of Conduct authority and those procedures will be used in lieu of the procedures described herein.

College email is the College's primary means of communication with students. Students are responsible for all communication delivered to their College email address.

IV. STUDENT CODE OF CONDUCT AUTHORITY

The Assistant Vice President of Student Affairs serves as the primary conduct administrator, as designated by the VPAA. In this capacity, the Assistant Vice President of Student Affairs is responsible for the development and implementation of policies and procedures for the administration of the *Code*. The Assistant Vice President of Student Affairs is responsible for notifying the College community of substantial changes to this policy.

V. COLLEGE REGULATIONS

The College considers the behavior described in the following sub-sections to be in opposition to the core values set forth in the *Code*. It is a violation of this *Code* for any student, Student Group, or Registered Student Organization to engage in any of these behaviors or behavior that aids, attempts, assists, promotes, condones, encourages, requires,

conceals, or facilitates any act prohibited by the *Code*. Allowing, permitting, or providing an opportunity for a guest to violate College Regulation is also prohibited. These violations are included in each section below and need not be cited separately.

Lack of familiarity with College Regulation is not a defense to a violation of the *Code*. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Additionally, intoxication or impairment from alcohol, drugs, or other substances is not a defense to a violation of the *Code*. Allegations meeting the definitions of sex discrimination or sex-based harassment under Title IX will be investigated and resolved in accordance with the Title IX Policy.

The College encourages community members to report to College officials all incidents that involve the following actions.

1. **Academic Misconduct:** Acts of academic dishonesty include, but are not limited to:
 - a. Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.
 - b. Providing fabricated or falsified information or misrepresenting information in an academic activity or assignment.
 - c. The use of work or ideas in an academic activity or assignment without proper acknowledgment of source. Prohibited behaviors includes, but is not limited to:
 - i. Partial or incomplete citation of work or ideas;
 - ii. Improperly paraphrasing by acknowledging the source but failing to present the material in one's own words;
 - iii. Paraphrasing without acknowledgment of the source;
 - iv. Multiple submissions of the same or substantially the same academic work for academic credit without prior permission of all pertinent faculty members; or
 - v. Copying, partially or entirely, any material without acknowledgment of the source.
 - d. Collaborating or consulting with another individual or group during an academic activity or assignment without the express permission of, or in a manner inconsistent with the express permission of, the instructor or other College-approved entity.
 - e. Using or possessing any materials or resources during an academic activity or assignment without the express permission of, or in a manner inconsistent with the express permission of, the instructor or other College-approved entity. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, generative AI engines, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials acquired from an external or commercial source (e.g. ghostwriting or pay-for-paper services).
2. **Alcohol:** Engaging in behaviors including, but not limited to:
 - a. Underage possession and/or consumption of alcohol;
 - b. Possession and/or consumption of alcohol except as expressly permitted by law and College Policy;
 - c. Distributing, selling, manufacturing, producing, and/or serving alcohol, regardless of age, except as expressly permitted by law and College Policy;
 - d. Possessing common source alcoholic beverage container(s) including, but not limited

to, kegs, mini-kegs, coolers, beer balls, trashcans, and tubs, unless permitted by law or College policy;

- e. Permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the host, except as expressly permitted by law and College Policy;
 - f. Encouraging or facilitating excessive and/or rapid alcohol consumption including, but not limited to keg stands, alcohol luges, beer bong, beer/water pong, and other drinking games;
 - g. Possession of an open alcohol container in or on a vehicle (e.g., automobile, motorcycle, bicycle, skateboard, scooter, Segway, hoverboard, tractor), in open spaces, or public except as expressly permitted by law and College Policy;
 - h. Being impaired by alcohol to the point where one's behavior results in violations of the rights of others, leads to disorderly or dangerous behavior, or that impairs personal health or safety; or
 - i. Operating or controlling a vehicle (e.g., automobile, motorcycle, bicycle, skateboard, scooter, Segway, hoverboard, tractor) while under the influence of alcohol.
3. **Animals:** Animals, except for service animals that provide assistance (e.g. seeing-eye dogs), are not permitted on campus except as permitted by law.
 4. **Damage and Destruction:** Intentional, reckless, and/or unauthorized damage to or destruction of College property, public property, or the personal property of another.
 5. **Dangerous Objects:** Possession, use, sale, or distribution of explosives (including but not limited to fireworks and ammunition), guns (including but not limited to air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than three (3) inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property except as expressly permitted by law and College Policy.
 6. **Disruptive Behavior:** Substantial disruption or obstruction of College operations, including but not limited to the obstruction of teaching, research, administration, and other College activities, as well as authorized non-College activities occurring on College property.
 7. **Drugs and Other Substances:** Engaging in behaviors including, but not limited to:
 - a. Possession, use, and/or consumption of drugs and/or other substances except as expressly permitted by law and College Policy. Drugs and/or other substances may include, but are not limited to marijuana, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines, prescription medication, and/or over the counter medication;
 - b. Possession and/or use of drug paraphernalia (i.e., any equipment, product, or material that is for making, using, or concealing prohibited drugs and/or other substances) except as expressly permitted by law and College Policy;
 - c. Distributing, selling, manufacturing, producing, and/or serving drugs and/or other substances which may alter an individual's mental state or impair an individual's behavior except as expressly permitted by law and College Policy;
 - d. Permitting any individual or group to consume, possess, or use drugs or other substances in a space owned, occupied, or controlled by the host, except as expressly permitted by law and College Policy;

- e. Being impaired by drugs or other substances to the point where one's behavior results in violations of the rights of others, leads to disorderly or dangerous behavior, or impairs personal health or safety; or
 - f. Operating or controlling a vehicle (e.g., automobile, motorcycle, bicycle, skateboard, scooter, Segway, hoverboard, tractor) while under the influence of drugs or other substances.
8. **Election Tampering:** Tampering with the election of any Respondent (minor election code violations may be addressed by the Student Government Association Election Committee and/or the Director of Campus Life or designee).
 9. **Failure to Comply:** Failure to comply with the reasonable directives of College officials, law enforcement officers, or emergency responders during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 10. **False or Misleading Information:** Deliberately or purposefully providing false or misleading verbal or written information to any individual, or purposefully omitting facts which are material to the purpose for which the information is provided.
 11. **Falsification:** Forging, altering, or misusing any document, record, account, computer account, digital product, or instrument of identification.
 12. **Fraudulent Identification:** Manufacturing, distributing, delivering, selling, providing, purchasing, using, or possessing any form of fraudulent identification.
 13. **Gambling:** Wagering on prohibited/unlawful games of chance or skill, outcomes of games, contests, or other public events for money or another thing of value. Raffles, charitable games, pull tabs and jar games are permissible only in compliance with State of New Jersey law and local ordinance.
 14. **General Safety:** Engaging in behaviors including, but not limited to:
 - a. Intentionally or recklessly causing a fire, explosion, blocking emergency exits, or other safety hazards;
 - b. Knowingly making a false report regarding an emergency including, but not limited a bomb threat, a fire, or other emergency by activating an alarm or by any other means;
 - c. Engaging in unauthorized possession, use, or alteration of any College-owned emergency or safety equipment;
 - d. Intentionally or recklessly throwing, dropping, or releasing any object or substance out or off of a College building (e.g., balconies, railings, roofs, windows) or a vehicle without express authorization by a College Official.
 - e. Failing to follow emergency procedures during an actual emergency or drill including, but not limited to, evacuate a building or other structure during an emergency or during emergency drills; or
 - f. Tampering with, damaging, disabling, interfering with, or misusing emergency equipment including, but not limited to, fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, or an emergency call box.
 15. **Harassment:** Engaging in unwelcome conduct that is so severe, pervasive, or objectively offensive that it interferes with a reasonable person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the College. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to,

bullying, cyberbullying, intimidation, or coercion. Harassment may be based on actual or perceived status, or may be general in nature, including: race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, religion, or other protected status. Harassment that may be based on actual or perceived sex, sexual orientation, gender, gender identity/expression, and/or pregnancy and related conditions will typically be addressed through the College's Title IX Policy.

16. **Hazing:** Engaging in any activity that is inconsistent with regulations or policies of County College of Morris or the laws of the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any group, organization, or team. Acts of this nature are considered to be hazing whether or not a person willingly participates in such activities. Behaviors include, but are not limited to:
 - a. Engaging in any act that endangers the mental, emotional, or physical health or safety of an individual; or
 - b. Engaging in any act where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual's academic pursuits; or
 - c. Engaging in any acts such as work sessions, performance of services or servitude, wearing apparel which is conspicuous and not in good taste, public stunts, morally degrading or humiliating games or events, physical or emotional shock, creating excessive fatigue, paddling (using a paddle to strike another individual), physical punishments, or that encourage the illegal and/or abusive use of alcohol and/or other drugs; or
 - d. Failing to prevent and/or failing to discourage, and/or failing to report known acts of hazing when these activities are known to be taking place, or where it should be reasonably known that such activities are taking place.
17. **Misuse of Campus Space:** Using any campus facility, property, or designated space in a manner inconsistent with its intended purpose, in violation of posted regulations or institutional policies, or without proper authorization. This includes, but is not limited to, occupying restricted areas or using campus spaces in ways that disrupt operations, pose safety risks, or interfere with access or use by others.
18. **Misuse of Conduct Process:** Misuse, abuse, or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information or soliciting another to provide such information in the conduct process;
 - b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
 - c. Attempting to discourage an individual's proper participation in or use of the conduct process;
 - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body or witness prior to, during, and/or following a campus conduct proceeding;
 - e. Failure to comply with the sanction(s) imposed by the campus conduct system; or
 - f. Knowingly making a false complaint.

19. **Physical Harm:** Intentionally or recklessly causing physical harm to a person or animal or endangering the health or safety of any person or animal. Behaviors include, but are not limited to, scratching, biting, pulling, shoving, punching, slapping, kicking, or holding a person against their will.
20. **Public Indecency:** Engaging in sexual or lewd conduct in a public or semi-public space, or in any location on campus where such conduct is reasonably likely to be seen/heard by others who have not consented to observe it. This includes, but is not limited to, streaking, exposure of genitals, public urination, public defecation, public sexual acts, or similar behavior occurring in classrooms, offices, common areas, outdoor campus spaces, or other non-private settings. This definition does not apply to conduct covered under the institution's Title IX or sexual misconduct policies, which is addressed through separate procedures.
21. **Retaliation:** Engaging in, or causing another to engage in, adverse action or threat of adverse action against any individual or group involved in the complaint, investigation, and/or resolution of an allegation of a violation of College policy or procedure, because of that involvement. Retaliation can be committed by anyone and can take the form of behaviors including, but not limited to threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others.
22. **Unauthorized Assembly:** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
23. **Stalking and Cyberstalking:** Engaging in a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear or substantial emotional distress. Stalking and Cyberstalking that may be based on actual or perceived sex, sexual orientation, gender, gender identity/expression, and/or pregnancy and related conditions will typically be addressed through the College's Title IX Policy.
24. **Taking of Property:** Engaging in the taking, misappropriation, or possession of College property or the property of another individual, Student Group, or Registered Student Organization without permission, whether physical or digital property, including anything of value, goods, services, funds, and/or other valuables.
25. **Threats:** Engaging in intentional or reckless behavior that causes a reasonable expectation of damage to property, or injury to the health, safety, or well-being of any individual, Student Group, or Registered Student Organization that is not otherwise protected by freedom of speech. This behavior includes implied threats or acts that cause another individual a reasonable fear of harm (including physical intimidation). Threats may occur via written, electronic, verbal, or any other form of communication.
26. **Unauthorized Access:** Unauthorized access to any College property (e.g., building, vehicle, structure, facility) or unauthorized possession, duplication, or use of means of access (e.g., keys, access cards) to any College property, or failing to timely report a lost College identification card or key.
27. **Unauthorized Assembly:** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
28. **Unauthorized Entry:** Misuse of access privileges to College property (e.g., building,

vehicle, structure, facility), or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College-owned property.

29. **Violation of Law:** Behavior that would constitute a violation of any federal, state, and/or local law; city or county ordinance; or when in another state or country, the laws of that state or country.
30. **Violation of College Rules and Regulations:** Conduct that would constitute a violation of any College policy, procedure, rule, or regulation (e.g., Smoking Policy, Information in College Catalog).

VI. MEDICAL AMNESTY AND GOOD SAMARITAN POLICIES

The College considers the health and safety of members of the College community and its visitors to be a top priority. The College recognizes a student's concern for potential disciplinary action related to use or possession of alcohol, drugs, and/or other substances may hinder their actions in response to an emergency or medical situation. To alleviate those concerns and ensure that students and their visitors receive prompt, appropriate care, the College has adopted the following Medical Amnesty and Good Samaritan Policy:

- Students are urged to contact emergency officials by calling the Public Safety Department at (973) 328 - 5550 or 911 to report incidents of harassment, violations of College policies, discrimination, and crimes, to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so and to meet with appropriate College officials after the incident and cooperate with any College investigation.
 - **For Complainants:** Students/Student Organizations will be required to complete any educational program or activity assigned by the Assistant Vice President of Student Affairs or designee.
 - **For Those Who Offer Assistance:** Students/Student Organizations will be required to complete any educational program or activity assigned by the Assistant Vice President of Student Affairs or designee.
 - **For Those Who Receive Assistance:** At the discretion of the Assistant Vice President of Student Affairs or their designee, amnesty may also be extended, on a case-by-case basis, to the person receiving assistance.
- Student Groups or Organizations will not face disciplinary actions for incidents provided the group or organization followed the event and risk management procedures outlined in the Student Organization Guidebook and Policy Manual.
 - However, when members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and an investigation may proceed with the group as joint Respondents. In any such action, however, determinations will be made with respect to the involvement of each individual Respondent.
- In a community, students are encouraged to help other members of the community who are in need; to be Good Samaritans. When a student has assisted an intoxicated student in procuring campus safety and/or professional medical assistance, neither the intoxicated student nor the individual(s) who assist them will be subject to formal action through this process for (a) being intoxicated, or (b) having provided that person alcohol and/or drugs.

This applies only to first-time isolated incidents, and does not excuse or protect those who flagrantly or repeatedly violate College alcohol and/or drug policies.

- While this protection is extended to individuals, student groups, and student organizations who are directly involved in an incident, this protocol does not apply to individuals, or those present, experiencing an alcohol, drug, or other substance-related medical emergency who are found by College officials, Public Safety, or law enforcement agencies.
- The Medical Amnesty and Good Samaritan Policy is not intended to shield or protect students, student groups, or student organizations that repeatedly violate College policy and procedure. In cases where repeated policy violations occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of how the incident was reported. Additionally, the College reserves the right to initiate the student conduct process in cases in which the alleged violation(s) is/are egregious.
- This protocol only provides amnesty from violations of College policy and procedure. It does not grant amnesty for criminal, civil, or other legal consequences for violations of federal, state, or local laws or ordinances.
- The Assistant Vice President of Student Affairs or designee will determine eligibility for amnesty under the Medical Amnesty and Good Samaritan Policy during the initial review or investigation.

In summary, a student who is under the influence of alcohol or drugs at the time of a mental health crisis, medical emergency, or sexual assault, should not be reluctant to seek assistance for that reason. When a reporting party, respondent, third-party reporter, or witness to an incident of a mental health crisis, medical emergency, or sexual assault, participates in a good faith report, the DOS Office will not pursue disciplinary violations related to the impermissible drug or alcohol use against any of the involved student(s).

VII. **RETALIATION**

Activity under this Policy protected from retaliation includes reporting an incident that may implicate this Policy, participating in the Student Code of Conduct Process (described below), supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of retaliation should be reported immediately to the Assistant Vice President of Student Affairs and they will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

As defined in Section V, Paragraph 21, retaliation is the act of engaging in, or causing another to engage in, adverse action or threat of adverse action against any individual or group involved in the complaint, investigation, and/or resolution of an allegation of a violation of College policy or procedure, because of that involvement. Retaliation can be committed by anyone and can take the form of behaviors including, but not limited to threats, intimidation, coercing, continued harassment, violence, discrimination or other forms of harm to others.

Charging an individual with a Code of Conduct violation for making a materially false statement in bad faith in the course of a disciplinary proceeding under this Policy and Procedure does not constitute retaliation, if the outcome under the Student Code of Conduct Process concludes that the statement was materially false and made in bad faith.

VIII. INVOLVED PARTY RIGHTS

A. Respondent Rights

Respondents have the right to be heard and to be treated fairly throughout the student conduct process. Respondents also bear the responsibility for participating in the student conduct process in a manner that demonstrates respect for the student conduct process and all people participating in that process. Respondents have the right to:

1. Be notified of the alleged violation(s) of College policy or procedure;
2. Be provided advanced notice of all meetings in which they are requested or entitled to participate and be notified of the purpose of those meetings;
3. Be accompanied by a Support Person of their choice throughout the student conduct process;
4. Request reasonable accommodations to ensure full and equitable participation in the student conduct process;
5. Be informed of the available resolution options;
6. Be informed of campus and community resources available for support and assistance;
7. Submit information, including the names of witnesses, for consideration in the investigation;
8. Be informed of all parties contacted to participate in the investigation and their relation to the alleged misconduct;
9. Review, after any required redaction, all information to be considered in determining the outcome;
10. May provide a statement or respond to questions during the student conduct process;
11. Submit a written impact statement to be considered before an outcome is reached;
12. Request the VPAA or their designee to consider removing the individual responsible for investigating or resolving an alleged violation from a case based on actual or perceived bias; and
13. Request an appeal within the College's process. A Respondent who appeals an outcome during a stage of the Student Code of Conduct Process (described below) under specific grounds, will not be permitted to appeal the same outcome under different grounds if left dissatisfied with the determination of the appeal.

VIII. STUDENT CODE OF CONDUCT PROCESS

College administrators, faculty, and staff respect and protect the rights of everyone at the College. To ensure the fair treatment of each individual, the College has established the following disciplinary process.

The main objectives of the disciplinary process are to protect members of the College community from harm and to assure students due process if they have been charged with violating College policy or procedures as listed in the *Code*.

The DOS Office is responsible for receiving reports of alleged violations of the *Code*. This process applies to all alleged violations of the Code. In instances where alleged academic dishonesty is referred to the student conduct process, faculty members are encouraged to wait for the conclusion of the student conduct process before imposing any academic consequences. Academic consequences should only be applied in collaboration with the Assistant Vice President of Student Affairs and after the Respondent has been found responsible for violating the alleged policies. If the Respondent is not enrolled in the course during the term in which the alleged violation of academic misconduct arises, the instructor will refer the matter to the DOS Office for assessment of the use of the Code to address the matter. The instructor may not impose an academic consequence in a course that was previously completed or in a separate course in which the student is enrolled. The College's student conduct process is a four-step model that consists of the following stages: Preliminary Inquiry, Informational Meeting, Resolution, and Appeal.

A. Step 1: Preliminary Inquiry

Any member of the community – administrator, faculty, staff, student, or third party – may report an allegation and/or file a complaint with DOS Office.

DOS Office will conduct a preliminary inquiry into the nature of the incident, complaint, or notice of alleged policy violation, the evidence available, and the parties involved. The preliminary inquiry is a neutral fact-finding process that is used to determine whether there is sufficient information to warrant action by the College. Meetings or interviews with the Complainant and/or witnesses may occur during any part of the student conduct process, including before initiating process or contacting the Respondent. If the Respondent is contacted about the complaint during the preliminary inquiry, the Respondent will be made aware of the initiation of the preliminary inquiry and that the incident could result in a student conduct process being initiated. The preliminary inquiry may result in any of the following:

1. **No Action:** If there is insufficient credible information to indicate a potential violation occurred, the complaint will not be advanced to the formal student conduct process. The information will be retained by the College to document that the matter was reviewed.
2. **Educational Conversation:** If the information provided is concerning but does not reach the level of a potential policy violation (e.g., an incident that occurs outside of the College's jurisdiction or repeated low-level behaviors), College officials may have an educational conversation about the behavior with the Respondent.
3. **Initiation of Conduct Process:** If there is reasonable cause to believe that a Respondent may have violated the Code, the formal conduct process will be initiated.

If it is determined that the alleged behavior would fall within the jurisdiction of another College process or department, DOS Office may collaborate with the appropriate department and/or process the alleged behavior accordingly. Failure for any party to participate in any portion of the student conduct proceedings will not unreasonably delay the student conduct proceedings or impact the validity of such proceedings.

Interim Measures

Under the *Code*, the Assistant Vice President of Student Affairs or designee may impose restrictions and/or separate a Respondent from the community pending the scheduling of resolution of an alleged violation(s) of the *Code* when:

- A student represents a threat of serious harm to others;
- Is facing allegations of serious criminal activity;
- To preserve the integrity of an investigation;
- To preserve College property; and/or
- To prevent disruption of, or interference with, the normal operations of the College.

Interim measures can include separation from the institution or restrictions on participation in the community. During an interim suspension, a student may be denied access to College campus, facilities, and/or events. As determined to be appropriate by the Assistant Vice President of Student Affairs or designee, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Assistant Vice President of Student Affairs or designee, and in collaboration with the appropriate College official(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

Interim suspensions are imposed until an investigation can be completed, typically for up to ten (10) business days, pending the results of an investigation of alleged violation(s) of the *Code*. The interim suspension may be continued if a danger to the community is posed. The College may be delayed or prevented from conducting its own investigation and resolving the allegation because of an ongoing criminal process. In such cases, the College will only delay its decision until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will typically be no longer than ten (10) business days from notice of the incident unless a longer delay is requested in writing by the Complainant to allow the criminal investigation to proceed before the College process.

A student who receives an interim suspension may request a meeting with the Assistant Vice President of Student Affairs or their designee to demonstrate why an interim suspension is not merited or its terms should be modified. Regardless of the outcome of this meeting, the College may still proceed with an investigation.

When interim measures are imposed, the Assistant Vice President of Student Affairs or their designee may take action to provide interim support and remedies to the Complainant and the community, such as no contact orders, counseling, academic support, student financial aid advising, a campus escort, academic or work schedule and assignment accommodations, safety planning, and/or referral to campus and community support resources.

The Assistant Vice President of Student Affairs or designee will notify the Complainant, if applicable, and Respondent, in writing, of any interim measures. The measures will take place immediately upon notification. The Respondent will have three (3) College business days to e-mail a written request to review the interim measures. In most cases, reviews of interim measures are confined to a review of written documentations or statements; However, involved parties or witnesses may be called if necessary. Upon receipt of a request, the Assistant Vice President of Student Affairs or designee will provide a written response within three (3) College business days to determine if the interim measures should be lifted, modified, or kept in place. The interim measure

review is not a review of the merits of the allegation(s), but rather an administrative process to determine solely whether the interim measures are appropriate. The outcome of the interim measure review is a final decision regarding interim measures unless there are exceptional circumstances that come to light during the investigation.

In circumstances in which the Respondent requests, in writing, that the Assistant Vice President of Student Affairs or designee remove themselves from the interim measure review based on actual or perceived bias, or the Assistant Vice President of Student Affairs or designee is otherwise unable to perform these duties, decisions regarding interim measures will be made by the VPAA or designee.

At any point in the process, interim measures may be implemented. Once in effect, the measures will remain in place until it is determined that they are no longer necessary.

B. Step 2: Informational Meeting

Once the initiation of the investigation has occurred, the Respondent will be provided with written notice a minimum of two (2) College business days before an informational meeting, barring any exigent circumstances. The notice will include the following:

1. The alleged policy violation(s) and any potential sanction(s) that could be imposed;
2. A link to the *Code*;
3. A link to the College procedures used to resolve the complaint;
4. The date, time, and location of the scheduled informational meeting or instructions regarding how the respondent should go about scheduling an informational meeting;
5. An explanation of the ability to have a Support Person of choice present throughout the student conduct process; and
6. The contact information for the College officials assigned to resolve the complaint.

Notice will be made in writing and emailed to the Respondent's College-issued email or is mailed to the local address on file with the College or the permanent address on file. For Student Groups or Registered Student Organizations, notice is considered given if it is sent by any of the aforementioned means to the student who is the last known president of the organization. Once emailed, notice will be presumptively delivered.

Informational Meeting

All Respondents are provided an opportunity to attend a scheduled informational meeting with the conduct administrator responsible for resolving the case. An informational meeting is an informal meeting with a Conduct Administrator who will explain the Respondent's rights and the alleged violation(s), discuss resolution options, review the Respondent's responsibilities, and provide an opportunity to review, after any required redaction, the information that was provided as the basis for the alleged policy violation(s). The representative will also answer questions about the process and available options. The Conduct Administrator may provide a range of possible outcomes for the alleged violation, but that individual cannot ensure that a specific outcome will occur.

During the informational meeting, the Respondent may select one of the available resolution processes (Administrative Conference or Formal Resolution) for the case. In certain circumstances, the Conduct Administrator or designee may exercise the authority to select the resolution process. In the absence of a resolution option selection from the Respondent, the Conduct Administrator will determine the appropriate resolution

process for the case. Failure to attend an informational meeting will not delay the student conduct proceedings or impact the validity of such proceedings.

C. **Step 3: Resolution**

Informal Resolution: Administrative Meeting

An informal resolution consists of an administrative meeting. If the assigned Conduct Administrator believes the outcome for the alleged violation would likely not rise above disciplinary probation or result in removal from a College building/campus, the Respondent may elect to have the case resolved by Administrative Meeting. An Administrative Meeting takes place between the Respondent and a Conduct Administrator and does not allow for the presentation of witnesses or additional information to be submitted by the Respondent before the meeting, although the administrator may follow up with other parties as necessary before making a decision. The Administrative Meeting will primarily consist of the Respondent sharing their perspective on the reported behavior and the Conduct Administrator asking questions of the Respondent.

An Administrative Meeting may likely occur directly following an informational meeting or may be scheduled for a later date. Every effort will be made to schedule an Administrative Meeting within five (5) College business days of the informational meeting. Following an Administrative Conference, the Conduct Administrator will determine whether it is more likely than not that a violation occurred and determine appropriate education sanction(s), if applicable. The result of an Administrative Meeting is not appealable.

If the Respondent does not wish to proceed with an Administrative Meeting, and/or the sanction for an alleged violation would be more serious than disciplinary probation or result in removal from a College building/campus, the Respondent may elect to pursue Formal Resolution. A Formal Resolution may be required by the Conduct Administrator for any case that may result in expulsion. The Formal Resolution process consists of an Administrative Hearing.

Formal Resolution: Administrative Hearing

A formal resolution involves the presentation of information by witnesses (as necessary) and provides an opportunity for the Respondent to present witnesses and information for review as part of the decision. A list of witnesses, their relevance to the alleged violation(s), and their contact information must be submitted, in writing, to the Conduct Administrator within five (5) College business days after the informational meeting.

An Administrative Hearing is conducted by an individual Conduct Administrator as determined by the Assistant Vice President of Student Affairs or designee. The Conduct Administrator is responsible for determining whether it is more likely than not that a violation occurred and determining appropriate educational sanction(s), if applicable. An Administrative Hearing involves the presentation of information by the Respondent(s), Complainant(s), if applicable, and any witness(es), if applicable. The Respondent(s) will be allowed to ask relevant questions of the Complainant(s) and/or any witness(es) at the discretion of the Conduct Administrator. In incidents involving an identified harmed party, the Complainant(s) will also be allowed to ask relevant questions of the Respondent(s) and/or any witness(es) at the discretion of the Conduct Administrator. The College cannot compel anyone to attend a hearing.

Hearing Procedures

Hearings will be conducted in accordance with the following guidelines:

1. Hearings will be closed to the public. The Complainant, Respondent, and their respective Support Person are permitted to attend the entire hearing, except for deliberation.
2. In cases involving multiple Complainants and/or Respondents, the Assistant Vice President of Student Affairs may determine that the hearings be conducted jointly. In joint hearings, separate determinations of responsibility will be made for each charge and each Respondent, and for any patterns that are alleged. Any Respondent wanting to have their hearing conducted individually may submit a written request a minimum of three (3) College business days before the scheduled hearing to the Conduct Administrator who will decide whether to grant the request.
3. The Conduct Administrator will arrange for witnesses to attend the Hearing and present relevant information. Failure of a witness to appear will not automatically require a delay or affect the validity of the proceedings. A decision will be made on the information presented during the hearing and the investigation.
4. The Complainant, the Respondent, and the Conduct Administrator will have the privilege of questioning all present witnesses and all present parties (through the Conduct Administrator and at the discretion of the Conduct Administrator).
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Conduct Administrator. Formal rules of evidence are not applicable. Pertinent records, exhibits, and written statements must be submitted to DOS Office within five (5) College business days following the informational meeting. A Conduct Administrator may increase the amount of time needed, if appropriate. If an extension is approved, the Conduct Administrator will notify both the Respondent and Complainant of this extension in writing.
6. All procedural questions are subject to the final decision of the Conduct Administrator or designee.
7. If the Respondent has received adequate notice but fails to attend a hearing without a legitimate reason for being absent, the hearing will proceed in the Respondent's absence. Otherwise, the hearing will be rescheduled.
8. DOS Office may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, reporter, and/or witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed-circuit television, video conferencing, videotape, audiotape, written statement, or other means, where the DOS Office staff member deems this accommodation to be appropriate.
9. After a hearing, the Conduct Administrator determines whether it is more likely than not that the Respondent has violated the *Code*. Once a finding is determined, if the finding is that of a policy violation, the Conduct Administrator will determine any educational sanction(s). The Assistant Vice President of Student Affairs or designee is responsible for informing the Conduct Administrator of applicable precedent and any previous conduct violations or other relevant pattern information about the Respondent.
10. There will be a single verbatim record, such as an audio recording, for all hearings. Deliberations will not be recorded. The record will be the property of the College and maintained according to the College's Record Retention Policy.

Outcome Notification

The outcome will be sent via e-mail to the Respondent's official College e-mail address within five (5) business days of the Administrative Conference or Formal Resolution, unless extenuating circumstances exist. The outcome will be copied to a Complainant as permitted by law or College Policy.

If the Respondent is found to be responsible for a violation of the *Code*, the outcome will also include any assigned educational sanction(s). Sanctions may be issued individually, or a combination of sanctions may be issued. In the case of Student Groups or Registered Student organizations, if a sanction issued by a national or other governing body exceeds that of the College, the College may concur with that sanction.

Respondents who are found not responsible for violating the *Code* will not receive any educational sanctions and the student conduct process will be concluded.

The outcome of a student conduct process is part of the education record of the Respondent and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence," the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may include the Respondents name, the relevant charges, the relevant finding and, whether or not it found that the sexual violence occurred, of any individual remedies offered or provided to the complainant, of any sanctions imposed on the perpetrator that directly relate to the complainant, of other steps that the school has taken to eliminate the hostile environment, and prevent recurrence.

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence," the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offenses
10. Non-forcible sex offenses

D. Step 4: Appeal

Any party may request an appeal of the decision of a Formal Resolution by filing a written

request to the Appeal Review Officer, subject to the procedures outlined below.

Grounds For Appeal Requests

Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
 - a. Note that this criterion may not be used by Respondents who choose or fail to attend or participate in the original proceeding they are appealing; and/or
3. The sanctions imposed are substantially disproportionate to the severity of the violation or outside the parameters or guidelines set by the College for this type of offense, and/or the cumulative conduct record of the Respondent.

Appeals must be filed in writing with the Appeal Review Officer within five (5) College business days of the notice of the outcome to the hearing, barring extenuating circumstances. Any exceptions are made at the discretion of the Appeal Review Officer and will be communicated in writing to the involved parties. An appeal does not provide for a second hearing.

An appeal must include the following three (3) elements:

1. Clearly identify the grounds under which the appeal is being filed based on one or more of the three reasons identified above;
2. Address the ways in which the circumstances meet the grounds for appeal;
3. Provide a complete summary of the appeal, including all new evidence, if applicable, and any other information that supports the appeal.

In most cases, appeals are confined to a review of the written documentation or record of the original administrative conference, and pertinent documentation regarding the grounds for appeal. However, involved parties or witnesses may be called if necessary. In review, the original finding and sanction(s) are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeal Review Officer must limit its review to the challenges presented. Appeals are not an opportunity for the Appeal Review Officer to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction(s) only if there is a compelling justification to do so.

The Appeal Review Officer will be responsible for evaluating the content of the appeal request. The Assistant Vice President of Student Affairs or designee will also draft a response memorandum to the appeal request(s). The Appeal Review Officer will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the Respondent appeals, the appeal is shared with the Complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). All request-related documents are shared with all parties. The Appeal Review Officer may consult with the Assistant Vice President of Student Affairs or designee on any procedural or substantive questions that arise.

The Appeal Review Officer will provide a written response to the appeal request setting forth the basis of any decision. Every effort will be made to send follow-up correspondence to parties within ten (10) College business days.

Upon review of the appeal-related documents, Appeal Review Officer may respond as follows:

- Determine that the appeal does not meet the ground(s) outlined above, in which case the original decision stands;
- Determine that the appeal meets the ground(s) outlined and remand the case back to the original conduct administrator to consider new information, reevaluate previous information, or provide corrective instructions;
- Determine that the appeal meets the ground(s) outlined above and remand the case to a new conduct administrator with specific corrective instructions; or
- Determine that the sanction(s) is/are inappropriate for the violation and recommend the sanction(s) be modified by the conduct administrator.

Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) will be pursued. The parties may challenge the Appeal Review Officer on the basis of potential bias, and the Appeal Review Officer who cannot render an impartial decision must recuse themselves. The College President or designee will make the determination as to the validity of any challenge or need for recusal. A new Appeal Review Officer will be identified in the event a challenge or need for recusal is determined to be valid.

The presumptive stance of the College is that all decisions made, and educational sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Assistant Vice President of Student Affairs or designee, implementation of educational sanctions may be stayed pending review only in extenuating circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Assistant Vice President of Student Affairs or designee in consultation with each other, that the appeal would likely result in a reversal of the finding and/or substantial modification of the educational sanctions.

IX. SANCTIONS

Sanctions are designed to foster personal growth, academic integrity, and an understanding of the College community's values. These sanctions serve not only as consequences for violating the *Code* but also as opportunities for students to learn from their mistakes and to develop skills that will benefit them academically, personally, and professionally. In cases of academic integrity violations, the faculty maintains control over the academic consequences as described in the Academic Integrity Policy and Procedures, while the Assistant Vice President of Student Affairs or designee is responsible for determining all other sanctions. However, sanctions for academic dishonesty will be made collaboratively between the Dean of Student or designee and the faculty member.

One or more of the following sanctions may be imposed upon any Respondent for any single violation of the *Code*¹:

1. Warning: An official written notice that the Respondent has violated College policy, procedure, rule, or regulation and that more severe conduct action will result should the

Respondent be involved in other violations while the Respondent is enrolled at the College.

2. Restitution: Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. Community/College Service: For a Respondent to complete a specific supervised community/College service.
4. Academic Consequence: An academic consequence is a penalty imposed directly by faculty, in consultation with the Assistant Vice President of Student Affairs or designee, in response to violations of academic integrity, such as plagiarism, cheating, or unauthorized collaboration. These consequences are specifically related to the student's academic performance and record and may include, but are not limited to: grade reduction, assignment of reasonable additional or alternative work, or failure of an assignment or course.
5. Loss of Privileges: The Respondent will be denied specified privileges for a designated period of time.
6. No-Contact Order: A written directive issued by the College that restricts individuals or groups from interacting directly or indirectly, as specified in the terms of the Order.
7. Confiscation of Prohibited Property: Items whose presence is in violation of College policy, procedure, rules, or regulations will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Assistant Vice President of Student Affairs, Campus Safety, and/or designee.
8. Behavioral Requirement: This includes required activities including, but not limited to, seeking academic advising or substance use screening, writing a letter of apology, skills-building seminars, non-clinical case management, research or educational papers, etc.
9. Educational Program: Requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the Respondent was found responsible. Audience may be restricted.
10. College Probation: The Respondent is put on official notice that, should further violations of College policy or procedure occur during a specified probationary period, the Respondent may face suspension or expulsion. Regular probationary meetings may also be imposed.
11. Eligibility Restriction: The Respondent is deemed “not in good standing” with the College for a specified period of time. Specific limitations or exceptions may be granted by the Assistant Vice President of Student Affairs or designee and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any Student Group or Registered Student Organization or hold an elected or appointed office at the College; or
 - b. Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as

a player, manager or student coach, etc.

12. College Deferred Suspension - Establishes a fixed period of time, allowing the Respondent to complete the current academic term or semester. While the Respondent is allowed to remain enrolled, a Respondent is not permitted to represent the College or participate in any extracurricular activities. The specifics of the deferred suspension will vary based upon the violation and circumstances for each Respondent. Restrictions on the Respondent will include limiting participation in activities to those directly related to academic pursuits or the completion of academic requirements. This includes entering College buildings or attending College events. The College will have the authority to impose additional conditions, restrictions, or sanctions during a deferred suspension.
13. College Suspension: Separation from the College for a specified minimum period of time, after which the Respondent is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The Respondent is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Vice President of Student Affairs or designee. During the suspension period, the Respondent is banned from College property, functions, events and activities without prior written approval from the Assistant Vice President of Student Affairs or designee. This sanction may be enforced with a trespass action as necessary.
14. College Expulsion: Permanent separation from the College. The Respondent is banned from College property and the Respondent's presence at any College-sponsored activity or event is prohibited, whether on- or off-campus. This action may be enforced with a trespass action as necessary.
15. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate.

X. PARENTAL AND PUBLIC NOTIFICATION

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. The College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to FERPA.

The College reserves the right to notify all law enforcement agencies of any breach of the provisions of this Code involving alcohol, drugs, or any other act that is a danger to the health, safety, and well-being of any member of the College community.

XI. RECORDS

The conduct authority or designee may place a hold on a student's account, transcript, registration, graduation, and/or diploma; or remove a Recognized Student Organization's active status and/or ability to conduct operations in any of the following situations:

- A. A Respondent is found in violation of the *Code* culminating in suspension or

expulsion;

- B. A Respondent has been given interim restrictions pending an investigation and resolution of alleged violations of the *Code*;
- C. A Respondent has failed to schedule or attend a required College meeting, administrative conference, or formal resolution; or
- D. A Respondent has failed to complete one or more sanctions by the assigned due date.

In the event of serious misconduct committed while still enrolled but reported after the Respondent has graduated, or the Respondent withdraws during the student conduct process, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree or impose other appropriate consequences.

A. **Record Retention**

All conduct records, both adjudicatory and non-adjudicatory, are maintained by DOS Office in accordance with New Jersey law document retention schedules, with the following exceptions:

1. Records of students placed on disciplinary probation are maintained for a period of seven years after the date by which the student completes their probationary status and is considered in good standing with the College.
2. Records of students who are subjected to disciplinary suspension or disciplinary expulsion are maintained permanently.
3. Records of Student Groups or Registered Student Organizations are maintained permanently.

In compliance with FERPA, all student conduct proceedings and student conduct records are considered private, except as otherwise provided by law. Only those persons authorized by the student or by the Assistant Vice President of Student Affairs may have access to these records.

Exceptions for parental and public notification are provided in Section X.

XII. **INTERPRETATION AND REVISION**

The Assistant Vice President of Student Affairs or designee will develop procedural rules for the administration of the *Code*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Assistant Vice President of Student Affairs may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the *Code*. The Assistant Vice President of Student Affairs may make or approve minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code* will be referred to the Assistant Vice President of Student Affairs or designee, whose interpretation is final. The *Code* will be reviewed and updated (if necessary) annually under the direction of the Assistant Vice President of Student Affairs with a comprehensive revision process being conducted every three (3) years. This *Code* is not intended to convey any rights beyond those framed by the background laws governing such codes, generally.

XIII. **APPROVAL AND IMPLEMENTATION**

This Student Code of Conduct was approved on [date] by [approval body] and implemented on

[date].

Academic Integrity Policy & Procedure

1. Purpose. To maintain academic integrity at County College of Morris (“College”), the College community does not tolerate any forms of academic dishonesty. Academic dishonesty includes but is not limited to:
 - **Using or obtaining unauthorized assistance in any academic work**
 - a. Cheating or using/possessing unauthorized materials or resources during an academic activity or assignment without the express permission of the instructor or other College-approved entity.
 - b. Unauthorized use may include, but is not limited to, electronic devices; course textbooks, articles, cheat sheets, generative AI engines, other print sources; looking at another individual's current or previous academic work; or submitting materials acquired from an external or commercial source (e.g., ghostwriting or pay-for-paper services).
 - c. Stealing an exam or possessing a stolen copy of an exam.
 - **Giving fraudulent assistance to another student**
 - a. Submitting someone else's work as one's own.
 - b. Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
 - c. Sharing answers during an exam by using a system of signals.
 - d. Permitting one's test answers, research, or academic work to be copied, duplicated, or submitted as the work of another student
 - **Knowingly representing the work of others as their own, or representing previously completed academic work as current**
 - a. Submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
 - b. Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
 - c. Presenting another individual's work as one's own.
 - d. Submitting the same paper or academic assignment to another class without the permission of the instructor.
 - **Fabricating data in support of an academic assignment**
 - a. Falsification of sources or data.
 - **Inappropriately or unethically using technological means to gain academic advantage**
 - a. Dishonest academic use of technology, including unauthorized sharing of disks, files, or programs, or unauthorized access to, modification of, or transfer of electronic data, system software, artificial intelligence, or

computing facilities.

The intent of this Policy is to preserve academic integrity by preventing and addressing all forms of academic dishonesty, including misrepresentations of another's work, ideas or academic proficiency as one's own.

2. Initial Faculty Process

- When a faculty member believes a violation of the Academic Integrity Policy has occurred, they should meet with the student to discuss the concern.
- If the student admits to the violation, the faculty member will determine the sanction with guidance from their Department Chair or Academic Dean. It is recommended that each department establish a consistent process for handling academic integrity violations to ensure fairness across courses and programs.
- If the faculty member wishes to impose a sanction beyond their classroom (e.g., suspension, expulsion, or a permanent notation on the student's record), the matter must be referred to the Academic Integrity Review (AIR) Board. The faculty member must notify the Assistant Vice President of Student Affairs of any academic honesty violation so that it can be documented. If a student commits multiple violations, additional sanctions may be imposed by the Assistant Vice President of Student Affairs. Copies of the work demonstrating alleged violations shall be attached to the Report.
- Faculty are authorized to include their course-specific academic integrity expectations and sanctions in their syllabi, in coordination with this Policy.

3. Disagreement or Appeal

If the student disagrees that they violated this policy, or disputes the sanction imposed by the faculty member, the faculty member will notify the student that they may appeal through the following steps:

- Meet with the Department Chairperson.
- If unresolved, meet with the Academic Dean.
- If still unresolved, the matter may be referred to the Academic Integrity Review (AIR) Board for review and final determination.

4. Academic Integrity Review Board ("AIR Board")

The Academic Integrity Review Board is the body on campus responsible for reviewing Reports alleging violations of the College's Academic Integrity Policy. The AIR Board determines whether academic dishonesty has occurred, and if so, recommends appropriate disciplinary sanctions to the Assistant Vice President of Student Affairs. The AIR Board is composed of six (6) members: one (1) faculty representative from each academic division, an Academic Dean appointed by the College President, the Assistant Vice President of Student Affairs, and the Assistant Dean of Student Engagement and Success. The faculty members of the AIR Board, as well as three (3) alternate faculty

members, will be appointed by the respective Academic Division Deans. A quorum of four (4) members is required for the AIR Board to review Reports alleging violations of the College's Academic Integrity Policy, hold hearings and issue findings and recommendations.

5. Academic Integrity Review Board (AIR) Procedures.

- The faculty member should submit the Report prior to posting the student's final course grade. The Assistant Vice President of Student Affairs will refer the Report to the AIR Board.
- If a case is referred to the AIR Board, the Assistant Vice President of Student Affairs will contact members of the AIR Board to schedule a hearing and simultaneously provide the student with a copy of the Report and this Policy and Procedure.
- When the Report is delivered to the student, the Vice President of Student Affairs will ask the student whether they wish to appear before the AIR Board to respond to the Report. A student may waive the right to appear before the AIR Board by submitting a written statement. Failure to attend the scheduled AIR Board meeting, after receiving the date, time and location, will also be considered a waiver of this right.
- The Report must include the student's name and identification number of the student, the course in question, and the nature of the violation (e.g., test, research paper, lab assignment; plagiarizing, sharing of files, cheating, etc.) The instructor shall also provide a recommended disciplinary action to be considered by the AIR Board. Copies of the work demonstrating alleged violations should be attached to the Report. Written notice of the hearing date, time, and location will be provided to the student at least five (5) weekdays in advance.
- At the AIR Board hearing, the student alleged to have violated the policy will present their response to the Report and explain the circumstances of the incident in question. Proceedings before the AIR Board will not be conducted as a litigation proceeding with cross-examination or constrained by rules of evidence or compulsory production of evidence or witnesses. Hearings before the AIR Board will not be recorded unless prior authorization has been granted by the hearing panel chair.
- Faculty members are not required to attend the initial AIR Board hearing unless the Board determines their attendance is necessary to resolve disputed facts, in which case, the Assistant Vice President of Student Affairs will arrange for the appearance of the faculty member at the continued hearing before the AIR Board.
- Individuals other than the student may not participate in the AIR Board proceedings unless the Board determines that they have information relevant to the facts in dispute. Such individuals may only present a statement and respond to questions.

- Attorneys may not participate in AIR Board proceedings except when the AIR Board requests College counsel be present to advise the Board or when a student elects to have an attorney present, in which case the AIR Board may request the presence of the College's counsel.
- Prior to the date of the AIR Board hearing, the student or their attorney may notify the Vice President of Student Affairs in writing if there are pending or anticipated criminal charges related to the incident described in the Report of Academic Dishonesty ("Notice of Related Criminal Charge"). In the Notice of Related Criminal Charge the student shall elect one of the following means of proceeding:
 - a. The student may choose not to appear at the AIR Board hearing. Choosing not to appear before the AIR Board will be considered a waiver of the right to a hearing. However, the AIR Board will consider any written response before the hearing. The Board will meet or hold a conference call to determine whether academic dishonesty occurred, and if so, recommend appropriate sanctions to the Vice President of Student Affairs.
 - b. The student may choose to have legal counsel available for consultation inside a private room on the college campus, designated by the Vice President of Student Affairs. If the student elects this option, the Air Board will provide, 24 hours before questioning begins, a written list of the topics it intends to cover. Before responding to the Board, the student will be given an opportunity to consult with legal counsel outside of the hearing room for up to twenty (20) minutes. On advice of counsel, the student may decline to answer questions on specific topics. Regardless, the AIR Board will continue its proceedings to determine whether academic dishonesty occurred, and if so, recommend disciplinary sanctions to the Vice President of Student Affairs.
 - c. At the conclusion of the hearing, the AIR Board will determine whether academic dishonesty occurred, or if it has already been established that academic dishonesty occurred, recommend the appropriate sanction(s).
 - d. When the AIR Board determines that academic dishonesty has occurred, the Vice President of Student Affairs will provide the student with the written findings, conclusions and the disciplinary sanctions within five (5) weekdays after the hearing ("Decision"). A copy of the Decision will be sent to the faculty member who filed the Report, and another copy will be maintained in the student's file in the Dean of Students Office.
 - e. At the conclusion of the AIR Board meeting, all members shall return their copies of the Report to the Vice President of Student Affairs to be shredded. Originals of these materials are maintained in the student's

file in the Dean of Students Office.

6. Sanctions. Sanctions may range from failing the assignment, to failing the course, to suspension or expulsion from the College. If the AIR Board determines that the student violated the Academic Integrity Policy, the Board will make the final decision regarding the sanction(s). The Vice President of Student Affairs may confer with the faculty member who filed the Report, but the Board's decision is final. In addition to the sanctions determined by the AIR Board, the Assistance Vice President of Student Affairs may impose additional sanctions if deemed appropriate.
7. Recordkeeping. In those cases, in which the AIR Board finds that the student violated the Academic Integrity Policy the Vice President of Student Affairs will place a disciplinary notation on the student's disciplinary/social record. The disciplinary notation is not included on the student's academic transcript. The Dean of Students Office will maintain a file that includes the Report, copies of all materials related to or responsive to the Report, the AIR Board Decision, and written correspondence to or from the student related to the Report. This file will be available to the Vice President of Academic Affairs, Workforce Development, and Student Success in those cases in which the student decides to appeal the AIR Board Decision and/or the disciplinary sanctions imposed.
8. Academic Integrity Appeal Procedure.
 - A student found to have violated the College's Academic Integrity Policy may appeal the AIR Board Decision and/or the disciplinary sanctions imposed by the Vice President of Student Affairs ("AIR Appeal"). The appeal must be submitted in writing to the Vice President of Academic Affairs, Workforce Development, and Student Success within five (5) calendar days of receiving the AIR Board Decision and must clearly explain the reasoning for the appeal. A disciplinary hold will remain on the student's account during the appeal process, but the implementation of other disciplinary sanctions will be put on hold until the appeal is resolved.
 - The Vice President of Academic Affairs, Workforce Development, and Student Success will review the AIR Board Decision, all materials related to the Report, and the arguments presented in the AIR Appeal. Within ten (10) class days of receiving the AIR Appeal the Vice President will notify the student, in writing, of the outcome of the AIR Appeal.
 - The decision of the Vice President of Academic Affairs, Workforce Development, and Student Success will be final and will not be subject to further appeal unless suspension from the college for more than ten (10) class days or expulsion from the college is imposed. If the Vice President of Academic Affairs, Workforce Development, and Student Success upholds a suspension longer than ten (10) days or expulsion, the student may appeal to the College President by submitting a written appeal within five (5) calendar days of receiving the Vice President's decision ("Suspension/Expulsion Appeal").
 - Within ten (10) class days from receipt of the Suspension/Expulsion Appeal, the President or their designee shall conduct a hearing to consider the grounds

of the appeal and arguments presented by the student appellant. The President's hearing designee shall not be the Vice President of Academic Affairs, Workforce Development, and Student Success, a member of the AIR Board, or the faculty member who filed the Report.

- The student appellant will receive written notice of the time, date and location of the Suspension/Expulsion hearing at least five (5) calendar days before the scheduled hearing.
- The Suspension/Expulsion Appeal proceedings before the College President or their designee will be private and informal. It will not be conducted as a court proceeding and will not involve cross-examination or be constrained by rules of evidence or compulsory production of evidence or witnesses.
- The student appellant will present the grounds for their appeal. If the President or their designee finds that determination of facts material to the Suspension/Expulsion Appeal requires questioning other individuals, the President or designee will arrange for their appearance at a continued hearing. The hearing participation and attendance of another individual will be limited to the conduct of the questioning of such individual.
- At the Suspension/Expulsion Appeal hearing, the student appellant may have the assistance of privately retained legal counsel, provided the attorney's identity and planned attendance are submitted in writing to the President at least five (5) calendar days before the hearing. If legal counsel will be assisting the student appellant at the hearing, the President may arrange for the College's counsel to be present to question the student appellant or other individuals appearing at the hearing under subsection (g) above.
 - a. If, having been properly notified of the time and place of the Suspension/Expulsion Appeal hearing, the student appellant fails to appear, the President or their designee may dismiss the appeal or otherwise determine the appeal. The student appellant's failure to attend the Suspension/Expulsion Appeal hearing will constitute a waiver of their right to a hearing.

Within twenty (20) calendar days from the conclusion of the Suspension/Expulsion Appeal hearing the President or designee will deliver a written decision on the appeal to the student appellant. The decision of the President shall be final.

INFECTIOUS DISEASE CONTROL POLICY FOR COUNTY COLLEGE OF MORRIS STUDENTS

County College of Morris (CCM) will take proactive steps to protect the campus environment in the event of an infectious disease outbreak. It is the goal of the College during any such time or period to strive to operate effectively and ensure that all essential services are continuously provided and that students are safe within the campus.

CCM is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this policy and related procedures replaces and supersedes any other college policies and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from State and Federal agencies.

Definitions

1. Contagious Disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the College community. These diseases include but are not limited to: tuberculosis (TB); measles or German measles (rubella); certain strains of hepatitis and meningitis; SARS and certain strains of influenza; COVID-19. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.
2. Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.
3. Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

Preventing the Spread of Infection in the Campus

CCM will foster a clean campus environment, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, classrooms, learning spaces, study rooms, activity spaces, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create rules that could be implemented to promote safety through infection control.

We ask all students to cooperate in taking steps to help prevent the spread of infectious diseases on campus by following simple, effective practices: wash your hands frequently with warm, soapy water; cover your mouth and nose when sneezing or coughing; and dispose of used tissues in a wastebasket. In the event of an infectious disease outbreak, alcohol-based hand sanitizers

will be available throughout campus including in common areas. We encourage students to consult with their medical providers or the public health offices of their respective government agencies to obtain information on making an informed decision on obtaining vaccines to common viruses such as Covid-19 as a measure to prevent the spread of viral infectious disease.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges attending classes due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example, students may want to speak to their faculty members to see if they are able to arrange for alternative methods for participating in classes or completing course requirements.

Notification

The College is required by law to notify Morris County Health Department of all cases of reportable infectious disease. Due to the contagious nature of infectious diseases and the requirements imposed on the College by law, it is necessary for the College to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of a significant infectious disease.

Students and employees who have been diagnosed, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, should self-isolate and report the information via e-mail or phone to the appropriate College administrator listed below. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible College officials only on a strictly limited need-to-know basis.

Notification Procedures for Employees, Students, Visitors, and Contractors with a Significant Infectious Disease:

- Employees—report to the Office of Human Resources, 973-328-5035 (Benefits Officer) and to the employee’s local Department of Health, based on residency.
- Students—report to the Dean of Students Office, 973-328-5170, (Assistant Vice President of Student Affairs) and to the student’s local Department of Health, based on residency.
- Visitors—report to the Office of Human Resources, 973-328-5035 (Benefits Officer) and to the individual’s local Department of Health, based on residency.
- Contractors—report to the Office of Human Resources, 973-328-5035 (Benefits Officer) and to the individual’s local Department of Health, based on residency.

Request for Accommodation from Employees and Students with a Significant Infectious Disease:

- Employees—to the Office of Human Resources, 973-328-5039 (Vice President of Human Resources and Labor Relations).
- Students—to the Office of Accessibility Services, 973-328-5284 (Accessibility Services, Main Line).

Travel

During periods of an infectious disease outbreak, travel may be restricted. Students traveling to or returning from travel to countries that are restricted by federal, state, or local agencies or organizations will be required to notify the Dean of Students Office before returning to campus. The student will be required to follow the CDC recommendations for self- and/or public-health-official- imposed quarantine. Students will not be permitted back on campus without medical clearance, and the college reserves the right to require a second medical opinion. Students should check the College website regularly for updates to restrictions, which may change, should an infection spread either domestically or internationally.

Staying Home When Ill

While students often attend classes despite feeling unwell, during an infectious disease outbreak they are strongly encouraged to remain home if experiencing symptoms. Students should promptly contact the Dean of Students Office for guidance on how to address their medical condition in relation to their academic responsibilities.

During an infectious disease outbreak, it is critical that students do not attend classes while they are ill and/or experiencing symptoms which may include, but are not limited to, fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Students with an infectious disease should remain at home until they are symptom free, without the use of medications, in accordance with current CDC recommendations.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Dean of Students Office would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to the College campus. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under local, state, or federal law.

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to those permitted under the Family Educational Rights and Privacy Act (“FERPA”) and the HIPAA (Health Insurance Portability and Accountability Act of 1996) Privacy Rule (See 45 C.F.R. Part 160 and Subparts A and E of Part 164), when applicable.

Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible College officials on a need-to-know basis.

Essential Operations

In the event there is limited access to on-site operations or if the College is closed, senior leadership has the authority to designate personnel needed to staff emergency/essential operations. These essential personnel are required to report to work as assigned unless documentation is provided to certify the illness of the employee and/or a member of the employee's family.

Social Distancing Guidelines for Campus Infectious Disease Outbreaks

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing the social distancing guidelines below to minimize the spread of the disease among the staff and students.

During the class day, students may be requested to:

1. Wear face coverings as mandated by public health officials or by the college. If unable to wear a face covering due to a medical reason, contact the Dean of Students Office to apply for a medical accommodation.
2. Practice social distancing as mandated by public health officials or the college.
3. Avoid meeting people face-to-face. Students are encouraged to use phones, e-mail, virtual meeting platforms or other digital communication platforms to conduct business as much as possible. This applies to situations such as meeting with a faculty member for advising or for a tutoring session.
4. If a face-to-face meeting is unavoidable, minimize the meeting time, be prepared to meet in a larger meeting room and sit at least six feet apart from each other if possible and avoid person to-person contact such as shaking hands.
5. Avoid congregating in open areas around campus where people socialize.

Non-Discrimination/Anti-Harassment

Discrimination or harassment of employees or students having or regarded as having a contagious disease is prohibited and in violation of applicable College policies.

Sanctions

County College of Morris 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. As a member of the College community, students must comply with reasonable directions of College officials. Failure to comply with College

policy, procedures, regulations, or protocols during a major health emergency may result in disciplinary actions in accordance with the Student Code of Conduct.

March 10, 2020

Revised September 21, 2021

Revised September 20, 2022

APPENDIX II

**ACADEMIC AFFAIRS, WORKFORCE DEVELOPMENT & STUDENT SUCCESS
POLICY TO BE ELIMINATED**

5.2001 New Jersey Community College Consortium for Workforce and Economic
Development

NO LONGER RELEVANT – DELETE POLICY

~~New Jersey Community College Consortium for Workforce and Economic Development~~

~~WHEREAS the New Jersey Council of County Colleges (the “Council”) has endorsed the formation of The New Jersey Community College Consortium For Workforce and Economic Development (“Workforce Consortium”) to be organized under the auspices of the Council for an initial term of five years; and~~

~~WHEREAS the Workforce Consortium will consist of those community colleges that have signed and entered into the Participation Agreement adopted by the Council; and~~

~~WHEREAS the objective of the Workforce Consortium is to promote the sale and delivery of customized training programs to New Jersey Businesses and pursuant to statewide training initiatives funded by the New Jersey Department of Labor; and~~

~~WHEREAS enrollment in the Workforce Consortium is open to all county colleges of the State of New Jersey until December 1, 2003 unless the Council extends the enrollment date; and~~

~~WHEREAS individual colleges may elect one of three levels of governance participation corresponding to the amount of the Participation Contribution that the member college commits to make to the Workforce Consortium; and~~

~~WHEREAS the college President and Board of Trustees have reviewed the terms of the Participation Agreement for the Workforce Consortium and have determined that participation of County College of Morris is beneficial to the mission of the college and to the community served by the college;~~

~~NOW, THEREFORE, IT IS RESOLVED THAT:~~

- ~~1. County College of Morris participate in the Workforce Consortium as a Level A Member and agree to make a one time Participation Contribution to the Workforce Consortium in the amount of \$100,000 on the installment dates specified in the Participation Agreement; and~~
- ~~2. To effectuate the foregoing, the College President is authorized to sign and deliver the Workforce Consortium Participation Agreement adopted by the Council.~~

~~RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES ON FEBRUARY 18, 2009:~~

~~BE IT IS RESOLVED that the College President is authorized to sign and deliver the Restated Participation Agreement for the NJ Community College Consortium for Workforce and Economic Development.~~

~~RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES ON NOVEMBER 17, 2010:~~

~~BE IT IS RESOLVED that the College President is authorized to add a second Level A membership in the amount of \$100,000 and to sign and deliver an amended Participation Agreement for the NJ Community College Consortium for Workforce and Economic Development.~~

November 19, 2003

February 18, 2009 (Restated Participation Agreement)

November 17, 2010 (Increased Participation)

ADDENDUM II

MARKETING, PUBLIC RELATIONS & ENROLLMENT MANAGEMENT POLICIES

- 5.4007 Admissions Policy
- 5.4009 Student Records Policy

Admissions Policy

1. Statement of Intent

The County College of Morris (“the college”) provides admission opportunity for all students who have a reasonable chance of benefiting from college level work and who have a reasonable chance of successfully participating in the educational program for which enrollment is sought.

2. Program Categories

The college recognizes the following categories of students as either part-time or fulltime:

- a. Matriculated: Students who are officially enrolled in a program of study leading to a degree or academic certificate in specified areas (contact Admissions Office for listing). At the time of matriculation, students must be assessed for appropriate placement, reference section #13 below, unless they are exempt from the examinations as described below.
- b. Non-Matriculated: Students who are not seeking a degree or academic certificate from CCM. Non-matriculated students may enroll in credit courses for personal interest, career advancement, enrichment or possible transfer to another institution provided they satisfy all course prerequisites and other course requirements.
- c. Non-Credit: Students who are enrolled in courses or programs of varying lengths for which no college credit is assigned. Non-credit students are exempt from the general admissions requirements of the college. These courses are administered by the Center for Workforce Development.

3. Admission Eligibility and Conditions for Credit Programs and Credit Courses

- a. U.S. Citizens/Permanent Residents/Documented Individuals: Except for admission to restricted programs listed in Section 6, admission to credit programs and courses is open to individuals who are U.S. citizens, permanent residents, or who have lawful immigration status under federal immigration standards, who possess (i) a high school diploma or general equivalency diploma (GED) or equivalent, or (ii) a high school diploma or GED or equivalent who meet the conditional admissions requirements set forth in Section 7. In addition, high school students meeting the criteria under Section 4 may apply for admission to credit programs or credit courses. Except as otherwise permitted in Section 4, high school students who receive an acceptance letter from the college must maintain normal academic standing and graduate from high school before enrolling at the college.
- b. Undocumented Immigrants: Admission to credit programs and courses is open to individuals who do not hold lawful federal immigration status. The college

has adopted a separate Tuition Policy that addresses eligibility of undocumented immigrants to receive in-county tuition.

Student information obtained in the implementation of this section of the Admissions Policy shall be confidential.

4. Credit and Non-Credit Programs for High School Students

Dual Enrollment programs provide eligible high school students the opportunity to enroll in college courses. Students can earn college credits, gain classroom experience, and are challenged academically while they are earning their high school diploma. Dual enrollment programs are offered to students through a variety of opportunities, including concurrent offerings in their high school or courses directly through CCM. To participate, a high school student must submit an application to the Office of Admissions based on the program they choose and submit a registration form.

Students enrolling in CCM's Challenger program must submit an application and registration forms with the signed approvals of a parent or guardian and a high school guidance counselor to the Office of Records and Registration. Dual Enrollment students are not eligible for developmental courses.

CCM's Workforce Development program offers high school students the option to enroll in courses while in high school. Students choosing to participate in this program must work with their high school guidance counselor to be referred to CCM's Center for Workforce Development to enroll.

Ability to Benefit/30 Credit Hour High School Diploma Program: Students who did not complete high school may participate in this state-endorsed high school diploma program. Students must submit an application to the Office of Admissions along with an incomplete high school transcript. A personal statement and letter of support from the high school Principal or Guidance Director is required for students who have been out of school for less than one year. Once accepted, the student may qualify for financial aid, must complete 30 credit hours in certain subject areas, and submit the official CCM transcript to the State of New Jersey to receive the high school diploma.

5. Documentation Required

All applicants are required to complete and file with the college's Office of Admissions, the form of application for admission prescribed by the college. All matriculated (degree seeking students) seeking financial aid must arrange to have proof of high school completion or equivalent sent to the college. Acceptable forms of proof are high school transcripts, high school diploma, high school equivalency transcript, or diploma or a letter from a school official stating that you have successfully completed high school. Students who do not wish to use any financial aid may opt-out of submitting a high

school transcript by indicating so on the application for admission or by filling out a form in the Admissions Office.

The student must also provide:

- a. Submission of a valid record of immunization.¹
- b. Test of English as a Foreign Language (TOEFL): All applicants whose first language is not English are required to take the TOEFL Test or to produce a copy of TOEFL Test results before registration if they are living outside of the U.S. at the time of application. Scores may not be older than two academic years. The TOEFL Test is administered to confirm entry-level English proficiency. Students must also take the Level of English Proficiency Test (LOEP) at CCM once they arrive in the U.S.

When all admission materials have been received, the college may request a personal interview.

6. **Restricted and Capped Enrollment**

Placement into certain degree or certificate programs is restricted or may be limited if the number of applicants exceeds the number that can be enrolled at a particular time. Should it be necessary to limit enrollment due to insufficient facilities, staff and/or funds, admission shall be on a first-come, first-served basis, with priority given to Morris County residents.

Admission to the college does not imply admission to all programs. Accordingly, admission to specialized programs requiring external clinical experiences or programs bound by contractual regulations may be limited. Further, admission to the following specialized programs is subject to the additional criteria and restrictions listed. The college reserves the right to identify other programs of study that may require restricted or capped enrollment in the future.

Healthcare Programs: Progression from the pre-professional to the professional phase of the Nursing, Radiography, Respiratory and Paramedic Programs is competitive. Information about selection criteria and application procedures can be obtained from the Department of Allied Health or the Dean of the School of Health Professions and Natural Sciences.

¹ *New Jersey law requires all full-time students to present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The State requires two doses of live measles containing vaccine administered after one year of age, after 1968, and 30 days apart. Additionally, students must submit documentation of immunization of the 3-dose Hepatitis B vaccine. Individuals who are not in the Nursing or Allied Health Programs are exempt from these requirements only if they are 30 years or older. Immunization documentation must be submitted to the Office of Health Services prior to beginning the student's second semester of enrollment.*

7. Ability to Benefit/30 Credit Hour High School Diploma Program

Applicants who have not satisfied state and local high school graduation or GED requirements, or who have been exempted from these requirements, shall be conditionally admitted subject to demonstration of a reasonable chance of benefiting from college-level work based upon the results of the following diagnostic assessments:

Placement Tests in English, Mathematics, Reading Comprehension and Information Technology Literacy: Where these assessment tests indicate the student is not able to demonstrate a reasonable chance of benefiting from college-level work, alternate placements will be recommended in lieu of admission to the college. Where specific skill deficiencies are identified, the college reserves the right to require applicants to take noncredit developmental courses in writing skills, mathematics computation, basic algebra and/or intermediate algebra.

8. Enrollment Status

A part-time student is one who takes less than 12 credit hours per semester, while a full-time student is one who takes 12 credits or more per semester.

9. Transfer Students

Students who have attended other colleges or universities and who wish to receive a transfer of credit evaluation must submit, in sealed envelopes, official transcripts from the previous higher education institutions. The Office of Records and Registration will evaluate and grant transfer of credit after the applicant has been matriculated. The student shall be notified in writing or via e-mail what credits have been accepted for transfer. Per the *Comprehensive State-Wide Transfer Agreement*, “All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations requirements for native and transfer students.” Upon individual review of exceptional cases, transfer credits may be granted from non-accredited institutions or through other forms of post-secondary education. Transfer students must complete at least 30 credits, half of which must be in the major, at the County College of Morris to receive a degree, or 15 credits to receive a certificate. Grades received at other institutions will not be used in computing the cumulative grade point average at CCM.

Matriculated students who complete a minimum of 30 credits at the County College of Morris (CCM) and transfer to another accredited college or university are eligible to have future credits earned at the institution to which they transfer to apply towards the completion of their declared CCM associate degree. Students must have completed at least half of the credits from their major at CCM. The reverse credit transfer may be arranged by the student requesting that the transcript be sent for the first two consecutive terms of enrollment at the college/university to CCM. The reverse credit transfer may also be arranged by CCM through formal agreements with select colleges and

universities. Students may have seven years from the date of their transfer to take advantage of this policy.

10. College Level Examination Program (CLEP)

Students who have acquired knowledge through life experiences may earn college credit without enrolling in certain courses. To determine a student's level of knowledge in a particular subject, the college administers CLEP subject examinations or a portfolio assessment. With departmental approval, in certain disciplines department examinations may be administered. Students who register for a course and withdraw before the end of the second week of classes are eligible to take the applicable CLEP examination during that semester.

11. Advanced Placement Credit

High school students who score at an acceptable level on the Advanced Placement Examination may earn course credit or advanced placement in CCM courses. To receive advanced placement credit, students must present to the Office of Admissions official Advanced Placement Examination scores of three, four, or five and the course description. The number of advanced placement credits granted will be determined by the appropriate department chairperson.

12. Credit for Prior Learning

County College of Morris grants credit for prior learning for certain college-level knowledge acquired through traditional college-level education as well as non-traditional education. Non-traditional education may be acquired through experiences such as independent study, professional and/or job-related experiences. This credit may be granted for:

- a. Regarding certain specialized courses at CCM, successfully passing a departmental evaluation of the type, content and rigor as determined by each academic department. This could include a portfolio or performance assessment. Students should contact the appropriate academic department for specific information.
- b. For non-collegiate military training courses accredited under the American Council on Education Military Guide, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- c. For non-collegiate corporate training courses accredited by the American Council on Education, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.

Applicants should consult the Credit for Prior Learning Policy for more details.

13. Academic Assessment:

In order to assure appropriate placement into Math and English courses, an academic assessment is required of all students who intend to Matriculate (pursue an associate degree or academic program certificate). This assessment is also required for non-matriculating students prior to registering for any courses that require English and/or Math prerequisites.

CCM uses multiple methods to determine Math and English college readiness. These methods include:

- CCM's Accuplacer Placement Test
- SAT Results: 560 or higher for Math and 590 or higher for Evidence Based Reading and Writing on the SAT within the past 7 years
- ACT Results: 23 or higher for Math and 23 or higher for English within the past 7 years
- Review of recent high school transcript, including coursework and grades in English and Mathematics during three to four high school years
- Review of college transcripts for successful completion of prior college-level English Composition and Mathematics courses (within the past 7 years) or developmental Math courses at another regionally accredited institution
 - a. Students who are pursuing a major that requires a higher level of mathematics competency must take the Advanced Algebra Placement Test (AAPT) for college-level Math placement
 - b. Students for whom English is not their primary language, have attended a high school abroad, or they have taken 2 or more years of ESL in a US high school must take the Levels of English Proficiency (LOEP) test
 - c. Students who intend to register for performance courses in the Music and Music Technology programs are required to take the Basic Musicianship Test prior to registration for Music Theory

If the academic assessment results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial/developmental courses in basic algebra, and or intermediate algebra or a supplemental writing course. High school students are only permitted to take college-level courses at CCM.

Students who request testing accommodations based on disability must submit the appropriate documentation to the Office of Accessibility Services.

14. International Students

Holders of valid non-immigrant visas may attend the college on a full or part-time basis subject to the terms below applicable to the student's visa classification.

- a. Individuals who upon admission present to the college a non-immigrant visa which does not require the individual to disclaim an intent to establish permanent residence in the United States, will be charged tuition rates based on the student's county of residence while in New Jersey.
- b. Individuals who hold a non-immigrant visa which requires disclaimer of intent to establish permanent residence in the United States will be charged tuition rates applicable to out-of-state residents.

15. **Readmitted Students**

Any student who was previously enrolled at the college and withdrew in good standing is eligible for readmission by applying to the Office of the Records & Registration. If a student was previously part-time, non-matriculated and wishes to attend full-time and matriculated, the student must apply for full-time admission through the Office of Records & Registration. Academically dismissed students are not eligible to apply for readmission on a full-time basis until at least one semester has elapsed following the student's dismissal. The dismissed student must send a letter of intent to the Academic Review Committee prior to applying for readmission. Academically dismissed students who are readmitted will return on probation. Students requesting reinstatement to the Nursing Program will be readmitted only on a space-available basis, depending upon academic performance determined by the Nursing Department.

16. **Second Degrees/Certificates**

Students who have completed a CCM certificate program are eligible to matriculate for a second certificate or degree program. Students who have completed a CCM degree program are eligible to matriculate for another degree or certificate provided that it is not closely related to the first program. A minimum of 24 additional credits related to the major, which have not yet been completed, must be earned for the second degree program. The appropriate department chairperson, in consultation with the dean, will determine the number of additional credits related to the major that must be earned for the second certificate program (This will replace the college's required residency requirement). Additional credits may be required to fulfill the current general education requirements for the second degree or certificate. Admission to second degree or certificate programs with heavy enrollment demands will be on a space available basis. A credit transfer evaluation from a student's first program to the second degree or certificate will be made at the time of matriculation. Courses will be treated as internal transfer credits and transfer grades will not be used in the grade point average calculation for the second degree or certificate.

17. **Admission to Non-Credit Courses**

Admission to all courses offered by the Center for Workforce Development is open to all applicants from high school age and up unless otherwise stated.

18. **Insurance Requirements**

All full-time and part-time students enrolled in the professional phase of the Nursing, Respiratory Therapy, and Radiography Programs are required to purchase professional liability insurance coverage and are required to show proof that they have sickness insurance.

Student Records Policy

Section 1 - Purpose: The educational interests of students and society require collection, retention and use of information about individual students and groups of students. The educational necessity to gather such information must be balanced with the protection of individual rights to privacy and self-determination. Education records shall be objectively based on the personal observations or knowledge of the originator.

Section 2 - Definitions:
“directory information”

Directory information shall be limited to the following categories of information relating to a student: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

“education records”

Except as otherwise provided in this policy, the term education records means those records, files, documents and other materials which contain information directly related to a student and are maintained by the college or by a person acting on behalf of the college.

The term “education records” does not include:

- a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof, which are in the nature of memory aids or professional notes not intended for second party review and revealed to any other person except a student.
- b. Records and documents of the college’s Department of Public Safety are kept apart from other student records and are maintained solely for law enforcement purposes and are not made available to persons outside such department.
- c. Records made and maintained by the college in the normal course of business which relate exclusively to employees of the college in their capacity as employees.
- d. Records on a student which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional or para-professional capacity or assisting in that capacity, providing such records are made, maintained or used only in conjunction with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed

by a physician or other appropriate professional of the student's choice.

“student”

The term student means any person who is or was enrolled in an academic program of study at the college, but such term does not include a person who has not been in attendance at the college.

Section 3 - Categories of Education Records: The college is authorized to gather and maintain education records as that term is defined herein and, in addition, the following:

- a. Directory information as that term is defined herein.
- b. Citizenship and sex of student and name of parents or guardian.
- c. Attendance records.
- d. Description of student educational progress according to the system of evaluation used by the college, including grade level of achievement, test scores (standardized or otherwise).
- e. Health data and health history, including results of physical examinations.
- f. Observations and ratings of individual students by professional employees of the college acting within their sphere of competency.
- g. Samples of student work.
- h. Information obtained from professionally acceptable standard instruments of measurement such as interest and vocational preference inventory results; scores on standardized intelligence, aptitude and psychological tests.
- i. Extracurricular activities and achievements.
- j. Academic honors.
- k. Authenticated information provided by student concerning educational achievements which the student wants to make a part of the record.
- l. Application for admission.
- m. High School academic records, including standardized test scores administered in high school.
- n. Letters of recommendation.
- o. Academic transcripts of County College of Morris or other colleges attended by the student.
- p. Academic probation and dismissal letters written on behalf of the college.
- q. Requests for access to or release of student records.
- r. Correspondence between the student and the college.
- s. Financial aid applications and financial records of parents.
- t. Such other records as are mandated by federal or state law or regulation.

Section 4 - Form of Records: All anecdotal information collected on a student will be authenticated information which has been dated and signed by the individual who originated the data. Hearsay information is not considered authenticated.

Section 5 - Maintenance of Records: When any portion of the education records of a student is maintained in a location other than his/her central file, notations shall be made in the student's central file as to where such other portions the education records may be found. The Registrar shall be responsible for the custody of the records.

Section 6 - Materials Not Available to Students: The following material shall not be available for inspection by students:

- a. Material or records excluded from the definition of "education records."
- b. Financial records of parents of the students or any information contained therein.
- c. Confidential letters or statements of recommendation placed in the student's file prior to January 1, 1975, if such letters are used specifically for the purpose intended.
- d. Confidential letters respecting admission to an educational institution, applications for employment or receipt of honorary recognition placed in the student's records after January 1, 1975, providing the student has signed a waiver of right of access to such confidential letters or statements.

Section 7 - Release of Director Information: At the commencement of each academic year, the college shall give public notice of the categories of information contained within the term "directory information" as defined herein. A student may, within two (2) weeks of such notice, communicate in writing to the Office of the Registrar to withhold the public release of any or all of the designated directory information. In the absence of written objection, the college may make appropriate public release of directory information relating to a student without the prior consent of such student.

Section 8 - Access to Records: Education records of a student may be released to or be inspected by the following individuals, agencies or organizations:

- a. The student in whose name such records are maintained, subject to the exclusions provided in Section 6 above.
- b. Professional employees of the County College of Morris, who have been determined by the college to have a legitimate educational interest in the education records or portions thereof of a specified student.
- c. Officials of other educational institutions in which the student seeks or intends to enroll upon the condition that the student be notified of the transfer, receiving a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
- d. Representatives of (i) the Comptroller General of the United States; (ii) the Secretary of the Department of Health, Education and Welfare; (iii) an administrative head of an educational agency as defined in Section 1221e-3(c) of Title 2 United States Code; or (iv) educational authorities of the State of New Jersey. Should any of the foregoing governmental or educational authorities require access to student or other records which may be necessary in connection with the audit and evaluation of a federally-supported education program in connection with the enforcement of federal legal requirements which relate to such programs, collection of personally-identifiable information when specifically authorized by federal law, shall be protected by such officials in a manner which will not permit the personal identification of students and their parents by other than those officials, and such

personally-identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of federal legal requirements.

- e. Appropriate agency or authority in connection with a student's application for or receipt of financial aid insofar as the information provided is directly related to such financial aid.
- f. New Jersey State and local officials or authorities to whom such information is required to be reported or disclosed pursuant to New Jersey statutes adopted prior to November 19, 1974.
- g. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- h. Accrediting organizations in order to carry out their accrediting functions.
- i. Parents of a dependent student or such parents as defined in Section 152 of Title 26, United States Code.
- j. Appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of the student or other persons, subject to regulations of the Secretary of the Department of Health, Education and Welfare.
- k. In compliance with judicial order, or pursuant to any lawfully-issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith by the college.

In addition to the foregoing, if any material or document in the education record of a student includes information on more than one student, such other student or students shall have the right to inspect and review only such part of such material or document as related to such other student or students, or to be informed of the specific information contained in such part of such material.

Section 9 - Access Upon Consent of Student: In addition to those individuals, agency or other organizations specified in Section 8, access to personally-identifiable information in education records shall be granted whenever the college receives the written consent of a student to grant such access. Such written consent shall specify: (a) the records to be released; (b) the reasons for such release; (c) and the individual, agency or organization to whom such records are to be released. In addition, a cop of the records to be released may be furnished to the student.

Section 10 - Transfers with Restriction: The granting access or transfer of education records authorized in this policy to third parties not affiliated with the college shall be subject to the condition that such third party will not permit any other party to have access to such information without the written consent of the student.

Section 11 - Procedure for Request for Records or Inspection of Same: A student, as defined in this policy, or third party not affiliated with the County College of Morris seeking education records or the right to inspect same must complete and submit in writing to the Office of Records and Registration an appropriate request or in lieu thereof present an appropriate judicial order or lawfully issued subpoena. If the request is determined to be authorized and in compliance with this policy, the college shall grant access or release the requested records to the student or other authorized party making such request within forty-five (45) days from the date

the request was filed. No education records shall be altered or destroyed during the period between the filing of the request form and actual review of the record. A representative of the college shall be present during the period of inspection to be available for the interpretation of the records and to prevent alteration, damage or loss of the record. The person to whom access has been granted shall not alter the records during such inspection.

Section 12 - Record of Access: The college shall maintain and keep with the education records of each student, a record which will indicate all individuals (other than those specified in paragraph b of Section 8 of this policy), agencies, or organizations which have requested or obtained access to a student's education records maintained by the college. Such record of access shall indicate specifically the legitimate interest that each such person, agency or organization has or asserts in obtaining such information. The record of access shall be available only to the student, and those officials of the County College of Morris who are responsible for the custody of education records, and to those persons or organizations specified in and under the conditions of paragraphs c and d of Section 8 as a means of auditing the operation of the system.

Section 13 - Right to Challenge Content: Each student shall have the right to challenge the content of his/her education records or any portion thereof on the basis that such records are inaccurate, misleading or otherwise in violation of the privacy or other rights of students. A student wishing to make such challenge shall submit in writing to the Assistant Vice President of Student Affairs, Student Engagement and Success to submit a request for correction of any such inaccurate, misleading or otherwise inappropriate data contained in such student's education records, which request shall (a) specifically identify that portion of the record challenged and (b) explain the basis of the challenge. Within ten (10) calendar days of receipt of such request, the Assistant Vice President of Student Affairs, Student Engagement and Success or their designee shall meet informally with the student to attempt to resolve the matter. If the matter is not resolved to the satisfaction of the student at such informal meeting, the request shall be referred to the Assistant Dean of Students who shall schedule a private informal hearing on the matter. The student shall be given at least five (5) days advance notice of the time and place of such informal hearing, which shall be private and confidential and shall be conducted by the Assistant Vice President of Student Affairs, Student Engagement and Success or their designee, provided such designee does not have a direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present relevant information at such hearing. Assistant Vice President of Student Affairs, Student Engagement and Success shall render their decision in writing no later than forty-five (45) days after the filing of the initial request with the Assistant Vice President of Student Affairs, Student Engagement and Success. A copy of such decision shall be given to the student, and the decision of the Assistant Vice President of Student Affairs, Student Engagement and Success shall be deemed the final decision of the college on the matter. In addition to the rights otherwise granted to students in this section, each student shall have the

right to insert in his/her education records a written response or explanation respecting any portion of the content of education records.

The rights set forth in this section do not include the right to challenge a grade, academic standing, honors, disciplinary decisions or college regulations or policies. The rights specified in this section are limited to a challenge of the accuracy by which such grades, disciplinary actions or other matters have been recorded in the education record.

Section 14 - Notification of Rights: The college shall annually advise students of their rights under this policy, the definition of education records set forth in the policy, as well as the procedures contained herein.

APPENDIX IV
MISSION AND VALUES POLICIES

- 0.0002** **Mission Statement**
- 0.0003** **Values Statement**

Mission Statement

County College of Morris is committed to excellence in teaching and lifelong learning through the delivery of exceptional programs and services to our students and to the larger community that reflect a dedication to educational advancement, cultural enrichment, and workforce development.

September 19, 2017

Values Statement

The college is committed to serving the residents and businesses of Morris County and the State of New Jersey and to sustaining engaged citizenship with our students and community members through six value statements:

- A commitment to people, evidenced by a secure, supportive environment responsive to the needs of students, employees, and the community
- A commitment to the academic mission of the college, which entails the search for truth and respect for scholarship and learning
- A commitment to honesty and integrity in all endeavors
- A commitment to the stewardship of the public trust
- A commitment to respecting individual differences and upholding the dignity of every person
- A commitment to providing access and services to all regardless of financial, academic, educational, or physical challenges